

CLEARFIELD CITY COUNCIL MEETING MINUTES  
7:00 P.M. POLICY SESSION  
October 8, 2019

City Building  
55 South State Street  
Clearfield City, Utah

|                |                 |                                |
|----------------|-----------------|--------------------------------|
| PRESIDING:     | Mark Shepherd   | Mayor                          |
| PRESENT:       | Kent Bush       | Councilmember                  |
|                | Vern Phipps     | Councilmember                  |
|                | Tim Roper       | Councilmember                  |
|                | Karece Thompson | Councilmember                  |
| EXCUSED:       | Nike Peterson   | Councilmember                  |
| STAFF PRESENT: | JJ Allen        | City Manager                   |
|                | Summer Palmer   | Assistant City Manager         |
|                | Stuart Williams | City Attorney                  |
|                | Teresa Allen    | Victim Services Coordinator    |
|                | Delaney Combe   | Victim Housing Advocate        |
|                | Kelly Bennett   | Police Chief                   |
|                | Adam Favero     | Public Works Director          |
|                | Eric Howes      | Community Services Director    |
|                | Curtis Dickson  | Community Services Deputy Dir. |
|                | Spencer Brimley | Community Development Director |
|                | Rich Knapp      | Finance Manager                |
|                | Trevor Cahoon   | Communications Manager         |
|                | Nancy Dean      | City Recorder                  |
|                | Wendy Page      | Deputy Recorder                |

VISITORS: Daniel Huntington, Grifols Biomat, Nicole Curran, Jerome Curran, Russell Barton, Kristi Bush, Richard Nielson, Lisa Nielson, Bob Bercher, Haylee McMannus, Sharron McMannus, Kathryn Murray, Devin Prouty, Chris Uccardi

Mayor Shepherd called the meeting to order at 7:02 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 10, 2019 WORK SESSION AND THE SEPTEMBER 24, 2019 POLICY SESSION

**Councilmember Roper moved to approve the minutes from the September 10, 2019 work session and the September 24, 2019 policy session; as written, seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Phipps, Roper and Thompson. Voting NO – None.** Councilmember Peterson was not present for the vote.

PRESENTATION OF THE YARD OF THE YEAR AWARDS

Councilmember Phipps reviewed the process for selecting winners for the Yard of the Year Awards. He reported the Parks and Recreation Commission had selected the winners for the annual “Yard of the Year Contest.” He stated staff and the Council were pleased to recognize the winners for doing their part in beautifying the community. He announced Robert and Larue Hawthorn were selected as the first place winners, with Richard and Lisa Nielson and Robert and Nonnie Hulse as runners up.

Mayor Shepherd commended all award recipients for their efforts throughout the year towards the beautification of the City.

OPEN COMMENT PERIOD

*Nicole Curran*, resident, asked if there was a way to accommodate winter parking for large families and those vacationing at homes in the City during the holidays. She explained the difficulty of parking at her house. She encouraged the Council to lift the restriction on days when it was not snowing.

*Jerome Curran*, resident, stated he had been a resident for 18 plus years. He wondered why the winter parking restrictions had to be so absolute. He felt there could be a better middle ground to accommodate both safety and comfort for residents. He requested the reasoning behind the absoluteness of the ordinance. He offered the idea of sending out text message alerts on days when parking was not allowed.

APPROVAL OF THE AWARD OF BID FOR THE CITY HALL UNINTERRUPTED POWER SUPPLY PROJECT

Curtis Dickson, Community Services Deputy Director, stated the City solicited bids for the replacement of the Uninterrupted Power Supply (UPS) unit at City Hall. He explained the unit was the original unit for the building and it was nearing the end of its service life. He pointed out the UPS unit provided power to key areas and electronic components of City Hall during the time between a power outage and when the generator turned on. Mr. Dickson mentioned the fiscal year 2020 (FY20) budget included \$75,000 for the project. He noted the lowest responsible bidder was Sunrise Service with a bid amount of \$68,464.85. He indicated staff recommended the project be awarded to Sunrise Service for the bid amount and approve contingency of \$6,535.15 for a total project cost of \$75,000.

Councilmember Phipps asked about an explanation for the varying costs seen in the bid proposals. Mr. Dickson said one reason might be the products and manufacturers used by different bidders. He explained the new system proposed was a verified system and would do the job. Councilmember Phipps asked about the average life expectancy for the system. Mr. Dickson reported the life expectancy should be 15 to 20 years.

**Councilmember Phipps moved to approve the award of bid for the City Hall uninterrupted power supply project to Sunrise Service, Inc. for the bid amount of \$68,464.85; approve funding for the project bid amount with contingency of \$6,535.15 for a total project cost of \$75,000; 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, Phipps, Roper and Thompson. Voting NO – None.** Councilmember Peterson was not present for the vote.

APPROVAL OF ORDINANCE 2019-26 AMENDING TITLE 7, CHAPTER 3, SECTION 22 – MOTOR VEHICLES AND TRAFFIC SAFETY, SNOW REMOVAL OF THE CITY'S CODE

JJ Allen, City Manager, stated the City Council had discussed the possibility of amending the winter parking ordinance at length during the October 1, 2019 work session. He reviewed staff had been requested to prepare an ordinance amending the time frame to restrict winter parking. He commented the new dates for the winter parking restriction were reduced and if the proposed ordinance were approved the effective restriction dates would be from November 15<sup>th</sup> to the last day of February the following year. He pointed out updates to the start date and the end date were the only changes directed for staff to adjust.

Mayor Shepherd asked if there was a need for further discussion. Councilmember Bush reported his recent attendance at a neighborhood party on Villa Drive. He shared some of the residents indicated a desire for the parking restrictions all year long. He reported in that area cars parked on both sides of the street. Councilmember Bush said when looking at an ordinance the Council had to look at its impact to the entire City. He stated some streets in the City were very narrow.

**Councilmember Thompson moved to approve Ordinance 2019-26 amending Title 7, Chapter 3, Section 22 – Motor Vehicles and Traffic Safety, Snow Removal of the City's Code 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, Phipps, Roper and Thompson. Voting NO – None.** Councilmember Peterson was not present for the vote.

COMMUNICATION ITEMS

*Mayor Shepherd*

1. Thanked North Davis Fire District (NDFD) for the open houses and appreciated all those involved with the successful events.
2. Attended National League of Cities (NLC) to prepare for the meeting next month.
3. Reported he would be out of town October 12 through 19.

***Councilmember Bush***

1. Attended the Water Conference in Chicago. Reported on the great information gained for the Sewer District and the City.
2. Attended the Utah League of Cities and Towns (ULCT) conference.
3. Attended the Utah Transit Authority (UTA) facility tour and had the chance to simulate driving the Front Runner train. Shared information on proposed plans to get two tracks and extend bus routes over the next few years.
4. Attended Night Out Against Crime. It was good.
5. Attended the NDFD open house.

***Councilmember Phipps*** – nothing to report.

***Councilmember Roper*** – thanked members of the Police Department for meeting with and providing a tour for the Youth Commission.

***Councilmember Thompson***

1. Discussed the Impact Tax reform collaborative workshop and asked if anyone would be able to attend. Mayor Shepherd said he would be at the meeting.
2. Reported he would be out of town at the Mosquito Abatement Conference in Bryce Canyon.

**STAFF REPORTS**

***JJ Allen, City Manager*** - reported the monthly report would be sent out by the end of the night.

***Nancy Dean, City Recorder*** –reviewed the Council’s schedule:

- Work Session on October 15, 2019
- Policy Session on October 22, 2019
- Work Session on October 29, 2019
- Election Day coming up, ballots should be sent out soon. Reviewed the ballots could be mailed, dropped in the ballot box, or delivered in person on the day of the election.

***Trevor Cahoon, Communications Coordinator*** – reviewed upcoming events with the Council:

- Updated the events on Trello Board for next three months.
- Shrek Jr. was currently performing at the Arts Center and tickets were on sale.
- October 12, 2019 - Be Ready Emergency Preparedness presentation at City Hall. Residents were invited to attend.
- October 16, 2019 – Virtual ribbon cutting for the Cornerstone bathroom.
- October 17, 2019 – Employee Benefit Fair 2 to 4 p.m.
- October 17, 2019 – Third Thursday Soiree trunk or treat event at 6:30 p.m. Stated if decorating a trunk come between 5:30 p.m. and 6:00 p.m. to prepare. Spots were first come first serve at City Hall in the south parking lot.
- October 26, 2019 – Boonanza tickets were on sale. Parents did not need to pay but the kids would have a fee to participate.
- October 23-30, 2019 – Dumpster clean up event would be in the neighborhoods

There being no further business to come before the Council, **Councilmember Roper moved to adjourn at 7:35 p.m., seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmember Bush, Phipps, Roper, and Thompson. Voting NO – None.** Councilmember Peterson was not present for the vote.

**APPROVED AND ADOPTED  
This 22<sup>nd</sup> day of October, 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, October 8, 2019.

/s/Nancy R. Dean, City Recorder