

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
November 13, 2018

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush	Councilmember
	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Tim Roper	Councilmember
	Karece Thompson	Councilmember
STAFF PRESENT:	JJ Allen	City Manager
	Summer Palmer	Assistant City Manager
	Stuart Williams	City Attorney
	Greg Krusi	Police Chief
	Scott Hodge	Public Works Director
	Mark Baird	Public Works Assistant Director
	Eric Howes	Community Services Director
	Spencer Brimley	Community Development Director
	Brad McIlrath	Senior Planner
	Rich Knapp	Finance Manager
	Trevor Cahoon	Communications Coordinator
	Rose Long	Marketing Specialist
	Nancy Dean	City Recorder
	Wendy Page	Deputy Recorder

VISITORS: Kathryn Murray, Jared Hadley

Mayor Shepherd called the meeting to order at 6:01 p.m.

DISCUSSION ON ADDENDUM 1 TO THE INTERLOCAL AGREEMENT FOR SCHOOL RESOURCE OFFICERS WITH THE BOARD OF EDUCATION OF DAVIS SCHOOL DISTRICT

Greg Krusi, Police Chief, explained the Council was being asked to consider an addendum to the Interlocal Agreement with the Davis School District for School Resource Officers (SROs). He stated the addendum would allow the City access to the security feed from school security cameras in the case of emergencies. He added there was no cost to the City for the access, which would give the police department better situational awareness when emergencies arose.

DISCUSSION ON AMENDMENTS TO THE CITY'S CONSOLIDATED FEE SCHEDULE DELETING THE COMBINED SITE PLAN REVIEW/CONDITIONAL USE PERMIT FEE AND ENACTING A FEE FOR DOWNTOWN CLEARFIELD FORM-BASED CODE SITE PLAN REVIEW

Brad McIlrath, Senior Planner, stated staff was proposing amendments to some of the fees associated with land use applications. He reminded the Council that changes were recently made to the processes for issuing conditional use permits and site plan review which meant the fees for those processes needed to be adjusted. The proposed amendments to fees were as follows:

- Remove the fee for Site Plan Review Conditional Use Permit running concurrently.
- Add a Downtown Clearfield Form-based Code Site Plan Review Fee in the amount of \$700.

Mr. McIlrath explained Form Based Code site plan review was an intensive staff review, creating a need to establish a fee appropriate for the review level. There was a discussion about whether the fee would cover the actual costs associated with processing the applications. Mr. McIlrath stated it was unlikely the proposed fee captured the actual cost to process the applications.

DISCUSSION ON THE BID AWARD FOR THE HAWK PEDESTRIAN CROSSWALK AT 300 NORTH STREET AND RAIL TRAIL

Scott Hodge, Public Works Director, informed the Council that the City recently solicited bids for the HAWK Pedestrian Crosswalk at 300 North and Rail Trail project. He reported five contractors submitted bids and Hunt Electric was deemed the lowest responsible bidder with a bid amount of \$58,505. He explained the reason the price for the crossing was lower than the one installed near the high school was because the City purchased the steel to save the mark up costs and to avoid any delays in the project. He stated contingency and engineering fees for the project were projected to be \$21,171 bringing the project cost to \$79,676, minus the steel.

DISCUSSION ON THE BID AWARD FOR THE FREEPORT PUMP HOUSE REMODEL PROJECT

Scott Hodge, Public Works Director, reported the City recently solicited bids for the Freeport Pump House Remodel project. He stated seven contractors submitted bids and Saunders Construction was deemed the lowest responsible bidder with a bid amount of \$223,076. He informed the Council that ValCon Inc. submitted a lower bid, which was disqualified because of issues associated with the company's bid bond. He reviewed the project details with the Council and commented the hope was to have the project completed by April or May of 2019.

DISCUSSION ON AMENDMENTS TO TITLE 9, CHAPTER 2 – WATER AND SEWER, BACKFLOW AND CROSS-CONNECTIONS IN THE CITY CODE

Scott Hodge, Public Works Director, informed the Council that the City currently had a backflow and cross-connection ordinance in place but it needed to be updated. He stated the ordinance was a guideline for protecting the City's public drinking water system from contamination by its users. Mark Baird, Public Works Deputy Director, reported the proposed changes incorporated

changes to the State of Utah's policy as well as recent changes in the structure of the City's Public Works Department. He added the State required annual testing of the system but the City could do the testing more frequently, if it deemed it necessary.

DISCUSSION ON A REQUEST TO REZONE PROPERTIES LOCATED AT APPROXIMATELY 320, 340, AND 360 WEST ANTELOPE DRIVE (TINS: 12-787-0003, 12-787-0002, 12-787-0001) FROM M-1 (MANUFACTURING) TO C-2 (COMMERCIAL)

Brad McIlrath, Senior Planner, informed the Council that the City received a request to rezone the properties at 320, 340 and 360 West Antelope Drive from M-1 (Manufacturing) to C-2 (Commercial), which was consistent with the City's General Plan. He reported the Planning Commission held a public hearing and reviewed the request at its meeting on November 7, 2018, and recommended approval. Mr. McIlrath reported the developer intended to add some food establishments and other commercial opportunities on the properties in order to capitalize on the properties' proximities to the Freeport Center.

Councilmember Peterson asked if there was still an intention to remove the traffic signal currently at 300 West. Mr. McIlrath responded that was currently the intent for that traffic signal and the developer was made aware of that detail.

Councilmember Bush asked about the utility easements through the properties. Mr. McIlrath responded the developer was made aware of the old utility lines and easements in the area.

DISCUSSION ON LARSEN COMMERCIAL SUBDIVISION, LOT 2, SECOND AMENDMENT SUBDIVISION PLAT LOCATED AT APPROXIMATELY 325 WEST ANTELOPE DRIVE (TIN: 12-809-0001)

Brad McIlrath, Senior Planner, informed the Council that a request was made to amend the Larsen Commercial Subdivision a second time, which would split Lot 2 into two new lots. He explained when a property was subdivided the new lots needed to meet all subdivision standards. He indicated the new lots would not meet the subdivision landscaping requirements with the proposed configuration because there wasn't much room for additional landscaping given the parking requirements.

Mr. McIlrath stated the Planning Commission reviewed the request at its meeting on November 7, 2018, and recommended approval with six conditions. One of the conditions was to allow the deviation from the landscaping requirement by negotiating a development agreement with the property owners. There was a discussion about the necessity of property owners and developers meeting landscaping requirements to help beautify the City and buffer development, the configuration of the existing buildings, parking requirements, and whether modifying the requirement mutually benefitted the City and the property owner or just the property owner. The Council acknowledged there appeared to be little space available for additional landscaping but was reluctant to modify the landscaping requirement arbitrarily.

DISCUSSION ON AMENDMENTS TO THE WEST SQUARE SUBDIVISION PLAT LOCATED AT APPROXIMATELY 875 SOUTH DEPOT STREET (TIN: 12-850-0001)

Brad McIlrath, Senior Planner, informed the Council that a request was made to amend the West Square Subdivision Plat to create a condominium subdivision plat for buildings B and C. He reported the Planning Commission reviewed the request at its meeting on November 7, 2018, and recommended approval with four conditions.

REVIEW OF THE CITY'S MODERATE INCOME HOUSING PLAN

Spencer Brimley, Community Development Director, informed the Council that the State of Utah required the City to file the Moderate Income Housing Report every two years. He explained the State provided data to the City and asked the City to provide the details associated with the data. He reminded the Council of a previous discussion on the gap analysis that determined that Clearfield had an abundance of affordable housing but it was not available.

Mr. Brimley presented the data in the Moderate Income Housing Report. He explained the City updated its Moderate Income Housing Plan two years ago but needed to create a more substantive plan for the future by the end of 2019. He stated staff would be asking the Council to consider a budget amendment that would fund hiring a consultant to put the plan together.

There was a discussion about how the data was analyzed by the State, the need to compare the City's data with that of other communities, and the need to understand the median income for the City when looking at the data. Mr. Brimley explained the City would be submitting its report and acknowledging that it needed to create a plan based on the City's individual data. He acknowledged there was imbalance and housing affordability needed to be addressed by all communities. JJ Allen, City Manager, cautioned there were some State Legislators that wanted to regulate local government and its efforts or lack of efforts to provide affordable housing. He stated the Utah League of Cities and Towns (ULCT) was working to turn the conversation to providing resources to cities that were willing to work on addressing the gap in affordable housing by possibly making it incentive based.

Councilmember Phipps asked if the plan would be a dynamic document. Mr. Brimley explained the plan would be adopted as a part of the City's General Plan and the City would be held to the standard of the plan in its reporting. He continued the City was required to file a report every two years and update its plan every five years.

QUARTERLY COMMUNICATIONS REPORT

Rose Long, Marketing Specialist, provided a review of the City's email marketing campaigns for recreation and the Clearfield Aquatic and Fitness Center (CAFC) programs. She recapped the successes and areas that could be improved for Junior Jazz, Tiny Tot Soccer, WFFL Tackle Football, and the CAFC's Member News. The key takeaways were presented as the following:

- The most success was seen when the emails included tailored content, delivered from the start of a program.
- It was important to find a balance in the number of emails so there wasn't burnout

causing people to unsubscribe from the service.

- Trackable reports on the open rate and engagement would help develop the strategy for future campaigns.

Trevor Cahoon, Communications Coordinator, provided information to the Council on communication campaigns for the following program and events:

- WFFL Email Campaign
- Networking Luncheons
- New CAFC Playground
- City Council Recaps
- Night out Against Crime
- Junior Jazz
- Search the City
- The Freeway Standoff
- Boonanza
- Code Compliance Sweet 16
- Don't be Plow Bait
- Victims Advocate Live Stream
- Weber State Survey

He indicated data would also be collected over the next few months for the following campaigns and events:

- Don't Be Plow Bait
- Tree Lighting Ceremony
- Holiday Light Contest
- Swim with Santa
- Youth Commission Toy Drive
- CAFC Membership Sale and Health Fair
- Mary Poppins Junior Auditions
- Storytelling Festival

There was a discussion about whether to add a member of the Council to the City Council Recaps on Facebook. It appeared the members of the Council would participate best by sharing the recap on social media and encouraging residents to watch them

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

The meeting reconvened at 8:23 p.m.

Mr. Cahoon thanked the Council for providing resources for training for the communications team. He highlighted information obtained from a recent training that would help the City bridge

its communication gap. He also shared some insight obtained regarding the use of social media by public officials. He identified the top three risk areas for public officials:

- Viewpoint discrimination or first amendment concerns such as removing comments and blocking users
- Public officials generating public records that the City was responsible to maintain and produce upon request.
- Sharing political views

He suggested developing a policy that could guide the use of social media by elected and appointed officials.

Mr. Cahoon also reviewed the plans for “Celebrate Clearfield Week” scheduled for April 26, 2019 through May 2, 2019, which included the following:

- Arbor Day Celebration
- Summer Blitz (Summer Program Registration Preview)
- Take Pride in Clearfield Day
- Dumpster Drops
- Everyone Matters/Celebrate Clearfield Kids
- City Council Meeting
- A possible choir/band concert
- Planning Commission Meeting, and
- Police Community Outreach Event

Councilmember Peterson moved to adjourn as the City Council and reconvene as the CDRA in work session at 8:55 p.m., seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Phipps, Roper, Shepherd and Thompson. Voting NO – None.

The minutes for the CDRA are in a separate location

**APPROVED AND ADOPTED
This 8th day of January, 2019**

/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, November 13, 2018.

/s/Nancy R. Dean, City Recorder