

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
June 28, 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
	Stuart Williams	City Attorney
	Scott Hodge	Public Works Director
	Spencer Brimley	Development Services Manager
	Greg Krusi	Police Chief
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Summer Palmer	Administrative Services Director
	Rich Knapp	Finance Manager
	Lee Naylor	Accountant/Budget Analyst
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder
EXCUSED:	JJ Allen	Assistant City Manager

VISITORS: Bob Bercher, Leo Leviu – Car Smart, Ilgar Kassoumov, M. Clint Bisbee, Kathryn Murray, Lin Alder, DJ Hubler

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 the Public Hearing or Citizen Comments there were forms to fill out by the door.

Councilmember Bush conducted the Opening Ceremony.

APPROVAL OF THE MINUTES FROM THE JUNE 14, 2016 POLICY SESSION

Councilmember Bush moved to approve the minutes from the June 14, 2016 policy session as written, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

PUBLIC HEARING TO RECEIVE COMMENT ON AMENDING THE 2015/2016 FISCAL YEAR BUDGET

State law required a public hearing before the City Council approved amendments to the City budget. Rich Knapp, Finance Manager, prepared some proposed amendments for the 2015/2016 Fiscal Year Budget and reviewed the following with the Council:

- The three grants received through the police department.
- Street light audit.
- Unanticipated engineering costs for a joint grant with Syracuse City for the possible future connection of 500 West and 1700 South (Antelope Drive).
- Water overage due to issues regarding the 700 South well pump.
- Interest expense from the General Obligation bond.

Mayor Shepherd opened the public hearing at 7:07 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

Councilmember Young moved to close the public hearing at 7:08 p.m. seconded by Councilmember Benson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

PUBLIC HEARING ON THE AMENDED FINAL SUBDIVISION PLAT FOR CLEARFIELD VILLA SUBDIVISION LOT 1 LOCATED AT 555 NORTH MAIN (TINS: 14-090-0001, 14-090-0070 and 14-090-0071)

Ilgar Kassoumov was requesting an amendment to the Clearfield Villa Subdivision, Lot 1, to combine three lots into a single 0.3790 acre parcel of land. The sites were located at 555 North Main (TINS: 14-090-0001, 14-090-0070 and 14-090-0071). The properties were located in the C-2 (Commercial) zoning district. The Planning Commission considered the request during its meeting on Wednesday, June 1, 2016, and recommended approval.

Spencer Brimley, Development Services Manager, shared a visual illustration of the properties and oriented the Council with the properties on a map and explained the request was to allow for the expansion of the car sales establishment at that location. He announced staff was requesting the fencing to separate the property from the residential property to the west. He stated there was also a requirement to apply for a Conditional Use Permit (CUP) for the new property.

Mayor Shepherd opened the public hearing at 7:10 p.m.

Mayor Shepherd asked for public comments.

Mr. Kassoumov, applicant, reported he had already begun working on the landscaping at the property and believed it would be an improvement to the site. He explained the need to combine

the properties into one parcel would allow for better visibility and display of automobiles ready to be sold.

Councilmember Peterson moved to close the public hearing at 7:12 p.m. seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

CITIZEN COMMENTS

There were no citizen comments.

APPROVAL OF THE AMENDED FINAL SUBDIVISION PLAT FOR CLEARFIELD VILLA SUBDIVISION LOT 1 LOCATED AT 555 NORTH MAIN (TINS: 14-090-0001, 14-090-0070 AND 14-090-0071)

Councilmember Benson moved to approve the amended final subdivision plat for Clearfield Villa Subdivision Lot 1 located at 555 North Main (TINS: 14-090-0001, 14-090-0070 and 14-090-0071) and authorize the Mayor’s signature to any necessary documents, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

APPROVAL OF RESOLUTION 2016R-13 ADOPTING AMENDMENTS TO THE 2015/2016 FISCAL YEAR BUDGET

Councilmember Bush moved to approve Resolution 2016R-13 adopting amendments to the 2015/2016 fiscal year budget and authorize the Mayor’s signature to any necessary documents, seconded by Councilmember Benson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

APPROVAL OF RESOLUTION 2016R-15 ACTING AS THE GOVERNING AUTHORITY OF THE NORTH DAVIS FIRE DISTRICT AND ADOPTING AND CERTIFYING ITS TAX RATE FOR THE 2016 TAX YEAR

The Clearfield City Council acted as the governing authority for the North Davis Fire District (NDFD). The Administrative Control Board of the NDFD desired to adopt the certified tax rate of .001182 for the 2016 tax year for the purpose of funding operating expenses and capital improvements and to provide fire protection, emergency medical and ambulance services and consolidated 911 and emergency dispatch services.

Councilmember Benson moved to approve Resolution 2016R-15 acting as the governing authority of the North Davis Fire District (NDFD) and adopting and certifying a tax rate of .001182 for the Fire District during the 2016 tax year and authorize the Mayor’s signature to any necessary documents, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

APPROVAL OF RESOLUTION 2016R-14 AUTHORIZING AN INTERLOCAL AGREEMENT BETWEEN CLEARFIELD CITY AND DAVIS COUNTY FOR A UTAH POLLUTANT DISCHARGE ELIMINATION SYSTEM (UPDES) PERMIT

As part of Clearfield City’s Utah Pollution Discharge Elimination System (UPDES) permit, the City determined to jointly implement portions of the storm water management plan with Davis County. This Interlocal Agreement enacted the limits, responsibilities and requirements for each party to jointly implement the Storm Water Management Plan.

Scott Hodge, Public Works Director, explained every five years the state updated its storm water permit which identified regulations required for compliance. He stated Clearfield City was a member of the Davis County Coalition for storm water management and announced the “We all Live Downstream” campaign and subsequent commercials were part of the program.

Councilmember Phipps moved to approve Resolution 2016R-14 authorizing an Interlocal Agreement between Clearfield City and Davis County for a Utah Pollutant Discharge Elimination System (UPDES) permit and authorize the Mayor’s signature to any necessary documents, seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

APPROVAL OF THE AWARD OF BID TO PROVIDE CONSULTANT ENGINEERING SERVICES TO CIVIL ENGINEERING CONSULTANTS, PLLC (CEC) AND CONFIRM THE CITY MANAGER’S APPOINTMENT OF CEC AS THE CITY ENGINEER

Proposals were received from six consultant engineering firms interested in providing engineering services to Clearfield City. The selection committee reviewed the qualifications, experience and fee structures of each firm. The top three firms were invited for a follow-up interview with the selection committee. Civil Engineering Consultants was recommended to be retained as the City’s consultant engineers.

Adam Lenhard, City Manager, explained the interview process had been completed and evaluated the proposals and announced he was recommending remaining with CEC as the City Engineer. He requested the Council confirm the appointment of CEC Engineering as the City Engineer.

Councilmember Young moved to approve the award of bid to provide consultant engineering services to Civil Engineering Consultants, PLLC (CEC) and confirm the City Manager’s appointment of CEC as the City Engineer 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, Peterson, Phipps and Young. Voting NO – None.

APPROVAL OF THE AWARD OF BID FOR CONSTABLE SERVICES

The current contract for constable services would end on June 30, 2016. The City recently completed an RFP (Request for Proposals) process and only one proposal was submitted by Court Services of Utah, the City's current provider.

Councilmember Benson moved to approve the award of bid for constable services to Court Services of Utah and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

APPROVAL OF THE ENERGY SAVINGS CONTRACT WITH MCKINSTRY

The City had been working with its Energy Savings Contract (ESCO) partner, McKinstry, to develop a scope of work to upgrade the lighting at City Hall, the Aquatic and Fitness Center and the streetlights within the City to LEDs. The savings from the projects would be used to replace the HVAC system at the Aquatic and Fitness Center. City staff was recommending approving the lighting upgrades and the HVAC replacement, and to begin the construction phase pending the Legal Department's review of the contract.

Eric Howes, Community Services Director, reminded the Council that staff had been working with McKinstry for almost two years on evaluating equipment at City facilities specific to energy performance. He clarified the proposal was to upgrade equipment or systems which would use less energy and use the savings to pay for upgrades. He reported it had been narrowed down to the HVAC system at the Aquatic Center, lighting at City facilities and street light conversion. He stated staff was recommending the Council approve the contract with McKinstry for the HVAC and the lighting as it had been presented, pending legal review of the contract. He mentioned ordering the new equipment was time sensitive to allow completion of work in the current season and indicated if there were major concerns with the process; approval for those could come before the Council at a later date.

Councilmember Phipps pointed out there was no costs associated with the contract. Mr. Howes responded the City would need to borrow for the expenditure and the energy savings would be used to make the loan payments; therefore, the costs to the City were neutral. He requested clarification there was no dollar value associated with the contract. Adam Lenhard, City Manager, explained the Council would be required to approve any debt incurred if the City proceeded with the executing the contract. Councilmember Phipps suggested the motion include language explicitly providing the authority to staff for making inconsequential changes without Council's approval during a future meeting.

Mayor Shepherd clarified timing associated with the debt and escalation would also be considered. Mr. Howes responded a one percent rate increase would be applicable to both the electrical and natural gas rates.

Councilmember Peterson moved to approve the Energy Savings Contract with McKinstry for lighting upgrades, the HVAC replacement and to begin the construction phase pending

the Legal Department’s review of the contract, authorizing staff to make necessary, inconsequential modifications to the contract and authorize the Mayor’s signature to any necessary documents, seconded by Councilmember Benson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

APPROVAL OF A PROCLAMATION DECLARING THE WEEK OF JULY 1 – JULY 7, 2016 AS INDEPENDENTS WEEK IN CLEARFIELD CITY

Clearfield’s core of independently-owned businesses gives back to the community in goods, services, time and talent. Additionally the health of Clearfield’s economy depends on support of businesses owned by friends and neighbors. Local business owners and their employees enrich residents’ shopping experiences with their knowledge and reflect a sense of place. The proclamation was a salute to community members and locally owned independent businesses that were integral to Clearfield.

Mayor Shepherd read the proclamation.

Councilmember Phips inquired if there would be any advertising associated with the proclamation. Mayor Shepherd responded it would be highlighted in the City’s newsletter as well as social media posts. Adam Lenhard, City Manager, pointed out the proclamation was a partnership with Buy Local First Utah which would also be advertising Independents Week.

Councilmember Young moved to approve the Mayor’s signature to the Proclamation officially declaring July 1-July 7, 2016 as “Independents Week” in the City of Clearfield, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

COMMUNICATION ITEMS

Mayor Shepherd

1. Announced the Air Show had been a phenomenal success. He praised UDOT and UTA for their efforts in getting people to and from the event. He announced Sunday was the largest day for attendance. He informed the Council that General Leavy from Tinker Air Force Base was in attendance to participate in the air show and change of command. He mentioned Colonel Jolley’s change of command took place earlier in the day and spoke of his accomplishments.
2. Mentioned the demolition of the buildings across the street from City Hall.
3. Expressed appreciation to staff for the City summer party.
4. Looking forward to a great Fourth of July celebration.

Councilmember Benson

1. Reported auditions for the “We’ve Got Talent” talent show had resulted in 12 acts moving on to perform in the final competition round on Monday, July 4, 2016, at 6:00 p.m., in conjunction with the Fourth of July celebration.

Councilmember Bush

1. Informed the Council that he had attended the Weber Basin Water Tour on Wednesday, June 15, 2016 which included the Smith & Morehouse reservoir. He mentioned that reservoir was the first reservoir and was located at the highest elevation which allowed the system to benefit from the gravity flow.
2. Reported approximately 150 people attended the North Davis Sewer District's (NDS) open house which took place on Friday, June 17, 2016. He announced the recently installed new equipment was operational and it was anticipated the equipment would be in use until 2030. He mentioned there was room for expansion as needed based on population.
3. Announced he had attended an awards ceremony on Wednesday, June 22, 2016, at which time the NDS received an award from OSHA (Occupational Safety and Health Administration). He complimented the facility for the way in which it operated.
4. Stated he had attended lunch at Chancellor Gardens and invited the other councilmembers to the luncheon on Wednesday, July 13, 2016, its annual barbeque.
5. Reported he would be attending the Wasatch Choice 2050 Consortium in Salt Lake later in the week.
6. Reminded the Council of the Sunday event, July 3, 2016, 7:30 p.m., in conjunction with the Fourth of July festivities on the front steps of City Hall.

Councilmember Peterson

1. Announced the graduation for participants of the "Circles" program, designed to help break the cycle of poverty, was planned for Thursday, June 30, 2016.
2. Expressed appreciation to staff of the Community Development regarding their efforts with the groundbreaking of the new Antelope Elementary parking lot.

Councilmember Phipps

1. Informed the Council that Wasatch Integrated hadn't met.
2. Announced he would be out of town the week of July 12, 2016 and August 2, 2016.

Councilmember Young

1. Expressed his opinion the Air Show was great.
2. Wished everyone a Happy Fourth of July.

STAFF REPORTS

Adam Lenhard, City Manager – mentioned staff working on the Fourth of July would be flexing time during the remainder of that week.

Nancy Dean, City Recorder – Reviewed the Council's calendar:

- No meeting scheduled for Tuesday, July 5, 2016
- Meetings on July 12 and July 26
- Night against Crime on Tuesday, August 2, 2016

There being no further business to come before the Council, **Councilmember Benson moved to adjourn at 7:45 p.m., seconded by Councilmember Peterson. Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.**

**APPROVED AND ADOPTED
This 12th day of July, 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, June 28, 2016.

/s/Nancy R. Dean, City Recorder