

CLEARFIELD CITY COUNCIL AND PLANNING COMMISSION
JOINT MEETING MINUTES
11:00 A.M. WORK SESSION
June 9, 2016

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

PLANNING COMMISSION MEMBERS: Steve Parkinson, Tim Roper, Brady Jugler, Chris Uccardi, Kathryn Murray, Ron Jones

NOT PRESENT: Amy Mabey, Michael Millard, Michael Britton, Robert Browning,

VISITORS: There were no visitors.

Mayor Shepherd called the meeting to order at 11:06 a.m.

DISCUSSION ON THE MIDA (MILITARY INSTALLATION DEVELOPMENT AUTHORITY) MUNICIPAL SERVICES AGREEMENT

JJ Allen, Assistant City Manager, explained the City had been under contract to provide municipal services to the Military Installation Development Authority (MIDA) property for the previous three years. He stated MIDA requested a renewal of that agreement, including some minor changes, and distributed a handout of the proposed agreement. He directed the Council to Exhibit B which identified all the services which could be provided by the City to MIDA upon request and explained the new agreement allowed the City to update that pricing once a year. He mentioned the storm water utility fees reflected on Exhibit B could be increased whenever

impervious surface was increased. He explained there was ambiguity in the previous agreement for private businesses which needed to obtain a building permit or business license and indicated the applicant would now apply through MIDA and MIDA in turn would collect and remit necessary fees to the City. He clarified the business license would be a City issued license certificate. He announced the agreement would be a five year agreement with two renewal options.

Mr. Allen directed the Council to Number 5 of the agreement which indicated if the MIDA Service Area was expanded the City could update the map exhibit allowing the City to continue to provide services. He explained the prospect of proposed new development in the area.

He announced consideration of approval of the agreement would be on the City Council agenda for Tuesday, June 24, 2016.

DISCUSSION ON THE 350 WEST CDBG IMPROVEMENT PROJECT

Scott Hodge, Public Works Director, stated the 350 West CDBG Improvement Project was similar to previous CDBG projects in the Melanie Acres subdivision and announced two bids had been received with the lowest bid provided by Kapp Construction with a bid amount of \$481,855.50. He mentioned the bid was higher than anticipated which reflected the current economy. He explained the bid included the possibility of removing trees from the park strip during the construction process. He reported a neighborhood meeting was held and residents were informed of that possibility during which their opposition was expressed. He emphasized every measure would be taken to save the trees and explained the extenuating circumstances which could possibly require the removal.

Councilmember Phipps expressed concern regarding some line items on the bids and Mr. Hodge also expressed frustration with the methodology used by contractors when completing line items and submitting bids.

DISCUSSION ON ENERGY PERFORMANCE CONTRACT FINANCING

Rich Knapp, Finance Manager, reminded the Council of the McKinstry proposal for energy performance. He informed the Council of the cost associated with proceeding and stated staff had looked into financing options for consideration. He suggested the City proceed with a 12 year term of a Tax Exempt Lease Purchase to finance the contract. Mr. Knapp shared an illustration showing the projected savings to the City should it decide to replace existing equipment with more energy efficient models. He noted the debt service for the financing of the project would be \$193,000.

Mayor Shepherd inquired if the gap would be assumed by McKinstry. Adam Lenhard, City Manager, clarified the only thing guaranteed by McKinstry was the energy savings and shared an example. Mr. Knapp shared his opinion regarding the possible savings and a discussion took place.

Councilmember Young requested clarification why the project couldn't be broken down and completed in phases. Eric Howes, Community Services Director, explained the downside to not completing the upgrades to the HVAC system at the Aquatic Center and a discussion took place during which he explained concerns/issues associated with humidity. He also explained the audit process used by McKinstry to determine the needs identified in its proposal which justified the energy savings.

Councilmember Phipps requested clarification on the proposed costs/savings as well as any risks associated with the proposal. Mr. Knapp responded the cost for the project should be budget neutral with the budget savings equal to the amount of any debt payment, if McKinstry's assumptions were correct. Councilmember Peterson suggested the City consider the worst case scenario to determine if it should proceed with the Energy Performance contract and the discussion continued. Mr. Knapp believed that would be difficult to determine because there was no way to know how long the current HVAC system would last the City and shared some scenarios after which the discussion continued.

Mr. Lenhard pointed out line item #49 in McKinstry's proposal reflected a four and a half percent annual escalation in the natural gas rate and compared that to the 10 year period going back to 2007 which reflected the total cumulative increase was less than eight percent. Mayor Shepherd suggested McKinstry's submitted proposal was very aggressive and expressed concern with how much savings could potentially be recognized. Mr. Lenhard suggested the City calculate its own scenarios of potential savings if energy rates remained the same over the next twelve years; then a one percent increase, two percent increase and so on.

Mr. Lenhard emphasized there was an intangible value to having a working HVAC system at the Aquatic Center. Mr. Lenhard stated the City could request McKinstry rework the proposal with specific scenarios for consideration by the Council prior to approval or denial of the energy savings contract and a discussion took place.

DISCUSSION ON THE FISCAL YEAR 2017 PROPERTY TAX RATE

Rich Knapp, Finance Manager, shared a presentation explaining the calculation of property taxes and the proposed Fiscal Year 2017 tax rate. He shared an illustration reflecting figures comparing property tax values, the proposed rate, and what could be recognized if the Council opted for a Truth in Taxation hearing to maintain its current rate. He informed the Council that the proposed property tax rate calculated by Davis County was 0.001634 and recommended the City maintain its current rate 0.0018 which required the Truth in Taxation process. He reported maintaining the current rate would increase the average cost per household approximately \$15.61 annually. The Council discussed the increase in property values and costs of inflation to Clearfield residents.

Adam Lenhard, City Manager, stated staff was recommending maintaining the tax rate and a public hearing would be required to proceed as part of the Truth in Taxation process. He mentioned the Council should carefully consider that option because it directly impacted residents and a discussion took place regarding the potential impact. Councilmember Phipps asked if the adopted tentative budget had included the additional revenue that would be

recognized if the current rate was maintained. Mr. Lenhard responded if the City didn't maintain the tax rate more funds would be used from reserves and pointed out this would be the sixth year in which the rate was maintained. Councilmember Peterson suggested educating residents on the need to maintain the tax rate in order for the City to continue to provide municipal services.

JOINT CITY COUNCIL AND PLANNING COMMISSION

The Planning Commission joined the work session at 12:11 p.m.

The Council took a break for lunch at 12:11 p.m.

The meeting resumed at 12:30 p.m.

DISCUSSION ON THE STRATEGIC PLAN

Adam Lenhard, City Manager, shared a presentation of the Long Range Strategic Plan. He stated Vision2020 had been completed and replaced by the Long Range Strategic Plan. He emphasized the Long Range Strategic Plan wasn't a checklist or procedure manual and announced the Plan consisted of four main components:

- Identify the City's Vision
- Identify Priorities
- Provide Guidance for Decision Makers
- Easily Read and Understood

Mr. Lenhard clarified the Plan consisted of the three-year project plan in conjunction with the Comprehensive Action Plan (CAP) and stated it included the following and reviewed each, with the exception of current conditions, with the Planning Commission and the Council:

- Current conditions
- Vision statement
- Policy priorities
 - Providing Quality Municipal Services
 - Make investments in Facilities and Infrastructure
 - Safeguard Public Health
 - Develop a Safe, Well Maintained and Efficient Street Network
 - Provide Safety and Security for the Community through Professional and Caring Law Enforcement and Fire Protection Services
 - Facilitate the Orderly Development of Land Consistent with the City's General Plan
 - Ensure Fair and Impartial Judication of Criminal and Civil Matters
 - Improve Victim Advocacy and Assistance through a Community Wide Approach
 - Community Services – Set the Standard
 - Elected Officials which Represent the Community with Integrity and Fairness
 - Fair and Transparent Stewardship with Taxpayer Dollars
 - Continue to Update and Implement Long Range Financial Models for Capital Facilities and Equipment Replacement

- Leverage Technology to Increase Effectiveness in Providing Services
 - Transparent and Honest Communication
 - Enhance City's Disaster Preparedness through Proper Training and Emergency Planning
- Improving the City's Image, Livability and Economy
 - Facilitate the Revitalization and Renewal of the City, Eliminate Blight and Actively Pursue Citywide Beautification
 - Utilize Proven Economic Development Tools to Strengthen Local Economy
 - Incentivize and Promote Downtown Redevelopment to Create a Vibrant, Attractive and Healthy Urban Setting
 - Pursue a Balanced and Orderly Approach to Land Use
 - Supporting New Commercial Development (Emphasis on Legend Hills, I-15 Interchanges and attractive corridors)
 - Strengthen Manufacturing Base
 - Encourage Community Involvement through Arts and Culture Programs
 - Developing Attractive, Safe and Modern Outdoor Recreation Facilities
 - Providing a Variety of Meaningful and Successful Recreation Experiences for Residents
 - Prioritize Community Outreach and Education
 - Utilize Proven Community Oriented Policing Programs
 - Promote the Fourth of July Celebration as the Region's Leading Holiday Event

A discussion took place regarding the City's Fourth of July celebration during which Mayor Shepherd expressed his opinion it was the one thing that contributed to Clearfield's identity. Mr. Lenhard reported staff would continue to move forward with the event taking into account the Council's previous direction about costs.

- Maximize Political Influence to Support Local, Statewide, and National Policies which Improve and Protect Clearfield's Interests

Councilmember Bush suggested inviting legislators to a work session to allow staff and elected officials the opportunity for input on specific issues. He expressed his opinion the best time for that to take place would be sometime in the fall prior to the legislative session. Mr. Lenhard responded staff would be happy to facilitate attendance at the Council's direction.

- Maintaining a Highly Motivated and Well-Trained Workforce
 - Fund the City's Compensation Plan
 - Provide Training and Education Opportunities to Employees
 - Reduce Costs and Increase Efficiency of Staff by Utilizing the best Equipment, Information Technology and Procedures
 - Cultivate a Safe, Healthy and Positive Workplace where Employees want to Work

- Engage Employees through Appropriate Social Activities, Events and Recognition
- Develop Personnel Policies that Balance the Needs of the Organization with those of the Employees
- Fostering an Environment where the Concerns and Ideas of all Employees can be Heard
- Provide the Flexibility Employees need to be Successful in their Public Service

Mr. Lenhard pointed out the goals and tactics were lofty yet attainable and asked how it could happen. He pointed out the following and a discussion took place:

- Know the Plan
- Commit to It
- Work Together
- Make Bold Decisions
- Keep it Relevant

DISCUSSION ON THREE-YEAR CAPITAL PROJECT PLANS

Adam Lenhard, City Manager, reviewed the three-year project plans identifying the following:

- Streets

Mr. Lenhard reviewed the streets project plan which identified streets, description of improvement and cost. He explained the process used to prioritize identified projects and directed the Council to the budget specific to the Three Year Streets Capital Project Plan and reviewed the identified projects and costs. He mentioned the FrontRunner pedestrian/vehicular crossing and explained the challenges associated with that project. Mayor Shepherd suggested the City approach UTA to use some of its Proposition 1 funding for that project.

- Facilities, Parks and Open Space

Councilmember Phipps expressed his opinion the City's neighborhood parks should have the amenities needed to support the neighboring community. He believed it was a "quality of life" issue. Mr. Lenhard reviewed the Three Year Project Plan with the Council pointing out projects to be completed with PARAT Tax funding had not yet been identified in the Three Year Plan.

- Water

Mr. Lenhard reviewed the criteria used to prioritize water projects and pointed out funds from three utility accounts were appropriated for the public works improvement project. He referred to the three year budget and pointed out the need to increase water rates to complete necessary improvement projects to the City's aging infrastructure. He suggested the Water Utility Rate Study would recommend an escalation in water rates. He informed the Council that the City would probably need to bond in order to build a two million gallon water tank at Hill Air Force Base (HAFB) sometime after 2019. He pointed out the identified Fiscal Year 2017 projects had been included in the budget process.

- Sewer

He directed the Council to the sewer utility budget for the Three Year Project Plan and pointed out the balance would also recognize a decrease as it funded identified projects. Councilmember Young suggested the City take a proactive approach in appropriating projects in conjunction with considering rate increases.

- Storm Drain

Mr. Lenhard reviewed the storm drain utility Three Year Project Plan with the Council and suggested the City was taking an aggressive approach with its infrastructure.

DISCUSSION ON THE COMPREHENSIVE ACTION PLAN (CAP)

He distributed a copy of the CAP and pointed out the identified projects would be completed within the next three years and informed the Council of the information included in the spreadsheet. He reviewed some of the identified projects with the Council and discussions took place regarding the following:

- Mabey Pond

Councilmember Phipps suggested including Mabey Pond as part of downtown redevelopment. Councilmember Peterson expressed her opinion the City should be aggressive and include it in downtown redevelopment. Mayor Shepherd believed items/issues need to be addressed prior to fixing the pond and including it in redevelopment. The Council directed staff to designate the Mabey Pond and surrounding area in a Small Area Plan. Councilmember Phipps believed the City should be prepared to make some bold decisions regarding the area. Mayor Shepherd shared information regarding a possible proposal for the downtown Clearfield area. Councilmember Bush expressed concern regarding litter, debris and items being dumped or disposed of in the pond.

- Aquatic Center Playground

Mr. Lenhard pointed out the playgrounds were old, faded and needed to be replaced and explained the difficulty in replacing it with another piece of equipment. He expressed concern how a new amenity would be funded and mentioned PARAT Tax funding could be an option.

- Fleet Lease for trucks

Mr. Lenhard indicated the City would be leasing four trucks on a trial basis to determine if it would want to lease, as opposed to purchase, fleet vehicles in the future.

The Planning Commission was excused at 2:05 p.m.

The Council took a break at 2:05 p.m.

The meeting reconvened at 2:17 p.m.

PRESENTATION AND DISCUSSION ON THE PARAT TAX MASTER PLAN

Eric Howes, Community Services Director, distributed a rating sheet handout specific to 29 identified projects and the PARAT Tax Master Plan. He reviewed the process used by staff thus far regarding PARAT Tax projects. He suggested soliciting public input at some level specific to

projects. He reviewed the identified projects and requested the Council rate each project. Discussions took place regarding each of the following with the Council:

- Tables, Benches and Trash Receptacles
 - Mr. Howes suggested not paying the extra cost for the graffiti coating on the tables. A discussion took place regarding different table options.
 - The style of benches available
- Park Signage Replacement
- BMX/Pump Track

The Council discussed possible options at Barlow Park as well as the possible property acquisition near H Street and SR 193. The Council also discussed the inclusion of the ropes course with the BMS track. Mr. Howes mentioned the success of the BMX Park would depend on the inclusion of jump tracks. A discussion also took place regarding whether an admission fee would be viable.

- Disc Golf Course

Mr. Howes suggest installing the feature at Island View Park. Councilmember Phipps suggested an amenity like that should be considered for Steed Park. Mr. Howes mentioned the amenity could be placed in both parks but the developer of the Disc Golf Course recommended Island View Park.

- Steed Pond Trail/Rail Trail
- Commission and Install Art on the outside of the Arts Center
- F-35 & Maintenance Area Playground at the north end of Fisher Park near South Clearfield Elementary
- Tennis Court and Basketball Court Rehabilitation at Kiwanis park
- New Electronic Playgrounds for Steed Park and Barlow Park
- Remodel/Replace the amphitheater

A discussion took place regarding the proposal, size, demolition costs, and improvements to the rest rooms, the viability and size at the current site in conjunction with the needs of the City's performing arts. Mayor Shepherd suggested some kind of sponsorship was an option to fund that amenity.

- Skate Park Enhancement

Mr. Howes stated the City's current skate park was great for experienced riders and suggested adding shorter and lower skill level elements.

- Fish Cleaning Stations at Steed and Mabey Pond
- Renovate Existing Buildings
 - Kiwanis Restrooms
 - Island View Restrooms
 - North Steed Restrooms
 - South Steed Tower
- Add Pavilion at the North end of Fisher Park

A discussion took place regarding other locations for a large pavilion.

- Add Small Pavilion at 200 South Park
- New Playground for Cornerstone Park

A discussion took place regarding adding an amenity to a park in which parking was so limited.

- Develop and Landscape Steed Pond
- Replace Play Area in Leisure Pool

- Challenge/Ropes Course

Discussion took place specific to location and the elevation of the course. Mr. Howes mentioned one of the challenges associated with the ropes course was the lack of mature trees which could be implemented with the feature.

- Dog Park at Barlow

A discussion took place specific to whether the amenity should be placed at Barlow Park or the possibility of it being located near SR 193 and H Street. Mr. Howes mentioned the City had applied for a grant from Petco which could be used for the implementation. Mr. Lenhard stated a dog park would net the greatest ratio from money spent to public perception.

- Refurbish Tennis Courts at Steed Park

A discussion included tennis courts vs pickle ball courts and which would be in the best interest of the City and if a multi-use court would be advantageous and the cost associated with the project.

- Playground Equipment at 200 South Park

Discussion took place regarding what type of amenity should be placed at that park. Some of the councilmembers weren't in support of making it a "swing" park

- New Restroom at Central Park
- New Playground for 2 to 5 year olds at Island View Park
- Central Park Playground with Wasatch Elementary on the City's portion
- Playground Replacement at North Steed Park
- Replace Small Pavilions
 - Island View Park
 - Train Watch Park
 - Kiwanis Park
 - Bicentennial Park
- Veteran's Monument at Bicentennial Park

Mayor Shepherd believed there were fund raising opportunities which could be used for that purpose as opposed to the use of PARAT Tax revenue. Councilmember Bush also mentioned the American Legion had expressed interest in the past.

Councilmember Bush asked why the restroom at Mabey Pond wasn't on the list. Mr. Howes responded there were impact fees which could be used for that purpose and a discussion took place. He also suggested making the splash pad an amenity free to the public and requiring Aquatic Center patrons to re-enter with a wristband and a discussion followed and the conclusion was the splash pad was an amenity to the Center.

A dinner break took place at 5:05 p.m.

The meeting resumed at 5:15 p.m.

PRESENTATION AND DISCUSSION ON ROLES, RESPONSIBILITIES AND COMMUNICATION

Adam Lenhard, City Manager, shared a presentation and explained the five different Forms of Government provided for in the State of Utah and reviewed each one with the Council. He informed the Council that Clearfield City was a six-member form of government. He reviewed the roles and responsibilities of the mayor and council and shared illustrations identifying

specific tasks. He reviewed Council's expectations of staff and requested input. He distributed a handout of proposed Council protocols and proposed the Council review and let him know of any questions or concerns and a discussion took place.

Councilmember Bush left the meeting at 5:51 p.m.

Mr. Lenhard reviewed how internal communication took place within the City and the Council expressed its expectation regarding communication of staff. A discussion took place regarding how the Council and Mayor Shepherd communicate, their expectations and preferences regarding communication. Mr. Lenhard reviewed ways in which staff and Council communicate with the public and inquired to what extent the City's obligation was to inform the public about different issues and a discussion took place on what staff should implement to encourage resident involvement.

JJ Allen, Assistant City Manager, led a discussion regarding social media and roles associated with postings to different social media sites. He summarized the City's need for public communication and a discussion took place regarding the amount of staff time required to fulfill the increasing need.

The meeting adjourned at 6:55 p.m.

APPROVED AND ADOPTED
This 26th 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 Thursday, June 9, 2016.

/s/Nancy R. Dean, City Recorder