

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
February 26, 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
	Scott Hodge	Public Works Director
	Mark Baird	Deputy Public Works Director
	Eric Howes	Community Services Director
	Brad McIlrath	Senior Planner
	Rich Knapp	Finance Manager
	Trevor Cahoon	Communications Coordinator
	Nancy Dean	City Recorder
	Wendy Page	Deputy Recorder

VISITORS: Ruth Jones

Mayor Shepherd called the meeting to order at 6:02 p.m.

DISCUSSION ON WASTE COLLECTION AND RECYCLING RATES

Rich Knapp, Finance Manager, explained Wasatch Integrated Waste Management District would be increasing the cost per trash can by \$2 effective July 1, 2019. He noted the cost of the first can was currently \$14.75 not \$14.50 as reflected in his staff report so the increased amount per can would be \$16.75 beginning in July. He mentioned the increase would help Wasatch Integrated cover the transfer station upgrade, its debt ratio, but mostly it was for the recycling upgrade. Mr. Knapp indicated the City had anticipated the rate increase and recycling upgrade from Wasatch Integrated would happen at about the same time so residents would not have a disruption in recycling services; however, the rates were increasing prior to the availability of recycling upgrades.

He reminded the Council that in July 2018 the City did not grant Waste Management its request to raise the per-can cost of recycling by 80 cents. Mr. Knapp pointed out the recycling contract

with Waste Management required at least 50 percent participation; however, it advised the City it would be willing to allow it to go below the 50 percent participation rate if it would pay the increased cost of 80 cents per can until the contract renewed in 2020. He commented 61 percent of the residents currently had a recycling can but he was not sure what the impact of the increased trash can fees along with the ability to opt out of recycling would do to the City's participation rates. Mr. Knapp reviewed the City's portion of tons recycled during 2018 which amounted to about five percent. There was a discussion about the amount of materials eligible for recycling, the fluctuation in the market value of various recycled products, the City's communication and messaging efforts with residents, and the various options available to the City and its residents concerning recycling and cost increases.

Mr. Knapp pointed out the City did not yet have anything in writing with Waste Management confirming it was willing to allow residents to opt out of the recycling program and any reduced participation percentage would not negatively impact the rate until the contract renewal in 2020. There was a philosophical discussion about whether or not the City should continue its recycling program; messaging would be a key component to help residents understand the changes in rates and services as well as educational about recycling; and, how to distribute the increased costs with the least amount of impact to the residents which would also be most sustainable for the City.

The consensus of the Council was to pass along the increased costs for trash and recycling to the residents beginning July 2019; and agree to pay Waste Management's increased cost of 80 cents per recycling can beginning in July rather than subsidizing costs until then so long as residents could opt out of the recycling program as previously offered. Mr. Knapp stated he was not certain that was the exact offer from Waste Management, but he would try to negotiate those terms.

DISCUSSION ON THE INTERLOCAL AGREEMENT WITH DAVIS COUNTY FOR MUNICIPAL ELECTION SERVICES

Nancy Dean, City Recorder, reported the City had successfully conducted its last two municipal elections by mail with the assistance of the Davis County Clerk's office. She mentioned the County had the resources and equipment necessary to continue to assist in administering the election by mail. She stated the Interlocal Agreement set out the terms and fees for that service. Ms. Dean pointed out the cost for services had gone up slightly and was mostly attributed to the return postage costs from the prior election years. She concluded the Interlocal Agreement would be considered at an upcoming policy session.

DISCUSSION ON AMENDMENT NO. 3 TO THE INTERLOCAL AGREEMENT WITH DAVIS COUNTY FOR ANIMAL CONTROL SERVICES

Kelly Bennett, Police Chief, explained the City entered into an Interlocal Agreement with Davis County for Animal Control Services and amendment number three would update the rates for the upcoming year. He reviewed the 2018 County wide statistics for animal care and control services. He highlighted some of the County's goals for 2019 and justifications for increased costs which included:

- Opening the Animal Care Center seven days a week.
- Extending the shelter hours of operation from 10 a.m. to 6 p.m.
- Participation with the community through volunteer and foster programs.
- Increase communication of metrics with stakeholders (cities).
- Compliance with national standards.
- Address the continuing needs of the shelter related to its growth, role in the community, and potential capital projects.

Chief Bennett stated the City had 1,296 calls for service in 2018 and there were 15 citations issued. He explained the animal control officers were mainly working with residents to bring them into compliance with Code, rather than issuing citations. He reviewed the various types of calls initiated through the City's dispatch center in 2018 for animal care and control services. Chief Bennett mentioned the City's 2019 obligation to the County would be \$112,334.61 for service calls, \$3,141.50 for wild animal pick up, and \$6,613.61 for capital projects so the total increase for the year would be \$13,503.20.

JJ Allen, City Manager, commented many of the city managers, County Commissioner Elliott, and the shelter's manager met at the shelter and there was a discussion about exploring the option of the County taking over future financial responsibility of the animal care and control services. There was a discussion about the impacts any transition of responsibility would have on the City, County, or ordinance regulations related to animal care and control.

Chief Bennett pointed out the Interlocal Agreement was based on the 2019 calendar year so there would likely need to be a budget amendment for fiscal year 2019 (FY19) because the increased rates were not available during the City's budgeting process.

DISCUSSION ON THE CDBG (COMMUNITY DEVELOPMENT BLOCK GRANT) ONE-YEAR ACTION PLAN FOR PROGRAM YEAR JULY 1, 2019 TO JUNE 30, 2020

Brad McIlrath, Senior Planner, stated the staff report and the Community Development Block Grant drafted One-Year Action Plan for program year July 1, 2019 to June 30, 202 were included in the agenda packet. He asked if there were any questions about funding proposals or the City's participation for the coming year.

Councilmember Phipps indicated he found some editorial items that should be addressed and would send them to staff since he had forgotten his notes. Councilmember Peterson said she noticed a few edits as well, but desired to discuss with the group those policy related concerns she found in the document. She complimented the written report and felt it had evolved to include discussions from the prior years.

Councilmember Peterson referred the Council to page 34 of the drafted plan in the section on barriers to affordable housing. She expressed her opinion the second and third bullet points were coming from a planner's perspective and the Council had not yet adopted a policy or ordinance that reflected those policy statements. There was a discussion about the second bullet pointed paragraph of the barriers to affordable housing. Mr. McIlrath asked if it should be revised or removed from the plan. The consensus of the Council was to remove the entire paragraph

identified by the second bullet point. There was a discussion about the third bullet point which acknowledged the barrier to affordable housing but also expounded with narrative. The Council was in consensus the last two sentences of the third bullet point should be removed only leaving the first sentence which identified the barrier.

Mayor Shepherd mentioned the allocation of funds to Open Doors should be updated to reflect the additional funding of \$2,500 as planned for the year. He pointed out the committee had not wanted to reduce the \$10,000 award to Open Doors, but desired to add the \$2,500 to it and instead reduce the allocation made to the Davis Community Learning Center. He mentioned it was time for policy session so any additional questions could be addressed once the Council reconvened following that meeting.

Councilmember Bush moved to adjourn the work session and reconvene in policy session at 7:01 p.m., seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

The meeting reconvened at 8:25 p.m.

Mr. McIlrath asked if the desire of the Council was to increase the allocation to Open Doors by \$2,500 to account for the application of the food pantry. There was a discussion about the needs of Open Doors, its application and benefit within the community. The consensus of the Council was to allocate \$12,500 in total to Open Doors for the Circles and Food Pantry applications and adjust the allocation for the Davis Community Learning Center accordingly once the City knew what the actual CDBG award would be.

Councilmember Phipps confirmed there was a limit in the amount of funding that could be allocated towards service programs. Mayor Shepherd responded only fifteen percent of the total CDBG funding award could be allocated towards service programs. There was a discussion on the CDBG program and its funding.

Councilmember Peterson questioned if the City already had a parcel in mind for purchasing with the \$70,000 pledge to purchase for a lot for a single family home. Mayor Shepherd answered a lot had not yet been decided upon but there were some that could be considered. There was a discussion regarding the possibilities of refurbishing homes or building a home on a lot which could improve areas of the community and potentially targeting both improvements in a given area if HUD allowed for it.

Councilmember Bush asked if there was a requirement to purchase a vacant lot or if the City could purchase a lot with a home that needed demolition. Mr. McIlrath responded he had updated the language of in the draft plan so it did not require it to be a vacant lot so there could be more flexibility. He commented perhaps improving certain areas of the City could be reviewed as the five year consolidated plan was updated. He also pointed out the administrative costs were higher in the draft plan to allow for creation of the five year consolidated plan.

Councilmember Peterson expressed her opinion the paragraph on page 34 of the document related to the City's Good Landlord Program was narrative but with a slant. Councilmember Phipps questioned if the City still had that program. He mentioned he had remembered his notes had referenced the Good Landlord Program but could not be more specific to those concerns without his notes and apologized for forgetting them. Councilmember Roper suggested the paragraph be reworded to point out the impediment to affordable housing rather than keeping it narrative in nature. Mr. McIlrath indicated once he reviewed the edits from Councilmember Phipps he could take a look at how to improve the paragraph related to the Good Landlord Program.

Councilmember Peterson expressed her concern the paragraph at the end of page 34 continued on to page 35 appeared to give the Council direction to follow rather than listing the things the Council had decided to do. She suggested the specific list would require General Plan updates which seemed premature. Mr. McIlrath mentioned he could rephrase the paragraph to identify the limitations, yet give more credit to what the City Council had done recently to overcome its barriers in addressing housing such as allowing the use of the R-1-6 zone for infill development. Councilmember Bush expressed his opinion that the Council had not limited types of housing. Councilmember Peterson explained she did not feel the paragraph should be reworked, it should be stricken and updated to address the actions the City had planned to remove or ameliorate the negative effects of public policies that served as barriers to affordable housing. Mr. McIlrath stated he would update the draft plan to better accentuate that point.

Councilmember Peterson pointed out on page 36 of the document there was a bulleted list of things the City planned to undertake to carry out the strategies outlined in the plan; however, she would like to provide staff recommendations on those items because some of them seemed unnecessary and there could be other things the City should take credit for that had not been included. Mr. McIlrath said he would appreciate any input and recognized it was currently in draft form to be revised as needed. Councilmember Bush commented the City had done more things to address housing affordability than the Legislature was mandating and asked that those items be included in its Moderate Income Housing Plan. Mayor Shepherd agreed.

Councilmember Phipps moved to adjourn at 8:42 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 25th day of June, 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, February 26, 2019.

/s/Nancy R. Dean, City Recorder