

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
April 28, 2020

No physical meeting location was available. The meeting was held electronically via Zoom Meeting address:

Zoom Meeting
<https://zoom.us/j/97355195604>
Meeting ID: 973 5519 5604

PRESIDING VIA
ZOOM MEETING: Mark Shepherd Mayor

PRESENT VIA
ZOOM MEETING: Kent Bush Councilmember
Nike Peterson Councilmember
Vern Phipps Councilmember
Tim Roper Councilmember
Karece Thompson Councilmember

STAFF PRESENT
VIA ZOOM MEETING: JJ Allen City Manager
Summer Palmer Assistant City Manager
Stuart Williams City Attorney
Kelly Bennett Police Chief
Adam Favero Public Works Director
Eric Howes Community Services Director
Spencer Brimley Community Development Director
Rich Knapp Finance Manager
Lee Naylor Accountant
Trevor Cahoon Communications Coordinator
Nancy Dean City Recorder

VISITORS: David Bloomfield, Bobby Austin, Brogan Fullmer

Mayor Shepherd called the meeting to order at 7:00 p.m.

Mayor Shepherd informed those present via the Zoom Meeting if they wanted to comment during the Open Comment Period they could do so through the Zoom Meeting chat option as outlined on the agenda from 7:00 p.m. until 7:10 p.m. He explained all comments would be shared during the meeting after the public had been allowed sufficient time to participate.

Mayor Shepherd presented an inspirational thought.

APPROVAL OF THE AGREEMENT WITH THE DAVIS AND WEBER COUNTIES CANAL COMPANY REGARDING THE ADMINISTRATION, OPERATION, AND MAINTENANCE OF TRAILS

Eric Howes, Community Services Director, stated the City had an agreement in place with the Davis and Weber Counties Canal Company (DWCCC) regarding administration, operation, and maintenance of trails since May 1999. He indicated staff had been working the DWCCC to update the agreement and most of the changes were minor. He pointed out that the one significant change to the agreement would require the City to work with DWCCC on the design and development of any new sections of trail along the canal. Mr. Howes acknowledged the intent of the change was to ensure that new trail sections were designed and constructed in such a way as to keep the trail at least ten feet (10') from the conveyance to limit the potential for damage to the trail caused by DWCCC during maintenance and construction projects.

Councilmember Peterson moved to approve the agreement with the Davis and Weber Counties Canal Company regarding the administration, operation, and maintenance of trails 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, Phipps, Roper, and Thompson. Voting NO – None.

APPROVAL OF THE MINUTES FROM THE APRIL 14, 2020 POLICY SESSION

Councilmember Bush moved to approve the minutes from the April 14, 2020 policy session, as written, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Thompson. Voting NO – None.

APPROVAL OF RESOLUTION 2020R-07 AUTHORIZING THE CONVERSION OF WATER SHARES IN THE CLEARFIELD PIPELINE COMPANY TO WATER SHARES IN THE DAVIS AND WEBER COUNTIES CANAL COMPANY

Curtis Dickson, Community Services Deputy Director, stated the City currently had six water shares in the Clearfield Pipeline Company that were previously used to irrigate the cemetery. He mentioned due to the age and condition of the line the water shares were no longer useful to the City, so staff recommended converting them to water shares in the Davis and Weber Counties Canal Company.

Councilmember Bush wondered if the DWCCC needed to authorize the City to convert its shares. Mr. Dickson answered the City did not need permission; however, staff had spoken with DWCCC about the process for conversion. He reported there would be a \$20 fee per share to facilitate the conversion.

Councilmember Thompson questioned what process would be necessary if the City determined to rent its shares. Mr. Dickson responded it was an administrative action and would be evaluated on an annual basis. He indicated any excess shares not anticipated for use could be put into the

rental pool and then any money generated could be used to offset the water share fees paid out annually.

Councilmember Roper moved to approve Resolution 2020R-07 authorizing the conversion of water shares in the Clearfield Pipeline Company to water shares in the Davis and Weber Counties Canal Company 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, Phipps, Roper, and Thompson. Voting NO – None.

OPEN COMMENT PERIOD

Mayor Shepherd acknowledged time had been provided for the open comment period and asked if any comments had been submitted. Trevor Cahoon, Communications Coordinator, replied there had been no comments received.

There were no public comments.

APPROVAL OF AND CONSENT TO THE MAYOR’S PROPOSED APPOINTMENT OF INDIVIDUALS TO THE PLANNING COMMISSION

Mayor Shepherd indicated recent resignations by members of the Planning Commissioners had created some vacancies that needed to be filled. He noted there was one vacancy for a regular member and three vacancies for alternate positions. Mayor Shepherd and the City Council conducted interviews for Planning Commission vacancies during the work session on April 21, 2020. Mayor Shepherd recommended appointing David Bloomfield, current alternate member, to fill the regular member vacancy and Karen Blackwood, Brogan Fullmer, and Bobby Austin to fill the vacancies as alternate members.

Councilmember Peterson moved to approve and consent to the Mayor’s appointment of David Bloomfield as a regular member of the Planning Commission with a term expiring February 2025; Karen Blackwood as an alternate with a term expiring February 2023, Brogan Fullmer as an alternate with a term expiring February 2022, and Bobby Austin as an alternate with a term expiring February 2021 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, Phipps, Roper, and Thompson. Voting NO – None.

COMMUNICATION ITEMS

Mayor Shepherd – held a Facebook Live event earlier in the day and announced future events would be held weekly for community updates. He indicated it was announced earlier that the City would be cancelling its dumpster program. He expressed his regret. He mentioned the Council would discuss the matter in the future to determine how the City would address cleanup projects going forward. He reported vouchers for Wasatch Integrated Waste would be provided to residents through the City’s newsletter as an alternative clean-up option.

Councilmember Bush – nothing to report.

Councilmember Peterson

1. Informed residents that information from the State on changing the status for COVID-19 was available online.
2. Thanked staff and everyone for doing their best during the challenging circumstances of the pandemic.
3. Reminded residents that Davis Behavioral Health was offering a bingo game on Facebook which encouraged weekly activities for families to have fun, submit photos, and provided an opportunity to win prizes. She noted the prizes would be gift cards to local businesses which would also assist the local economy.

Councilmember Phipps – updated the Council on Wasatch Integrated Waste services. He explained the transfer station was nearly operational as well as the material recovery facility which was expected to begin its operations in June. He recommended not taking trash to the landfill on Saturdays because it was a busier day of the week.

Councilmember Roper – reported the Youth Commission had been participating in some mindfulness classes with Davis Behavioral Health and was hopeful to recruit more youth for participation on the Commission.

Councilmember Thompson

1. Updated the Council on the Mosquito Abatement District – Davis. He reported the District was looking for night time sprayers. He mentioned a few of the difficulties the District had experienced with its drones regarding weight capacity and pilots due to COVID-19.
2. Reported he was serving on the Utah Black Round Table COVID-19 Task Force working with the State to help determine how it was measuring that everyone stayed safe during the process of moving from the high-risk to moderate phase. He was working to ensure there had been equitable safety and data reporting for minorities.
3. Encouraged residents to wear masks for protection. He stated the extra precautions taken during the uncertain times could help businesses open and the economy to grow again.

STAFF REPORTS

JJ Allen, City Manager

1. Updated the Council on plans to continue the furlough of part-time employees through May and hoped to bring staff back the first of June. He explained the exception would be to bring back some lifeguards sooner if the Aquatic Center were to reopen.
2. Received a graphic from International City/County Management Association (ICMA) showing four steps to success for budgeting during a crisis which resonated and validated what the City was doing by 1) understanding the next six to 18 months; 2a) reduce spending; 2b) find new resources; 2c) reduce materials or contractor costs; 3) communicate and engage; and 4) support decision making.
3. Announced later in the week staff would be submitting two letters to Davis County requesting funding from the third quarter sales tax for upcoming projects. He indicated one project was for the 500 West Roadway Expansion and the other would be for the street extensions necessary for Clearfield Station. He stated staff was hopeful to be awarded funding for one or both of those projects.
4. Reported facilities similar to the Aquatic and Fitness Center could be able to open soon with certain restrictions.

Councilmember Bush asked if the City was advertising for an inspector. Mr. Allen answered yes, the position for a full-time building official was open and available. He noted Scott Hodge was helping out with inspections on a part-time temporary basis in the meantime.

Eric Howes, Community Services Director

1. Updated the Council on the following things the City would have to do to re-open the Aquatic Center:

- Health checks of every employee everyday
- Touchless transactions
- Fitness areas have square footage restrictions of one person for every 120 square feet
- Wipe equipment after every use and at the end of the day
- No gatherings on the pool deck
- Limit of one swimmer per lap lane; therefore, lap times might be limited
- Capacity was limited to 50 percent
- No showering or changing in the locker rooms; only toilets and handwashing were allowed

Mr. Howes continued the City would need to be sensitive to gathering guidelines and there would be a lot of details to work out before it could open. He asked if there were any questions about reopening the center.

Councilmember Bush wondered if use of the gym and track would be available. Mr. Howes answered the gym floor was currently being redone so it was not available; however, it should be done by the end of the week but contact sports were still not allowed.

Councilmember Thompson asked if there was any data supporting the virus' reaction to water. Mr. Howes responded chlorine would kill COVID-19.

Councilmember Phipps questioned if there would be any start up associated with opening the pool. Mr. Howes reported to save costs the temperature of the pool had been reduced. He said before opening the pool the temperature of the water would need to be warmed which would take a couple of days and circulation would also need to be increased and water treatments properly balanced.

Councilmember Bush asked if all the repairs and maintenance that would normally be done in September had been done during the shutdown. Mr. Howes answered yes. He stated the facility looked very nice and would not need a fall shutdown. He explained the facility could not be opened all at once; it would need to be a gradual and measured approach.

2. Reported staff had been working on planning events that could be possible for the Fourth of July. He explained large events with mass gatherings would not be allowed until the State was at a green level and that timeframe was uncertain. He noted most large events throughout the State were being cancelled. He explained staff was exploring options and variations for smaller, limited activities. Mayor Shepherd added all cities in Davis County had cancelled the Fourth of July events. He indicated the City would work on ideas for ways to bring the Independence Day celebrations to its residents.

Spencer Brimley, Community Development Director – updated the Council on the following development projects:

- Clearfield Station – there was good progress on the Master Development Plan and it should be ready for the Council's review in May or June.
- Lotus – the project was through the entitlements process and close to submitting application for permits on phase one. There were a lot of encouraging discussions associated with the east side development planned.

Councilmember Bush asked if the Lifetime Products development timeline was known. Mr. Brimley answered the City did not know but anticipated construction would begin during 2020. He explained Lifetime Products was getting close to submitting for permits and had held discussions with Brad McIlrath, Senior Planner, about the landscaping and its intensity. He explained Lifetime was working through the site plan approval process and fine tuning the engineering aspects. Councilmember Bush wondered if Lifetime had received preliminary site plan approval. Mr. Brimley said yes, but no permits had yet been issued.

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

- Work Session on May 5, 2020
- Policy Session on May 12, 2020
- Joint Work Session with Parks and Recreation Commission on May 19, 2020
- Policy Session on May 26, 2020

Trevor Cahoon, Communications Coordinator – reported the e-newsletter would be sent out tomorrow afternoon and include the voucher for the landfill. He explained the newsletter could be forwarded or residents could also contact the Customer Service Center to receive a copy. He noted the newsletter would also include updates on COVID-19.

Councilmember Bush asked how long the vouchers would be good. Mr. Cahoon responded they could be used from May 1, 2020 to May 10, 2020 and there would not be a limit to the number of uses.

There being no further business to come before the Council, **Councilmember Peterson moved to adjourn the policy session and reconvene in work session at 7:40 p.m., seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.**

**APPROVED AND ADOPTED
This 9th day of June, 2020**

/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, April 28, 2020.

/s/Nancy R. Dean, City Recorder