

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:30 P.M. WORK SESSION
October 25, 2016

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

VISITORS: Tim Roper – Planning Commission Chair.

Mayor Shepherd called the meeting to order at 6:30 p.m.

DISCUSSION ON PARTICIPATION IN A SIDEWALK GRANT FOR 1000 EAST

Scott Hodge, Public Works Director, reported Wasatch Front Regional Council made the City aware of a grant opportunity from the Utah Transit Authority which focused on enhancing transportation for seniors and individuals with disabilities living near rail stop areas. He reported the City applied for the grant to be used for a sidewalk project along 1000 East and north of Antelope Drive, near the Frontrunner station. He informed the Council that the City had been notified in August it was awarded grant funding of \$19,600 to be used toward the sidewalk project, which was estimated to cost \$24,500. He stated there was a resolution for Council's consideration during the policy session and explained the City would be obligated to complete a significant list of items in conjunction with accepting the grant funding.

Mr. Hodge reported staff was still trying to determine whether it was beneficial to accept the grant funding and meet all required obligations or whether it wanted to complete the project using City staff and estimated that would cost the City approximately \$10,000.

Councilmember Bush clarified the sidewalk would begin at 1700 South and continue north to the apartments. Mr. Hodge responded the sidewalk would end at Gus Kallas' driveway. Councilmember Peterson inquired why the sidewalk would not continue north of the Oakstone Apartments in front of the vacant field. Mr. Hodge reported that portion would be included with the development of the rail stop. He stated the five foot sidewalk would be next to the curb and gutter due to the current right-of-way and indicated a fence was also included near the irrigation ditch. JJ Allen, Assistant City Manager, asked if more right-of-way would be acquired once Mr. Kallas' property was developed. Mr. Hodge responded that would be an option or condition with the development of that property.

DISCUSSION ON THE ACQUISITION OF REMNANT PARCELS OF PROPERTY ADJACENT TO ISLAND VIEW PARK

JJ Allen, Assistant City Manager, explained there were two small triangular parcels of property located in the southeast corner of Island View Park adjacent to a City street which were owned by Residential Mortgage, or Lynn Jenkins. He informed the Council that a member of the family had approached the City expressing their willingness to sell those to the City. He indicated the property owner had no use for the parcels in their current state.

Mr. Allen reported on the negotiations which had taken place with the family representative regarding the cost for the acquisition of the parcels and stated the final proposal was \$2000, if approved by the Council. Councilmember Peterson asked how the remnant parcels were created. Spencer Brimley, Development Services Manager, explained how similar circumstances created remnant parcels from time to time. Eric Howes, Community Services Director, emphasized nothing distinguished the parcels from Island View Park property.

Councilmember Benson inquired what would happen if the parcels went to a tax sale. Mr. Allen responded the City could then purchase them for approximately \$750; however, the owner could potentially pay the taxes eliminating the opportunity for the City to purchase the parcels. A discussion took place specific to the option in purchasing the parcels.

Mr. Allen stated staff was recommending purchasing the parcels for \$2000 and the execution of a quit claim deed. He informed the Council that the amount of delinquent taxes owed on the parcels was approximately \$183 and a discussion took place regarding the proposed purchase price.

The Council agreed to consider the purchase for \$2000. Mr. Allen stated approval of the property purchases would be placed on the next agenda.

DISCUSSION ON COMMUNITY ARTS PROGRAMS AND SERVICE LEVEL

Eric Howes, Community Services Director, announced he was proud of the City's current arts program and what had been accomplished. He indicated the time had come to evaluate the whether to expand the service level and staffing.

He referred to Vision 2020 which his staff used to determine programming and pointed out two goals specific to the arts: 1) Foster resident involvement and community awareness through recreation, arts and education by creating a front porch oriented arts program implementing a summer concert series, outdoor movies in the park and converting the old City hall into a performing arts center, and, 2) Celebrate, accentuate and support the City's cultural, ethnic and aged based diversity through developing a variety of cultural based programs, educational opportunities, language classes, cultural heritage class workshops and annual events.

He described how the department was currently structured and how it had been reorganized in 2013. He stated in conjunction with the reorganization, a part-time position was implemented to run the arts programs. He continued the current Strategic Plan, which was implemented last fall and which replaced Vision 2020, identified goals which needed to be carried over budget years and one of the those goals spoke directly to set the standard for City programs.

He distributed a hand-out reflecting the current programming for fiscal year 2017 and the proposed programs which could be recognized with the expansion opportunity as well as opportunities which could be further investigated for potential additional programming. He believed there was the possibility for additional growth associated with the arts which would necessitate a full time position.

Councilmember Bush moved to adjourn the work session and reconvene in a City Council policy session at 6:57 p.m., seconded by Councilmember Benson. All voting AYE.

The work session reconvened at 9:10 p.m.

Mr. Howes, directed the Council to the second page of the handout and explained the listed programs had been identified for programming over the next two years. He mentioned the existing youth programs were extensions of programs which had been added during the past summer and were proposed additions for the coming season.

He directed the Council to the new arts programming opportunities and stated they would be directly associated with the proposal for additional staffing hours. He stated individuals had proposed those classes be offered at the Arts Center. Councilmember Young expressed concern regarding the addition of dance programs and suggested the City might not want to compete with the private sector. Councilmember Peterson liked the idea of the dance programs because they offered something not of a competitive nature or significant commitment on behalf of the participant. Mr. Howes believed the dance programs offered by the City were something not available in the private sector and a discussion followed.

Mr. Howes indicated although some of the programs were offered through the private sector, interest had been expressed to rent space at the Arts Center. He emphasized some of the identified programs would not necessarily be offered on behalf of the City; rather, the instructor would be renting space for the activity.

Councilmember Peterson asked if the proposed programs would be self-sustaining or whether the subsidy would be significant on behalf of the City. Mr. Howes responded the Community Services Department used a cost recovery model to determine pricing for all programming and emphasized it was based on the benefit received and explained its implementation. He suggested new programs would be based on that model, taking into consideration the current cost recovery and adjustments needed. He mentioned staff was still in the process of fully implementing the model across all programs.

Mr. Howes announced the reasons for the current discussion was to determine if the Council was still in favor of the philosophy and direction of the City's arts programs and to see if the Council was willing to increasing staffing hours to accommodate the expansion.

He informed the Council the current staff was ahead of schedule for the implementation of additional programs and expressed his opinion the individual currently in the position was right for expanding the proposed position.

Councilmember Young inquired if the cost recovery model included the personnel change. Mr. Howes responded the cost recovery model was based on specific programs and only accounted for direct costs. JJ Allen, Assistant City Manager, questioned whether the cost recovery model included the arts direct personnel costs. Mr. Howes responded it did not. Councilmember Young stated he would like to see that prior to agreeing to the additional hours.

Mayor Shepherd inquired if there was a budget impact to making the position full time. Mr. Howes responded changing the position from part time to full time with the inclusion of benefits would be approximately \$36,000. Mr. Allen stated expansion of the program and staff was strictly a policy question for the Council and added the timing of the discussion was due to the personal circumstances for the individual currently in the part time position. He suggested the Council consider if it was interested in growing the arts program at this time.

Councilmember Phipps clarified the City was at risk for losing an individual, obviously a great asset to the City, who had built the arts program to what it currently was and suggested a community arts program contributed to a sense of community. He stated he would be supportive of the change and suggested it would be a good use of \$36,000.

Councilmember Peterson added she also wanted to invest in employees and obviously the individual was a good fit. She inquired if the change was needed immediately to maintain the City's current service level. Mr. Howes responded it had always been his intent to eventually make the position full time. He pointed out the City had also recently renovated the building and suggested there should be a focus on offering programs to fill the different spaces. He also mentioned the Arts Foundation had been established but the City hadn't taken the next step to identify grant funding to build the foundation. He added a full time position could assist with seeking funding for the Foundation as well as help implement the Fourth of July celebration. He indicated the goal was the same as it had always been and suggested timing was the only difference. He pointed out the position did have the potential to increase revenue but that was hard to quantify or judge whether the increased revenue would fully support the full time position's salary.

Mr. Allen stated the City couldn't control costs or potential revenue and suggested the question should be whether the City wanted to expand the arts program immediately.

Councilmember Young believed the arts programs were an important function; however, it wasn't a required function of City government. Curtis Dickson, Community Services Deputy Director, explained often times instructors of classes participated with a revenue sharing model which allowed the City to retain enough revenue to possibly break even for offered programs.

Councilmember Bush suggested the question should be whether the City was committed to the arts and suggested the individual could also be used to solicit donations for the Arts Foundation and could possibly oversee the Foundation. He stated he had always been in favor of improving arts programs in the City.

Mayor Shepherd wondered if the Council would be considering the change with the position at this time and questioned whether the City would be expanding the position immediately.

Councilmember Peterson expressed her concern that immediately changing the position because of the personal circumstances of an individual could be bad policy. She also expressed concern the Council was being asked to make a decision on the expansion of the programs so quickly.

Mr. Allen emphasized if the Council directed staff to proceed with the change, additions would need to be made to the job description. Councilmember Bush mentioned he was surprised the position was still part time. Councilmember Peterson continued to express concern with the timing and if it could wait and be properly vetted during the budget process which would begin in January and a discussion took place.

Councilmember Benson asked if the identified programming opportunities were items the City would like to offer in the future or if there were interested patrons. Mr. Howes responded if there were specific names tied to a program on the list, interest had previously been expressed to the City. He stated staff originally looked at its budget in recognizing resources which could be used for the purpose of expanding the programs and staffing. He agreed with Mr. Allen's remarks that the Council should give direction on what it wanted as a Community Arts Program.

Councilmember Young suggested staff provide a detailed job description to justify the need for the position. Councilmember Peterson stated she had a hard time answering what the City's commitment to the arts was because she would always consider it in relation to critical government services and responsibilities. She was reluctant to give a "yes" or "no" about expanding programs because she found the arts valuable but basic government services needed to be the priority for City resources. She expressed her opinion it should be evaluated each fiscal year. Councilmember Benson suggested if the City moved forward, there needed to be a plan to publicize or advertise the new programming. She expressed her opinion that revenue would offset costs associated with expanding the position.

Mr. Allen summarized there appeared to be interest from of the Council on expanding the program; however, there was concern the job description and job expectations needed to be specifically identified. He stated staff would move forward in that direction.

The meeting adjourned at 9:45 p.m.

APPROVED AND ADOPTED
This 13th day of December, 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, October 25, 2016.

/s/Nancy R. Dean, City Recorder