

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
August 6, 2019

City Building
55 South State Street
Clearfield City, Utah

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
	Kelly Bennett	Police Chief
	Adam Favero	Public Works Director
	Brad Wheeler	Street Superintendent
	Eric Howes	Community Services Director
	Spencer Brimley	Community Development Director
	Rich Knapp	Finance Manager
	Trevor Cahoon	Communications Coordinator
	Nancy Dean	City Recorder
	Wendy Page	Deputy Recorder

VISITORS: Michael Rolow, Chris Uccardi, Ruth Jones

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

DISCUSSION ON THE AWARD OF BID FOR THE SOUTH MAIN STREET
RECONSTRUCTION AND 300 NORTH MAINTENANCE PROJECT

Brad Wheeler, Street Superintendent, stated staff's recommendation for the bid of the South Main Street Reconstruction and 300 North Maintenance Project be awarded to Morgan Industries Inc. for the bid amount of \$366,786.95. He noted the estimated contingency and engineering costs were \$73,360.00 for a total project price of \$440,146.95. Mr. Wheeler reviewed the proposed project which consisted of roadway reconstruction including curb and gutter, sidewalk in various locations of South Main from 150 West to approximately 700 South. He explained the mill and overlay would be from State Street to approximately 300 East on 300 North.

Councilmember Bush asked if the work would stop at 300 East rather than extending up to the end of the road near the freeway. Mr. Wheeler indicated the proposed project bid included the

work up to 300 East; however, depending on the various change orders with the proposed project and additional costs it could be added if there were enough contingency funds remaining.

Councilmember Bush wondered if there would be any impact to the railroad tracks. Mr. Wheeler answered due to the recent improvements to the tracks, it would be necessary to work around them and not disturb those lines.

Councilmember Bush questioned if the gas company would be putting a station as once anticipated near 300 North. Mr. Wheeler responded the gas company was contacted prior to the construction project design but it anticipated it would be several years before the gas line would be addressed.

Mr. Wheeler stated the award of bid would be on the policy session agenda for Council's consideration during its meeting on August 27, 2019.

DISCUSSION ON THE UPDATED CULINARY WATER CAPITAL FACILITIES PLAN

Adam Favero, Public Works Director, stated the purpose of the Culinary Water System Capital Facilities Plan was to provide Clearfield City with a working document to plan for future capital improvement projects in the Culinary Water System. The Culinary Water Capital Facilities Plan worked in conjunction with other documents of its kind to insure proper and efficient planning of the City's infrastructure. The Capital Facilities Plan included cost estimates, construction time table schedules, possible funding sources for culinary water utilities, additional storage needs, and computer modeling.

Mr. Favero expressed the importance of the continued use of the Geographic Information Systems (GIS) computer modeling application as it would keep information needed to create models and maps for future use. He discussed how the Public Works Department utilized and maintained the GIS application.

JJ Allen, City Manager, wondered how the City ensured precise locations for its utility lines. Mr. Favero stated the maps were within a few feet of the utility lines, imagery software would also help, however, staff currently felt the expense was not needed for such software.

Councilmember Bush wondered about Freeport Center having abandoned lines and how the City worked with those. Mr. Favero stated when the City found those they updated the GIS with the information.

Councilmember Peterson asked for clarification on the Equivalent Resident Connection (ERC) prediction. Mr. Favero stated the numbers were obtained from Wasatch Front Regional Council (WFRC) and were used to help predict future needs in the City.

Councilmember Bush asked about the projects being prioritized. Mr. Favero affirmed that the projects were prioritized, but also stated the Capital Facilities Plan was a working document, when problematic issues occurred the priority of other projects could change. He said working with other utilities was also a factor in the prioritization process.

Councilmember Phipps expressed concern that the ERCs seemed low. Mr. Allen agreed that the ERC prediction did seem low and would possibly need revision. However even if the prediction did change, the list of potential projects would not be affected unless something major came up.

Rich Knapp, Finance Manager, also pointed out the speed of the potential projects correlated to the finances available.

Mr. Favero said the Plan would be on an upcoming policy session for consideration of the Council.

DISCUSSION ON THE CITY ENGINEER POSITION

JJ Allen, City Manager, stated with the recent resignation of the City's Staff Engineer, Kamilla Schultz, staff assessed the effectiveness of bringing engineering in-house. He noted staff believed the City would best be served by converting the Staff Engineer position into City Engineer. The new position would allow authorizing final approvals, stamps and signatures on plans. He mentioned there could be an enhancement in the services but there was no guarantee of cost savings. Mr. Allen expressed his opinion the City needed an engineer in-house and it would help efficiencies. He pointed out making the necessary changes to the position would likely be an increase to the budget of \$25,000.

He explained three years previous the Council approved funding for the position and it was created with the intent to allow for greater freedom from contracted services and greater ability to meet the growing development demand. There was a discussion about the impacts of having a City Engineer, the anticipated approach for engineering design, if there were any contracted outsourcing requirements, what portion of the cost increase would be for benefits, the expected time period before realization of any improvements or efficiencies; and the probability of hiring and retaining a City Engineer.

Mr. Allen asked if there were any concerns moving in the direction as discussed. He noted if the Council was favorable to making the change in the position then staff would move forward, but a budget amendment would be necessary in the future to make the adjustment. There was consensus from the Council that staff should move forward shifting to a City Engineer position.

Councilmember Bush moved to adjourn at 6:30 p.m., seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmember Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

**APPROVED AND ADOPTED
This 28th day of August, 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, August 6, 2019.