Meetings of the City Council of Clearfield City may be conducted via electronic means pursuant to Utah Code Ann. § 52-4-207 as amended. In such circumstances, contact will be established and maintained via electronic means and the meetings will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.

Executive Conference Room  
55 South State Street  
Third Floor  
Clearfield, Utah

6:00 P.M. WORK SESSION  
Review of the Design for the HAWK Crossing on 1000 East by Clearfield High School

*ADJOURN AS THE CITY COUNCIL AND IMMEDIATELY RECONVENE AS THE CDRA IN A WORK SESSION*

CDRA WORK SESSION  
Discussion on the Lifetime Products Expansion at Freeport Center

(Any items not fully addressed prior to the Policy Session will be addressed in a Work Session immediately following the Policy Session)

City Council Chambers  
55 South State Street  
Third Floor  
Clearfield, Utah

7:00 P.M. POLICY SESSION  
CALL TO ORDER: Mayor Shepherd  
OPENING CEREMONY: Councilmember Phipps  
APPROVAL OF MINUTES: August 22, 2017 – Work Session  
September 26, 2017 – Policy Session

SCHEDULED ITEMS:
1. OPEN COMMENT PERIOD

The Open Comment Period provides an opportunity to address the Mayor and City Council regarding concerns or ideas on any topic. To be considerate of everyone at this meeting, public comment will be limited to three minutes per person. Participants are to state their names for the record. Comments, which cannot be made within these limits, should be submitted in writing to the City Recorder at nancy.dean@clearfieldcity.org.

The Mayor and City Council encourage civil discourse for everyone who participates in the meeting.

Comments pertaining to an agenda item that includes a public hearing or public input should be given as that item is being discussed during the meeting.
2. CONSIDER APPROVAL OF RESOLUTION 2017R-17 DIRECTING STAFF TO PREPARE AND SUBMIT AN APPLICATION FOR A MATCHING GRANT FROM THE UTAH INDIGENT DEFENSE COMMISSION TO ASSIST WITH THE COST OF PROVIDING INDIGENT DEFENSE SERVICES IN THE CLEARFIELD JUSTICE COURT

BACKGROUND: The City’s costs for providing indigent defense services in the Clearfield Justice Court have increased significantly since a new contract was negotiated. The contract was negotiated with a qualified legal defender in response to a report by the Sixth Amendment Center titled The Right to Counsel in Utah: An Assessment of Trial-Level Indigent Defense. The report identified that in order to achieve effective representation, the public defender should not be overburdened (in terms of caseload), and the compensation should reflect the number and type of cases. The City’s previous contract for indigent defense was based on a flat fee per year, so in order to comply with the recommendations in the report the terms of the contract were negotiated to pay a fee on a per case basis.

RECOMMENDATION: Approve Resolution 2017R-17 directing staff to prepare and submit an application for a matching grant from the Utah Indigent Defense Commission to assist with the cost of providing indigent defense services in the Clearfield Justice Court and authorize the Mayor’s signature to any necessary documents.

3. CONSIDER APPROVAL OF RESOLUTION 2017R-18 FINDING THAT 0.40 ACRES OF PROPERTY LOCATED AT 932 EAST 450 SOUTH IS NOT A SIGNIFICANT PARCEL OF REAL PROPERTY AND DIRECTING STAFF TO MOVE FORWARD WITH THE DISPOSAL OF SAID PROPERTY

BACKGROUND: The City recently purchased the vacant lot at 932 East 450 South for the purpose of using Community Development Block Grant (CDBG) funds to lift a neighborhood by building a new, high-quality, single-family home for a low to moderate income family. The City issued a Request for Proposals (RFP) seeking a qualified non-profit organization to build the home and facilitate the process for finding a qualified family to purchase the home. The Have A Heart Foundation was determined to be the preferred agency to best meet the goals of the City for the project and the City needs to transfer the property to the Foundation so the process can begin.

RECOMMENDATION: Approve Resolution 2017R-18 finding that 0.40 acres of property located at 932 East 450 South is not a significant parcel of real property and directing staff to move forward with the disposal of said property and authorize the Mayor’s signature to any necessary documents.

4. CONSIDER APPROVAL OF RESOLUTION 2017R-19 APPROVING VOTING CENTERS AND APPOINTING POLL WORKERS FOR THOSE VOTING CENTERS FOR THE MUNICIPAL GENERAL ELECTION TO BE HELD ON NOVEMBER 7, 2017

BACKGROUND: This year Clearfield City is holding its Municipal General Election primarily by mail. Utah State Law allows the City to provide voting centers on Election Day for registered voters who may choose to vote with another method. The City needs to designate its voting centers and poll workers prior to Election Day.
RECOMMENDATION: Approve Resolution 2017R-19 approving voting centers and appointing poll workers for those voting centers for the Municipal General Election to be held November 7, 2017 and authorize the Mayor’s signature to any necessary documents.

COMMUNICATION ITEMS:
Mayor’s Report
City Council Reports
City Manager’s Report
Staff Reports

**ADJOURN AS THE CITY COUNCIL**

Dated this 4th day of October, 2017.

/s/Nancy R. Dean, City Recorder

The City of Clearfield, in accordance with the ‘Americans with Disabilities Act’ provides accommodations and auxiliary communicative aids and services for all those citizens needing assistance. Persons requesting these accommodations for City sponsored public meetings, service programs or events should call Nancy Dean at 525-2714, giving her 48-hour notice.
DISCUSSION ON THE SPRINGFIELD ESTATES PHASE 4 SUBDIVISION, 1st AMENDMENT FINAL PLAT LOCATED AT APPROXIMATELY 2103 SOUTH 175 EAST

JJ Allen, Assistant City Manager, introduced the location of the Springfield Estates Subdivision and stated when phase four of the subdivision was approved the parcel at approximately 2103 South 175 East was listed as open space but was never improved. He explained the City took possession of the parcel in 2016 along with three other open space parcels because the Homeowners Association (HOA) was never established to develop and provide maintenance for them. He continued the adjacent property owners, Jed and Amy Florence, approached the City offering to take possession of the one parcel so it could be maintained properly. He added the process to convey ownership would require combining the two properties into one lot and the conveyance of the deed. Mr. Allen noted the resolution being considered by the Council in its upcoming policy session stated the lot was not a significant parcel and directed staff to proceed with disposal of said property. Adam Lenhard, City Manager, noted the determination of
insignificance was not because the lot had no value, but rather referred to its monetary value being less than $75,000. He acknowledged the Planning Commission had recommended the Council approve the Springfield Estates Phase Four 1st Amendment.

Councilmember Bush asked if the property owner on the north of the lot had expressed any concerns during the Planning Commission meeting. Brady Jugler, Planning Commission Chair, stated the property owner to the north voiced concerns at the Planning Commission meeting on August 9, 2017 that he had previously inquired about purchasing the property and was told it was not for sale. After a review of the property history by staff, it was discovered the inquiry for purchasing the property occurred in 2004 prior to the City owning the parcel. Councilmember Bush wondered if the property owner on the north was upset with the City. Stuart Williams, City Attorney, responded the property owner on the north didn’t seem upset, but rather concerned he had missed an opportunity to purchase the property. He stated the property owner seemed satisfied when he learned the City did not own the property when he had previously inquired about purchasing it.

Councilmember Peterson asked what triggered the process for consideration of the amendment to the final subdivision plat. Mr. Allen provided history of the parcel which included the City attempting to have the original developer, Doug Hamblin, create a Homeowners Association (HOA) that would be responsible for the development and maintenance of the open spaces. He stated after years of frustration and the non-existence of an HOA, the City took ownership of the open space properties so it could provide the needed maintenance. He explained throughout the process of working with Mr. Hamblin, the City was aware that Mr. Florence had been interested in acquiring the property. Mr. Allen continued that Mr. Florence contacted the City about the property after it became the owner. He stated the City knew Mr. Florence was interested in the property years ago; however, staff was not aware the property owner to the north was interested.

Councilmember Peterson asked if the City would do a conveyance of the property or if it would be a remnant sale of the parcel. Mr. Allen answered a quit claim deed would be recorded for a fee of $10. He suggested there would be cost savings to the City when considering the City would no longer be maintaining the property. Councilmember Peterson questioned if there would be any additional costs associated with the transfer of ownership such as getting the amended plat recorded with Davis County or other nominal fees. Mr. Allen responded it had been discussed that Mr. and Mrs. Florence would cover the costs of any associated fees necessary to finalize the process.

DISCUSSION ON THE EMERGENCY OPERATIONS PLAN (EOP)

Laura Lewis, Emergency Preparedness Manager, highlighted the reasons an Emergency Operations Plan (EOP) was needed. She identified the plan established emergency organization structure; assigned tasks, policies, and general procedures; and coordinated the planning efforts of various emergency staff. She reviewed the plan’s organization, objectives, and summary. She discussed emergency support functions (ESF), the Stafford Act, and explained the City Council’s role during a disaster.
Adam Lenhard, City Manager, commented the EOP was a document which did not give instructions for each type of natural disaster that could occur in the City. He explained the EOP was in essence the framework for responding to an emergency because every event would be different. He added if the Council wanted more specificity on a particular type of disaster then several plans could be further developed with more detailed guidelines for that specific event; however, the best practice was to have a good solid framework to guide response to any type of incident. Ms. Lewis agreed that every disaster was different.

She continued to outline the City Council’s role during a disaster as follows:

- Policymaker
- Communicator
- Liaison
- Oversight
- Know the needs of the community.
- Establish effective channels of communication with the constituents.
- Authorize extraordinary measures such as evacuation, seizure of private property, curfews, and quarantines.
- Obtain or expedite assistance by requesting, justifying and acquiring outside resources through a governmental process.
- Elected officials represent the people and can exercise authority in governance.
- Spokesperson providing guidance to the public and obtaining public support for disaster related actions.

Mr. Lenhard indicated a copy of the draft EOP would be provided for the Council’s review and encouraged the Council to have a general familiarity with the document so it could be used as a frame of reference.

Councilmember Phipps expressed an interest in reviewing the draft EOP. He stated relationships between the cities, counties, and the State of Utah during a disaster would be necessary information. He also expressed an interest in knowing how the relationships would work with other entities such as schools and businesses. He emphasized how each would have its priorities but working together would be important. Ms. Lewis responded education was also an important element within those relationships.

Mr. Lenhard suggested the draft EOP be reviewed and discussed again during work session on September 12, 2017. He stated if anyone had questions, comments or needed clarification during the review period to seek assistance from staff.

Ms. Lewis apologized that the draft plan still included language about the emergency sirens. She explained the City would not be replacing the broken sirens because it was too expensive and she would remove any language about the emergency sirens from the final draft.
DISCUSSION ON THE CMAQ (CONGESTION MITIGATION AND AIR QUALITY IMPROVEMENT) PROGRAM GRANT TO FUND A PEDESTRIAN BRIDGE AND TRAIL IMPROVEMENT AT CLEARFIELD STATION LOCATED AT APPROXIMATELY 1250 SOUTH STATE STREET

JJ Allen, Assistant City Manager, stated the City received grant funding from the Congestion Mitigation and Air Quality (CMAQ) improvement program for the construction of a pedestrian bridge and trail improvements from Clearfield Station across the railroad tracks to the west side near the Freeport Center. He continued the original plans were to have the structure built and cross to the west side running along the north side of the existing Americold property. He explained the development of Clearfield Station did not occur as initially planned and Americold had expanded its business on the north side complicating the plan for the pedestrian bridge. Mr. Allen proposed the Council review options other than a pedestrian bridge to accomplish the same purpose of safely routing pedestrians and cyclists. He advised the Utah Transit Authority (UTA) wrote the grant and the City was a co-sponsor which meant any requests to alter the grant would need to be initiated by UTA. Mr. Allen reviewed some alternative plans which included routes with connections to existing trails and proposed ground improvements could be accomplished on the north and south sides of the existing Rail Trail. He emphasized grant funding along with the matched contributions of the City might be stretched if a structure was not built.

Councilmember Bush asked if the original intent was to allow passage for pedestrians from Front Runner to the Freeport Center. Mr. Allen responded yes that was the intent; however, there were barriers with access to the Freeport Center even if a bridge was built because it was surrounded by fencing and access gates which were owned by different businesses.

Mr. Allen stated the proposed trail connections would be much less expensive and could be implemented sooner than a pedestrian bridge. He mentioned UTA would need to seek approval of repurposing the grant funds from Wasatch Front Regional Council. He asked if the Council was comfortable moving forward with plans as discussed for ground alternatives rather than a pedestrian bridge. There was a discussion about whether or not a pedestrian bridge would be a benefit for employees at Freeport Center or if ground improvements were a better option to utilize grant funding to improve Rail Trail connections for pedestrians and cyclists who were already using the trails. Mr. Allen suggested signage along the Rail Trail could help those using it to get to any desired locations.

Councilmember Bush asked if a designated bike lane would be added to the route going north along Depot Street. Mr. Allen responded there were options of adding a bike lane, widening the sidewalk, or creating separation from the street which would largely be dependent upon the Stadler Rail project. He continued there could also be an opportunity for obtaining a wider right-of-way for a wider path along the east side of the street if the West Square project were approved by the Council. He indicated West Square would be proposing to change its apartments to condominiums in the future.

The general consensus of the Council was to have UTA request approval from Wasatch Front Regional Council to repurpose the grant funding for development of ground improvements rather than a pedestrian bridge.
REPORT ON THE 2017 FOURTH OF JULY CELEBRATION

Eric Howes, Community Services Director, shared a draft version of the video presentation highlighting the 2017 Fourth of July celebration events. Councilmember Bush asked if there was anything from the concert on Sunday, July 2, 2017 included in the video presentation. Trevor Cahoon, Communications Coordinator, responded those photos were not included because there was a separate video being prepared for the concert event.

Eric Howes, Community Services Director, reviewed the events from the 2017 Fourth of July celebration and highlighted the following:

- **Patriotic Concert** – the concert was held in the evening on Sunday, July 2, 2017, which included Anna Allen singing the National Anthem, Dennis Howland as the honored guest speaker, and patriotic classics performed by the Clearfield Community Band.

- **Movies in the Park** – a movie was shown at Fisher Park during the summer on Wednesday evenings three consecutive weeks prior to the Fourth of July celebration with conclusion of the series on Monday, July 3, 2017 with the movie “Sing,” which was well received.

- **Pool Bash at the Clearfield Aquatic and Fitness Center** – the event was so well attended it presented a problem when the pool maximum occupancy was reached. Some patrons had to be turned away.

- **No Pancake Breakfast** – there was not a pancake breakfast held during 2017. Mr. Howes explained no coordination occurred with the Clearfield Stake which traditionally had planned the breakfast. Mayor Shepherd asked if the supplies for the breakfast were purchased by the City in previous years. Mr. Howes answered the event had been used as a fundraiser for the Clearfield LDS Stake and the group was responsible to make all necessary arrangements. He indicated the City only provided the advertising.

- **Parade** – fifty (50) entries participated in the parade making it the largest to date. Adam Lenhard, City Manager, expressed his opinion the parade had high quality floats and it was one of the best.

- **Festival Vendors** – there were fifteen (15) food vendors and fifteen (15) non-food vendors set up at the park. Mr. Howes indicated revenues were higher than last year.

- **Entertainment** – The National Parks opened the concert during the festival and were well received drawing a large local crowd. Stephen Neal was the headliner entertainment but experienced technical difficulties with the sound though not any fault of his own. He continued his concert but unfortunately those difficulties carried over into the performance as he continuously apologized to those in attendance. Mr. Howes expressed his opinion the level of entertainment was good and should be continued in the future.

- **Fireworks** – music was added during the firework show. Mr. Howes stated even though everything didn’t go as planned, the music was a nice addition and should be continued in the coming years.

- **Marketing/Sponsorships** – new this year were sponsorship packages for each event. Some marketing plan adjustments were made to discontinue the use of radio advertising and include billboard exposure between Ogden and Layton cities along the interstate.

Trevor Cahoon, Communication Coordinator, reviewed the marketing, sponsorship packages, and branding of the Fourth of July with the Council. He stated sponsorship packages were
created for each event including the festival, parade, movie night, 5K run, and patriotic concert in addition to individual items that were sponsored. He stated each sponsor was pleased with the use of advertising dollars spent for the exposure preceding and during the Fourth of July celebration. Mayor Shepherd mentioned Davis Hospital was impressed with the attention it received as a sponsor.

Mr. Cahoon shared the Facebook Live results from the time period of May 19, 2017 through July 5, 2017. He noted the City had 891 new followers which had doubled from 2016. He indicated there were 17,100 video views; 137,846 members of Facebook reached; and, an increase from the average four (4) percent to 5.85 percent engagement with residents, which he attributed to the give-a-way promotions held during the time period. Mr. Cahoon stated the branding included consistent designs between banners, posters, invitations and billboards.

Councilmember Phipps wondered if the branding would remain consistent from year to year. Mr. Cahoon responded the street banners were a new addition in advertising during 2017 and could be used again if the designs remained similar. He acknowledged the star used in the branding would likely continue because of the positive feedback received. He also mentioned receiving positive responses about the fireworks’ viewing glasses distributed during the festival and planned to have glasses again next year.

Mr. Howes discussed the takeaways with the Council and noted lessons learned from 2017 that would be helpful while planning the Fourth of July activities for 2018.

- **Patriotic concert** – He noted attendance had increased over the years and perhaps a new location would need to be considered to hold the larger crowd in the future. He suggested groups such as Gretchen Meyer’s quartet and the Community Choir would be considered to add variety; however, the length of time for the patriotic concert should remain the same. He asked if the Council would like to continue to have the patriotic concert on Sunday evenings in the future even though the events would not be on consecutive days.

- **Pool Bash** – Mr. Howes suggested the planning committee would discuss the possibility of expanding the event by adding activities in other areas of the Aquatic Center or outside to accommodate the crowd. Councilmember Bush mentioned hours for the event could also be expanded. Mr. Howes did not think that would be necessary if there were other activities; however, it would be considered as an option.

- **Pancake Breakfast** – He noted due to staffing changes and responsibility shifts with assignments the breakfast was overlooked; however, next year contact would be made with the Clearfield LDS Stake to ensure it would be included with the celebration events. There was a discussion about the City’s involvement with the fundraiser, whether or not there were other groups interested in the opportunity to fundraise, and how to best proceed in the coming year to hold the pancake breakfast as a continued community tradition. Councilmember Peterson wondered why the Clearfield LDS Stake was the group doing the fundraiser. Curtis Dickson, Community Services Deputy Director, recalled originally the pancake breakfast began with a local scout troop requesting permission to hold the fundraiser in conjunction with the City’s Fourth of July festivities and after a few years the Clearfield LDS Stake took responsibility to rotate the opportunity for fundraising through various troops or youth groups because it owned the equipment and supplies needed to provide such a large breakfast. Mr. Lenhard expressed
his opinion the event had continued likely because of tradition. He suggested the pancake breakfast and its coordination should be revisited by staff to consider if it was in line with the City’s procurement policy and could be an opportunity for other groups desiring participation. Councilmember Roper expressed his opinion that other groups might be interested in participating. Councilmember Peterson agreed. Mayor Shepherd delegated the responsibility for staff to determine the best course of action to continue holding the traditional pancake breakfast in years to come.

- Drinks – Mr. Howes indicated Pepsi provided its contracted amount of soda and it sold out. He mentioned it was problematic to serve food in one line and drinks in another, but this insured only the contracted beverages were sold. He stated the problem would be a discussion during the planning for next year to find a solution to providing enough drinks without inconvenience.
- Sound System – He stated the sound problem during the festival concert was identified as a generator not being properly grounded. The complications created monitors and in-ear sound equipment not to work in harmony which caused a huge distraction for Stephen Neal. He suggested next year the sound testing process would need to begin earlier to avoid complications so close to the beginning of the concert.
- Park Layout – Mr. Howes stated the stage was located on the far southwest corner of the park during 2017 which moved the City’s VIP guests further away from the fireworks show. He mentioned it was suggested for 2018 to move the stage to the southeast corner of the junior high school by the fallout zone facing the crowd at the park. He noted this new layout would allow VIPs front row seating for the festival concert and fireworks. He added there would be room for the tent and possibly bleachers could be set up next to the fallout zone for fireworks viewing.

Councilmember Bush moved to adjourn the work session and reconvene in a City Council policy session at 6:59 p.m., seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmember Bush, Peterson, Phipps, Roper, and Young. Voting NO – None.

The work session reconvened at 7:59 p.m.

Councilmember Young questioned if moving the VIP area for the fireworks show to the fallout zone would be concerning. Mr. Howes clarified the VIP area would be staged outside of the caution tape near the fallout zone but not inside the fallout zone. He stated in adjusting the stage location for 2018 staff would consider viewing, shading, dangers, and make necessary adjustments for the VIP area. He then continued to review lessons learned with the Council.

- Fireworks – Mr. Howes noted the City would request bids for the 2018 fireworks show with music. Councilmember Peterson asked if music had been choreographed for the firework show in 2017. Mr. Howes stated music was provided; however, it did not work as planned. He continued poor communication coupled with simultaneous unrelated events caused the fireworks display to be interrupted when the lights turned on in the park allowing fire crews and police officers to attend to public safety before finishing the finale.
• Communication at Fisher Park – He stated there were several problems that resulted from poor communication. He noted cell phones were not ideal for communication due to noise levels, delays, or bad reception. Mr. Howes suggested perhaps radios could be used in the future as well as having a command center in the tower at Fisher Park for a better visual of the entire area.
• Distribution of Responsibilities – Mr. Howes stated recreation staff needed to have responsibilities that were more manageable in the future. He acknowledged the staffing shortages didn’t help which created a larger workload for everyone. He continued delegation coupled with communication would be improved in the future.
• Staff Shirts – Mr. Howes proposed providing matching staff shirts for employees working events which would help them to be easily identifiable next year.

Mr. Howes reviewed the listed financial summary of 2017 Fourth of July and noted the comparisons whether it was increased or decreased from 2016 expenses and revenues.

• Entertainment $21,843
• Fireworks $30,000
• Marketing (videography) $14,900
• Parade $ 6,030
• Festival Equipment $ 5,630
• Outdoor movie $ 4,600
• Insurance $ 2,334
$85,337

Mr. Howes reviewed revenues:

• Sponsorships $22,000
• Vendor Booths $ 2,260
• Freedom Run $ 1,250
$25,510
• In-kind donations $ 1,300

Mr. Howes emphasized planning for the upcoming (2018) Fourth of July celebration would soon begin and requested feedback from the Council regarding how it wanted to see the 2018 celebration carried out since decisions and commitments would need to be made soon.

Councilmember Roper shared feedback requesting inexpensive activities for children to participate with during the evening at Fisher Park while awaiting for the fireworks display. There was a discussion about including activities geared for children and families which were inexpensive. Suggestions were shared which included having sponsorships for a children’s play area, involving the City’s Youth Commission, holding activities during the daytime hours on the Fourth of July such as the pool bash or watermelon drop, and possibly having intermission activities during the concert that would engage the children and allow participation similar to what the Master of Ceremonies (MC) provided during the sound system’s technical difficulties period. Mr. Howes expressed appreciation for the feedback and indicated there was some time to find options that would add family oriented activities which could fit in the allowed space and financially meet the community demographics.
There was a discussion about the advantages of relocating the stage and about seeking entertainment which would draw those outside of the community to the City. Mr. Howes thanked the Council for direction and feedback. He noted having events which were more affordable and available would be reviewed during the planning process for the 2018 Fourth of July celebration. Mayor Shepherd expressed appreciation for staff and recognized the many efforts which contributed to the success of the 2017 Fourth of July celebration.

There being no further business to come before the Council, Councilmember Peterson moved to adjourn at 6:59 p.m., seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmember Bush, Peterson, Phipps, Roper, and Young. Voting NO – None.
PRESIDING: Mark Shepherd Mayor

PRESENT: Kent Bush Councilmember
Nike Peterson Councilmember
Tim Roper Councilmember
Bruce Young Councilmember

EXCUSED: Vern Phipps Councilmember

STAFF PRESENT: Adam Lenhard City Manager
JJ Allen Assistant City Manager
Stuart Williams City Attorney
Greg Krusi Police Chief
Scott Hodge Public Works Director
Summer Palmer Administrative Services Manager
Rich Knapp Finance Manager
Trevor Cahoon Communications Coordinator
Nancy Dean City Recorder
Wendy Page Deputy Recorder

VISITORS: Brady Jugler – Planning Commission Chair, Koral Vasquez, Kathryn Murray, Robert Stotts, Bob Bercher

Mayor Shepherd called the meeting to order at 7:01 p.m.

Mayor Shepherd informed the audience that if they would like to comment during the Open Comment Period there were forms to fill out by the door.

Councilmember Bush led the opening ceremonies.

APPROVAL OF THE MINUTES FROM THE SEPTEMBER 12, 2017 POLICY SESSION

Councilmember Peterson moved to approve the minutes from September 12, 2017 policy session as written, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Roper, and Young. Voting NO – None. Councilmember Phipps was not present for the vote.
PUBLIC HEARING (RESET ANEW FROM AUGUST 8, 2017) TO RECEIVE PUBLIC COMMENT ON THE REQUEST BY SUNSET CITY TO BE ANNEXED INTO THE NORTH DAVIS FIRE DISTRICT BOUNDARIES

On May 16, 2017, the Sunset City Council petitioned the North Davis Fire District (NDFD) for annexation into the District’s service area for fire protection and emergency medical services. The NDFD subsequently passed a resolution requesting Clearfield City take all necessary and appropriate action to annex Sunset City and all real property within its corporate limits into the NDFD. The Clearfield City Council acted as as the Governing Body for the North Davis Fire District and as such initiated the process on behalf of NDFD.

Mayor Shepherd stated the public hearing was scheduled originally for August 8, 2017, and was reset to meet the necessary notice provisions as outlined in Utah State Code. He acknowledged the City was aware there was a petition from a number of Sunset City registered voters regarding the structure of its fire department and pointed out that receiving public comment was a statutory requirement for a potential future annexation, and thus proceeded to receive public comment.

Mayor Shepherd declared the public hearing open at 7:04 p.m.

There were no public comments.

Councilmember Young moved to close the public hearing at 7:05 p.m. seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Roper, and Young. Voting NO – None. Councilmember Phipps was not present for the vote.

PUBLIC HEARING TO CONSIDER AMENDMENTS TO THE FISCAL YEAR 2017/2018 BUDGET

Rich Knapp, Finance Manager, stated there were some identified expenditures necessary for City operations which were not included in the current budget. He indicated some proposed amendments were prepared for the 2017/2018 fiscal year budget and were projects that that needed be rolled over from the prior year totaling $87,520. He identified the following projects for the 2017/2018 budget:

- Spillman Mapping Update
- 3M Finger Print Scanner
- Eventide Recorder System
- Re-key City Hall
- Arts Center Architectural Design

He explained the only new project which was not a rollover from previous budget money was for the Spillman Mapping Update totaling $8,800. He stated the update would allow the software used in the City’s dispatch center to receive mapping updates. He acknowledged the computer aided dispatch (CAD) system with updated maps and address locating tools would be beneficial and help decrease the response time for Police and Fire.
Mayor Shepherd declared the public hearing open at 7:07 p.m.

There were no public comments.

Councilmember Roper moved to close the public hearing at 7:08 p.m. seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Roper, and Young. Voting NO – None. Councilmember Phipps was not present for the vote.

OPEN COMMENT PERIOD

There were no public comments.

APPROVAL OF RESOLUTION 2017R-16 ADOPTING AMENDMENTS TO THE 2017/2018 FISCAL YEAR BUDGET

Councilmember Young moved to approve Resolution 2017R-16 adopting amendments to the 2017/2018 fiscal year budget and authorize the Mayor’s signature to any necessary documents, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Roper and Young. Voting NO – None. Councilmember Phipps was not present for the vote.

APPROVAL OF CLEARFIELD CITY’S COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT FOR PROGRAM YEAR JULY 1, 2016 TO JUNE 30, 2017

JJ Allen, Assistant City Manager, explained the Consolidated Annual Performance Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) was an annual report reflecting the performance year dated 2016/2017. He mentioned the report was required by HUD to determine if the funds allocated were used to meet the objectives as outlined in the annual action plan. He acknowledged there was also a public comment period held as part of the process from September 1, 2017 to September 18, 2017 and no public comments were received. Mr. Allen stated staff met with Councilmembers Peterson and Roper to review comments and incorporate feedback prior to meeting with the Council in work session on September 19, 2017 where additional feedback was received. He expressed his opinion the feedback received from Council had been incorporated into the report and asked if there were any additional questions.

Councilmember Peterson moved to approve Clearfield City’s Community Development Block Grant (CDBG) Consolidated Annual Performance Evaluation Report for program year July 1, 2016 to June 30, 2017 and authorize the Mayor’s signature to any necessary documents, seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Roper and Young. Voting NO – None. Councilmember Phipps was not present for the vote.
COMMUNICATION ITEMS

Mayor Shepherd
1. Attended the pushup challenge held at Antelope Elementary on September 18, 2017 in honor of Duchenne Muscular Dystrophy (DMD) day. He thanked Officer Drumm and Fireman King who participated at the school event. He mentioned being very sore after completing 225 pushups at a fundraising event held in Kaysville that evening where approximately $3,500 were raised for continued research.
2. Reported attending the Ogden Interfaith Concert on Sunday, September 24, 2017 which had a large representation from many faiths.
3. Announced there was a change in command Monday, September 25, 2017 for the honorary commanders at Hill Air Force Base. His term ended as the honorary commander of the 388th which was close to a four year term. He recognized his focus moving forward would be on the 419th which was those living locally.

Councilmember Bush
1. Reported attending the US Leadership Conference on Thursday, September 21, 2017 with several elected officials and school board members. Mayor Shepherd asked if the tribe meeting was worthwhile. Councilmember Bush indicated the meeting was primarily an introductory meeting, but the group planned to meet three to four times each year.
2. Announced he would be attending the Water Conference during the week beginning October 2, 2017 so he would be absent from the work session on October 3, 2017.

Councilmember Peterson
1. Noted North Davis Fire District (NDFD) recently promoted three captains to acting battalion chiefs. She added Councilmember Roper had been a part of the screening committee and the promotion occurred just prior to the Weber/Uintah fires where he was able to witness the performances of those selected and understand how the District would be better able to respond as it continued to grow in the area.
2. Reported NDFD added two new ambulances which would be stationed in Clearfield and allowed better service and responses to all cities within the District.
2. Stated on Saturday, September 23, 2017 there was a player who sustained injury during a recreation football game held at Clearfield High School. She mentioned receiving complimentary feedback about the immediate responses given by City Staff and the North Davis Fire District during a difficult situation.

Councilmember Roper – Announced the application link for Youth Council was available and encouraged interested youth ages 14 to 18 still attending high school to apply. He complimented Trevor Cahoon, Communications Coordinator, for working hard to spread the word. He stated some applications had already been received and the enrollment period would be open until October 11, 2017.

Councilmember Young – nothing to report.

STAFF REPORTS

Adam Lenhard, City Manager – nothing to report.

Nancy Dean, City Recorder – reviewed the Council’s schedule:
- Work Session on October 3, 2017 (Mayor out of town)
- Work and Policy Sessions on October 10, 2017
There being no further business to come before the Council, **Councilmember Roper moved to adjourn at 7:20 p.m., seconded by Councilmember Young.** The motion carried upon the following vote: Voting **AYE** – Councilmembers Bush, Peterson, Roper, and Young. Voting **NO** – **None.** Councilmember Phipps was not present for the vote.
RECOMMENDED ACTION

Review the design of two HAWK crossing installations.

DESCRIPTION / BACKGROUND

WCEC Engineers performed a study in March 2017 reviewing pedestrian data and vehicle traffic along 1000 East in front of Clearfield High School. Several options were presented in the study with one recommendation for a HAWK crossing signal. After consulting with school and seminary administrators, it has been determined that the HAWK signal is the best solution for that location. Additionally, there is also a need for a crossing for the Rail Trail at 300 North Barlow. Both crossings were included in the 2018 Fiscal Year Budget.

IMPACT

a. FISCAL

Project is currently funded in the FY18 budget for $70,000 per signal with a total of $140,000

Project Titles: HAWK Crossing CHS and HAWK Crossing 300 North Trail

Project Numbers: 233ST and 228ST

b. OPERATIONS / SERVICE DELIVERY

A signal will be installed in front of Clearfield High School stopping traffic only when prompted and allowing pedestrians to cross safely from the school and seminary building to the far parking lot. The crosswalk will also be widened to allow the mass volume of students.

Another signal will be installed near Barlow Street to allow safe crossing on 300 North for rail trail pedestrians.
ALTERNATIVES

SCHEDULE / TIME CONSTRAINTS

LIST OF ATTACHMENTS

- Site plan for HAWK crossing – CEC Engineering
I. **RECOMMENDED ACTION**

No action – discussion only.

II. **DESCRIPTION / BACKGROUND**

Lifetime Products employs approximately 2,000 people in Utah – mostly in Clearfield. For its production and distribution needs, the business occupies 34 buildings in the Freeport Center. It also has facilities in Tennessee and China.

The growth of the company has brought it to the point that it needs a more efficient and centralized distribution center. In the current configuration, trucks pull into the Freeport Center and visit multiple buildings depending on the products being shipped. A distribution center would allow trucks to stop only at one building to get loaded, and then be back on the road.

Lifetime has identified approximately 40 acres on the north side of the Freeport Center as a potential site for a distribution center.
The new building would be 425,000 SF, and the value of the land, building, and equipment would be approximately $30,000,000. As a consequence of the new distribution center, space currently used for warehousing and distribution would be freed up for expansion of Lifetime’s production lines. We are also hopeful that Lifetime would relocate their retail store out to the corner of SR-193 / 775 West as a component of the distribution center project.

Unfortunately, the land at the Freeport Center is much more expensive than the other alternatives under consideration. Lifetime would like to locate the distribution center in Clearfield (this is HQ, after all), but doing so must make financial sense. Consequently, they are requesting a tax increment incentive to close the gap.

The property is currently within the boundaries of RDA 6. However, after 2023, the School District will no longer be participating in RDA 6. Therefore, under the existing parameters of RDA 6, we would not be able to hit the financial target for Lifetime’s needs. There are a couple of options:

A. Work with the taxing entities to extend the life of RDA 6.
   a. Pros: The RDA would continue to operate under the old statute and the original plan and budget, which are very flexible and favor the CDRA (as opposed to the taxing entities).
   b. Cons: This would be a tough sell to the taxing entities, as there is a negative perception that RDA’s never die. Also, Davis County has already hinted that they would be apprehensive of this approach. Moreover, the process to achieve an extension isn’t much less complicated than to create a new project area. The provisions for use of the “haircut recapture” also muddy the water.

B. Modify the RDA 6 boundary by removing this property, and then create a new Community Reinvestment Area (CRA) specifically for this project.
   a. Pros: This approach should likely be an easy sell to the taxing entities (job creation / economic development; no residential component). The CRA structure is what State law currently calls for, so we would not be perpetuating the use of antiquated tools, but implementing today’s system. Also, we could create the CRA so that it matches exactly the needs of Lifetime’s project.
   b. Cons: There may be a little more administrative work involved, as we’d have to amend RDA 6 and create a new project area from scratch. That said, the political aspect would likely be simpler. Also, the CRA statute requires that at least 10% of the tax increment collected be allocated to “income targeted housing.” There are a variety of ways these funds can be used, including infrastructure improvements that benefit qualifying housing projects / residential areas. The housing funds can be kept and used locally, or sent elsewhere (e.g. to the Olene Walker Housing Loan Fund). They do not have to be spent within the project area.
Before discussions with taxing entities can really move forward, the CDRA needs to decide 1) if it wants to pursue a tax increment incentive for this project, and 2) which option it prefers (extension of RDA 6 or creating a new CDRA).

III. IMPACT

a. FISCAL

Since the land is currently undeveloped, it is contributing virtually no tax increment to RDA 6. If an incentive is offered and Lifetime locates its distribution center in Clearfield, then the CDRA would receive new revenue, as would the taxing entities. However, the amounts, percentages, timing, etc. have yet to be analyzed in much detail, and depend on the chosen approach.

b. OPERATIONS / SERVICE DELIVERY

This project is consistent with the Strategic Plan and Policy Priorities. Not only would it enhance the local economy, it would also beautify a stretch of one of the City’s main corridors.

The project would not significantly impact the City’s daily operations. Truck volume on SR-193 should not be much more than it is already. Rather, with a distribution center, those trucks would no longer have to navigate the internal streets of the Freeport Center.

IV. ALTERNATIVES

- Pursue an extension of the existing RDA 6.
- Pursue the creation of a new CRA specific to the Lifetime project.
- Do not pursue any incentive to persuade Lifetime Products to expand in Clearfield.

V. SCHEDULE / TIME CONSTRAINTS

While this potential project came to Staff’s attention more than a year ago, Lifetime’s efforts have primarily been on other pending matters. Now that those are complete, Lifetime is ready to move forward to get their new distribution center under construction. They are aware that the public processes will require some time, but they hope to move as expeditiously as possible.

VI. LIST OF ATTACHMENTS

- None
TO: Mayor Shepherd and City Council Members
FROM: JJ Allen, Assistant City Manager
MEETING DATE: October 4, 2017
SUBJECT: Indigent Defense Grant Application

RECOMMENDED ACTION
Approve Resolution 2017R-17 directing staff to prepare and submit an application for a matching grant from the Utah Indigent Defense Commission, and authorize the Mayor or City Manager’s signature to any necessary documents.

DESCRIPTION / BACKGROUND
In October 2015, the Sixth Amendment Center published a report titled The Right to Counsel in Utah: An Assessment of Trial-Level Indigent Defense. The report identifies that in order to achieve effective representation, the public defender should not be overburdened (in terms of caseload), and the compensation to the public defender should reflect the number and type of cases. In other words, a flat monthly rate regardless of the number of cases (Clearfield’s previous fee structure) is problematic, and could lead to less-than-effective representation.

In response to the report, and in anticipation of a mandate to alter the fee structure for indigent defense, Clearfield entered into a contract with the law firm of Skeen & Robinson, who began providing services to Clearfield in December 2016. Under this new contract, Clearfield City pays Skeen & Robinson a per-case fee.

Staff expected that our legal defense fees would increase as compared to our previous contract and provider, but we were surprised at just how much they changed. The contract with our previous provider was a flat $13,800 for a full year. Based on eight months of history with Skeen & Robinson, we are tracking for a new annual amount of about $56,000 (a 400% increase!).

The good news is that another outcome of the report was the creation of the Utah Indigent Defense Commission (IDC), whose purpose is “to assist the state in meeting its obligations to provide statewide indigent defense services, consistent with the State and Federal Constitutions, state law, and the mandates of the United States and Utah Supreme Court relating to the effective assistance of counsel in all appointed cases.” The State Legislature provided funding to the IDC so that it could provide grant assistance to agencies in need.

City Staff began corresponding with the IDC in early 2017 to inquire about financial assistance. The IDC was very encouraged by the steps Clearfield had already voluntarily taken in order to be compliant. In fact, the IDC took much of what they learned from Clearfield into account as they prepared to roll out the grant program.
The matching grant that the IDC can provide “may be awarded in an amount up to the city or town’s increased indigent defense spending above its baseline budget.” However, should we be awarded a grant with this application, there is no guarantee there will be ongoing grant funding for future years.

The application must include a Resolution from the City Council “stating the intent to apply for IDC grant funds, and commit to using the funds to help the indigent defense system meet minimum principles for effective representation in all appointed cases...”

This grant program was discussed with the City Council in a work session on September 12, 2017.

**IMPACT**

a. **FISCAL**

There is no fiscal impact for simply applying for the grant (staff time is fairly incidental). The grant itself, if awarded, could have a significantly positive fiscal impact. Clearfield’s increase in annual indigent defense costs could be upwards of $50,000, once we consider investigators, experts, lab analysis, etc. A grant to help cover some, if not all, of that increase, would be welcome.

b. **OPERATIONS / SERVICE DELIVERY**

This grant, and our new contract with Skeen & Robinson, will help to assure that indigent defendants in the Clearfield Justice Court will have the effective assistance of legal counsel. The grant will also bring with it some tracking and reporting responsibilities, which may be a minor administrative burden.

**ALTERNATIVES**

- Approve the Resolution in pursuit of matching grant funds.
- Direct staff not to pursue the grant.

**SCHEDULE / TIME CONSTRAINTS**

There is no application deadline. The Director of the Indigent Defense Commission has offered to review a draft of our application and provide feedback prior to its official submittal. Once the application is submitted, we would expect to have a decision from the Commission within a couple of months.

**LIST OF ATTACHMENTS**

- Resolution 2017R-17
CLEARFIELD CITY RESOLUTION 2017R-17

A RESOLUTION DIRECTING STAFF TO PREPARE AND SUBMIT AN APPLICATION FOR A MATCHING GRANT FROM THE UTAH INDIGENT DEFENSE COMMISSION

WHEREAS, in late 2016, in an effort to be compliant with the findings of the Sixth Amendment Center’s report on the right to counsel in the Utah judicial system, Clearfield City entered into a new contract for the provision of indigent defense services; and

WHEREAS, that new contract has resulted in providing indigent defendants with effective representation; and

WHEREAS, the contract is also significantly more costly than the City’s previous baseline cost for indigent defense services (more than a 400% increase); and

WHEREAS, the Utah Indigent Defense Commission provides matching grants in an amount up to the increase in indigent defense spending above the baseline; and

WHEREAS, per the terms of the matching grant program, the Utah Indigent Defense Commission requires this Resolution as a component of the grant application.

NOW, THEREFORE, be it resolved by the Clearfield City Council as follows:

SECTION 1: Staff are hereby directed to prepare and submit an application for a matching grant from the Utah Indigent Defense Commission, seeking funding to cover the City’s increase in indigent defense spending above the previous baseline.

SECTION 2: If such a grant is awarded, Clearfield City commits to using the funds to help the indigent defense system meet minimum principles for effective representation in all appointed cases that is consistent with the State and Federal Constitutions, and with State law.

DATED this 10th day of October, 2017.

CLEARFIELD CITY CORPORATION

______________________________
Mark R. Shepherd, Mayor

ATTEST:

______________________________
Nancy R. Dean, City Recorder
VOTE OF THE COUNCIL

AYE:

NAY:
TO: Mayor Shepherd and City Council Members
FROM: Spencer W. Brimley, MRED
MEETING DATE: October 10, 2017
SUBJECT: Finding of Insignificance for a parcel located at 932 East 450 South, (TIN: 12-004-0168), to be committed to Have A Heart for a new SFD.

RECOMMENDED ACTION:

Approve Resolution 2017R-18 finding that 0.40 acres of property located at 932 East 450 South is not a significant parcel of real property and directing City Staff to move forward with the disposal of said property in accordance with applicable law and authorize the Mayor or City Manager’s signature to any necessary documents.

DESCRIPTION / BACKGROUND:

The lot is located in an R-1-8 zone and is approximately 0.40 acres in size (17,424 square feet). Since approval by the Council for this project staff has been working to carry out the Council directives to complete the project. Staff has selected the agency (Have A Heart Foundation) for this project and now is requesting approval from the Council to continue forward.

At a special session of the Council on January 3, 2017, the Clearfield City Council discussed and approved the purchase of a vacant lot for the purpose of constructing a new single family dwelling for a low-moderate income family. The Council approved an amount of $50,000 for the purchase of this lot. Within that plan and discussion was a proposal for Clearfield City to utilize CDBG funds for the purchase of a vacant, buildable lot with in the City. The Council discussed this matter at a work session on Tuesday, September 26, 2017. Following a discussion with the Council it was determined that this item would be considered at a Policy Session on Tuesday, October 10, 2017.

Have A Heart Foundation is willing to do the heavy lifting for this project, and will keep the City up to date and engaged to the level it desires. Staff has been working with Have A Heart to prepare the proper documents in order to finalize the property transfer. However, prior to finalizing these documents, staff felt it appropriate to come back with an update to the Council of the progress to date. Following specific direction from the Council, staff will work with Have a Heart to finalize specific plans for the home and will assist with the selection process for the purchaser of the home.

IMPACT:

a. FISCAL: Clearfield City purchased the property located at 932 East 450 South, with $50,000 of CDBG funding. This parcel will be donated for the development of a home for a low to moderate income family.
b. OPERATIONS / SERVICE DELIVERY: Staff will work with the selected agency to see this project through. The project will benefit one (1) low to moderate income family.

i. Since the City is the current owner of the lot, City crews have been and will continue to perform maintenance of the site. When the house is conveyed and the home is constructed the responsibility of maintenance will become the responsibility of the property/homeowner.

ii. The purpose of this project is to lift a neighborhood by allowing for new, high quality development. Clearfield City’s Long Range Strategic Plan provides priorities and values that help us to know and understand how best to carry out our duties. Under this policy we seek to improve Clearfield’s image, livability and economy. Purchase of this lot and construction of this home, is directly connected to this priority for the City.

SCHEDULE / TIME CONSTRAINTS: Timeframe for construction of the home is about 12 to 18 months. As soon as staff receive approval from the Council to proceed contact will be made with the Have A Heart Foundation so the project can continue forward.

ATTACHMENT:

Resolution 2017R-18
CLEARFIELD CITY RESOLUTION 2017R-18

A RESOLUTION FINDING THAT 0.40 ACRES OF PROPERTY LOCATED AT 932 EAST 450 SOUTH IS NOT A SIGNIFICANT PARCEL OF REAL PROPERTY AND DIRECTING CITY STAFF TO MOVE FORWARD WITH THE DISPOSAL OF SAID PROPERTY IN ACCORDANCE WITH APPLICABLE LAW

WHEREAS, Clearfield City Corporation (“the City”) recently purchased the vacant lot located at 932 East 450 South in Clearfield for $50,000 on January 10, 2017, for the purpose of using Community Development Block Grant (CDBG) funds to lift a neighborhood by building a new, high quality, single family home for a low to moderate income family; and,

WHEREAS, the .040 acres of property has been determined not to have increased in value in the amount greater than $25,000 since the City purchased the lot; and,

WHEREAS, the 0.40 acres of property is deemed to be an insignificant parcel of real property with a value less than $75,000.00; and,

WHEREAS, the City issued a Request for Proposals (RFP) seeking a qualified non-profit organization to build the single family home and coordinate the process for finding a qualified low to moderate income homeowner; and,

WHEREAS, Have a Heart Foundation was determined to be the preferred agency to best meet the goals of the City for the project in accordance with HUD guidelines and requirements; and,

WHEREAS, it is necessary to transfer ownership of the parcel to Have a Heart Foundation to facilitate the project more efficiently.

NOW THEREFORE BE IT RESOLVED, by the Clearfield City Council

1) that for the reasons set forth in the recitals above, the 0.40 acres of real property located at 932 East 450 South in Clearfield, Davis County is hereby determined to be an insignificant parcel of real property; and

2) that the Mayor and staff are hereby directed to complete the transfer of the 0.40 acres of insignificant real property currently owned by the City to Have a Heart Foundation as enumerated above.

Passed and adopted by the City Council at its regular meeting on October 10, 2017.

ATTEST: CLEARFIELD CITY CORPORATION:

__________________________  ______________________________
Nancy R. Dean, City Recorder  Mark R. Shepherd, Mayor
VOTE OF THE COUNCIL

AYE:

NAY:
TO: Mayor Shepherd and City Council Members
FROM: Nancy Dean, City Recorder
MEETING DATE: October 10, 2017
SUBJECT: Vote Centers and Poll Workers

RECOMMENDED ACTION

Consider Resolution 2017R-19 approving voting centers and appointing poll workers for those voting centers for the Municipal General Election to be held on November 7, 2017.

DESCRIPTION / BACKGROUND

Clearfield City has contracted with the Davis County Clerk’s Office to conduct its Municipal General Election by mail. Some voters prefer to vote by another method on Election Day, so in accordance with State Law, the City opted to provide voting centers in order to provide that opportunity. Also, part of the County’s service to municipalities is the availability of municipal ballots at any one of the voting centers throughout the County providing greater availability to the process for registered voters.

By identifying voting centers for the election it also becomes necessary to appoint poll workers for those locations. Poll workers are required to be registered voters residing in Davis County and need to be approved at least 15 days before the date of the municipal election. The County asked that the appointments be made no later than October 23, 2017 which precipitated the need to address the issue during the Council meeting scheduled for October 10, 2017. However, the County is still finalizing the list of poll workers so it will not be available until Tuesday, October 10, 2017. The County has the expertise on identifying and training poll workers so those recommendations need to be made by the clerk’s office to the Council.

The proposed resolution also includes a provision allowing the City Recorder to make changes to the list of voting centers and poll workers as needed to facilitate the operation of the election. Sometimes poll workers have emergencies or are ill and it becomes necessary to make changes on Election Day. Also, changes to voting centers might be necessary should an emergency situation occur at any of the locations on Election Day.

IMPACT

a. FISCAL – The City Council approved the agreement with the County to conduct the by mail election in April of this year. The poll worker wages were included as part of that fee.
b. OPERATIONS / SERVICE DELIVERY – By contracting with the County and allowing for the use of voting centers for Clearfield registered voters throughout the County, the City’s goal to provide quality customer service is enhanced.

ALTERNATIVES

N/A

SCHEDULE / TIME CONSTRAINTS

The appointment of poll workers is required at least 15 days before the date of the municipal election.

LIST OF ATTACHMENTS

- Resolution 2017R-19 approving voting centers and appointing poll workers
- List of voting Centers throughout the County
- The list of poll workers will be provided Tuesday, October 10, 2017.
## Designated Voting Centers for Municipal General Election
### November 7, 2017

<table>
<thead>
<tr>
<th>City</th>
<th>Voting Center</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bountiful</td>
<td>Bountiful Library</td>
<td>725 South Main</td>
</tr>
<tr>
<td>Centerville</td>
<td>Centerville Elementary</td>
<td>350 North 100 East</td>
</tr>
<tr>
<td>Clearfield</td>
<td>Clearfield City Hall</td>
<td>55 South State Street</td>
</tr>
<tr>
<td>Clinton</td>
<td>Clinton Recreation Admin. Building</td>
<td>1651 West 2300 North</td>
</tr>
<tr>
<td>Farmington</td>
<td>Farmington City Community Center</td>
<td>120 S. Main Street</td>
</tr>
<tr>
<td>Fruit Heights</td>
<td>Fruit Heights City Hall</td>
<td>910 S. Mountain Rd.</td>
</tr>
<tr>
<td>Kaysville</td>
<td>Kaysville City Hall</td>
<td>23 East Center St.</td>
</tr>
<tr>
<td>Layton</td>
<td>Ellison Park Elementary</td>
<td>800 North Cold Creek Way</td>
</tr>
<tr>
<td></td>
<td>Layton High</td>
<td>440 Lancer Lane</td>
</tr>
<tr>
<td>North Salt Lake</td>
<td>North Salt Lake City Hall</td>
<td>10 East Center Street</td>
</tr>
<tr>
<td>South Weber</td>
<td>South Weber Family Activity Center</td>
<td>1181 East Lester Street</td>
</tr>
<tr>
<td>Sunset</td>
<td>Sunset City Hall</td>
<td>200 West 1300 North</td>
</tr>
<tr>
<td>Syracuse</td>
<td>Syracuse Community Center</td>
<td>1912 West 1900 South</td>
</tr>
<tr>
<td>West Bountiful</td>
<td>West Bountiful City Hall</td>
<td>550 North 800 West</td>
</tr>
<tr>
<td>West Point</td>
<td>West Point City Hall</td>
<td>3200 West 300 North</td>
</tr>
<tr>
<td>Woods Cross</td>
<td>Woods Cross City Hall</td>
<td>1555 South 800 West</td>
</tr>
</tbody>
</table>
CLEARFIELD CITY RESOLUTION 2017R-19

A RESOLUTION APPROVING VOTING CENTERS AND APPOINTING POLL WORKERS FOR THOSE VOTING CENTERS FOR THE MUNICIPAL GENERAL ELECTION ON NOVEMBER 7, 2017

WHEREAS, Clearfield City Corporation (the “City”) is holding its municipal general election by-mail; and,

WHEREAS, State Law allows the City to provide voting centers on election day, November 7, 2017, for registered voters who choose to vote with another method; and,

WHEREAS, the City has designated its voting centers as identified in Exhibit ‘A;’ and,

WHEREAS, State Law requires the City’s governing body appoint or provide for the appointment of registered voters residing in the county as poll workers at each voting center;

NOW THEREFORE BE IT RESOLVED by the Clearfield City Council that pursuant to Title 20A, Chapter 5, Parts 4 and 6 of the Utah Code:

1) the voting centers identified in ‘Exhibit A’ are hereby approved; and

2) registered voters identified in ‘Exhibit B’ are hereby appointed to serve as poll workers assigned by the City Recorder for the municipal general election being held on Tuesday, November 7, 2017; and

2) the City Recorder is hereby authorized to make changes as needed to the list of approved/appointed poll workers to facilitate the operations of the elections.

Passed and adopted by the City Council at its regular meeting on October 10, 2017.

ATTEST

CLEARFIELD CITY CORPORATION

__________________________  ______________________________
Nancy R. Dean, City Recorder  Mark R. Shepherd, Mayor

VOTE OF THE COUNCIL

AYE:

NAY: