

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
August 11, 2020

City Building
55 South State Street
Clearfield City, Utah

The meeting was held electronically via Zoom Meeting address:

Zoom Meeting
<https://us02web.zoom.us/j/89868847022>
Meeting ID: 898 6884 7022

PRESIDING VIA ZOOM MEETING:	Mark Shepherd	Mayor
PRESENT VIA ZOOM MEETING:	Kent Bush Nike Peterson Vern Phipps Tim Roper	Councilmember Councilmember Councilmember Councilmember
EXCUSED:	Karece Thompson	Councilmember
STAFF PRESENT VIA ZOOM MEETING:	JJ Allen Summer Palmer Stuart Williams Kelly Bennett Adam Favero Braden Felix Eric Howes Spencer Brimley Brad McIlrath Rich Knapp Lee Naylor Trevor Cahoon Nancy Dean Wendy Page	City Manager Assistant City Manager City Attorney Police Chief Public Works Director City Engineer / Deputy PW Director Community Services Director Community Development Director Senior Planner Finance Manager Accountant Communication Coordinator City Recorder Deputy Recorder

Mayor Shepherd called the meeting to order at 6:04 p.m.

DISCUSSION ON AN AMENDMENT TO THE MUNICIPAL SERVICES AGREEMENT WITH MILITARY INSTALLATION DEVELOPMENT AUTHORITY (MIDA)

Rich Knapp, Finance Manager, stated Military Installation Development Authority (MIDA) recently approached the City requesting the City no longer charge the monthly storm water utility fee as set forth in the agreement for services because all storm runoff from the impervious surface was handled by MIDA from within MIDA's boundaries. He explained all fees charged by the City through the agreement tied to a direct cost, except for the storm sewer utility fee. He indicated staff determined there was no overhead or ongoing and regular costs incurred by the City related to MIDA's storm water; therefore, recommended discontinuing the fee of \$193 per month. Mr. Knapp asked if there were any questions about the proposed amendments.

The Council did not voice any questions or concerns.

DISCUSSION ON THE AWARD OF BID FOR THE WATERLINE IMPROVEMENT PROJECT ON STATE STREET FROM 700 SOUTH TO 1450 SOUTH

Braden Felix, City Engineer / Public Works Deputy Director, stated the waterline improvement project along the west side of State Street would be between 700 South and 1450 South. He pointed out the upgrades from the current 4-inch line to a 10-inch line would help ensure the City was able to supply water along State Street to support the new growth and development expected in the area. He acknowledged the older pipe had a history of leaking and it would be beneficial to make improvements soon to help reduce continued expense on repairs.

Mr. Felix explained the City received two bids for the project, the low bid was from Paragon Construction Systems at approximately \$1.2 million, and the other bid was about \$1.7 million. He noted staff did not feel waiting and rebidding the project would produce results that would provide any substantial savings because those costs were likely typical for work done along a main road such as State Street. He mentioned the City had budgeted a total of \$973,000 for phases 1 and 2 of the project; consequently, a budget amendment would be necessary to provide sufficient funding to complete the project.

Mr. Felix stated staff recommended approving the bid award to Paragon Construction Systems for \$1,273,641.48 with contingency of \$258,010.30 for a total project cost of \$1,531,651.78. He asked if there were any questions about the budget or the project.

Councilmember Phipps asked if there was a reason not many contractors bid the project. Mr. Felix explained it was likely because the project was on a State road which complicated the project because there would be additional requirements and permitting necessary.

Councilmember Bush stated Paragon Construction was currently doing a construction project for the City. He wondered if Paragon Construction had the necessary staff and resources to do both projects simultaneously. Mr. Felix responded representatives from Paragon Construction assured City staff it had enough personnel and resources to complete the projects plus the other project was fairly short and would not take as much time.

Councilmember Bush questioned the timing of the project. Mr. Felix indicated work was planned to commence in the fall of 2020 and be completed in the spring of 2021. He noted Utah's Department of Transportation (UDOT) would only allow excavation of the roadway prior to October 15, 2020.

Councilmember Peterson wondered if some of the increased costs were related to winter weather conditions that might be affiliated with the project. Mr. Felix responded the contractor attributed the increase from the engineer's estimate to the fact the work would be along State Street. There was a discussion about timing, costs, and whether or not future infrastructure at Clearfield Station would impact the project.

Mayor Shepherd asked how the City would fund the project. Rich Knapp, Finance Manager, explained the City had funds available in the corresponding enterprise funds but would need to delay other future projects.

Councilmember Phipps questioned if there would be any impacts to the water source by upgrading the area from a 4-inch line to a 10-inch line. Mr. Felix answered the City was working to replace all 4-inch lines in the City because they no longer met the State's standard. Adam Favero, Public Works Director, indicated the same amount of water would be drawn from the source whether it was a 4-inch or 10-inch line. He noted the only time a greater draw would be used was in the case of a fire or the demand was placed on it from new development areas to help supply a bigger pipe down the line. Councilmember Phipps expressed his concern was to ensure there would be no negative impacts to other areas of the City due to upsizing the line. Mr. Felix mentioned the demand from the water source would not be increased by upsizing the lines.

Councilmember Bush wondered if there would need to be a decision about which projects to delay. JJ Allen, City Manager, responded the project was the priority and top of the list; therefore, the next projects of lower priority would be delayed until funds could be allocated. Mr. Knapp mentioned it would impact those projects that were three or four years out with a delay. Councilmember Peterson confirmed the delay would not impact any projects that might be needed to further development projects coming in the near future. Mr. Felix also mentioned there was the potential of cost savings on other projects that could be put towards the excess needed for the project.

Mr. Knapp stated his understanding was the amount of projects completed each year was more restricted by staffing levels than funds available. Mr. Allen pointed out that was true of any project because the staffing levels controlled the capacity of projects the City was able to manage in a given year.

DISCUSSION ON THE FINAL SUBDIVISION PLAT FOR THE UNION TOWNHOMES SUBDIVISION LOCATED AT APPROXIMATELY 305, 315, AND 325 EAST 700 SOUTH

Brad McIlrath, Senior Planner, thanked Councilmember Bush for his questions earlier in the day which had helped him update the presentation to provide more background. He mentioned the developer had initially proposed to call the subdivision Depot Townhomes, but to reduce the number of projects with Depot in the title the name was updated after some encouragement from

staff. He mentioned the Union Townhomes Subdivision was located at approximately 305, 315, and 325 East 700 South. Mr. McIlrath indicated originally it was planned for 61 townhomes but in order to comply with Form Based Code standards it had been reduced to 58 townhomes. He stated the site plan and preliminary subdivision plat were approved by the Planning Commission on June 17, 2020. He reviewed the subdivision plat and noted how it complied with Form Based Code standards. Mr. McIlrath highlighted the site plan, demolition plan, landscape plan, and concept renderings of the elevations planned for the project.

He pointed out the detention basin handled some of the detention for the neighboring subdivision Newcastle Greene Townhomes. Mr. McIlrath indicated staff was working with Public Works and the City Engineer in reviewing the detention basin to ensure it would meet the needs for the proposed project's storm water and not overflow while still meeting the water demands for each project. He highlighted the layout and some of the amenities, materials, and articulations for the project.

Mr. McIlrath noted the Planning Commission reviewed the subdivision plat on August 5, 2020 and recommended approval with the following five conditions.

- 1) The subdivision plat and improvement drawings shall be revised to address Clearfield City Engineering requirements prior to final approval.
- 2) The project shall include the creation of a Homeowners Association (HOA) to maintain all of the private common spaces of the project, including but not limited to: landscaping, snow removal, building maintenance, trash collection, and open space areas. The proposed CC&Rs shall be revised to provide the needed information required by City Code and outlined in this report.
- 3) The project shall comply with all development and design standards of the Downtown Clearfield Form Based Code prior to signature approvals on the final subdivision plat.
- 4) The applicant is responsible for the replacement or repair of deteriorated, damaged or missing surface improvements surrounding the perimeter of the subdivision. This includes, but is not limited to: curb and gutter, sidewalks, landscaping park strip improvements, driveways, etc.
- 5) An escrow or cash bond agreement as required by Section 12-9-2 of the Subdivision Ordinance shall be provided and will be subject to approval by the City Engineer and City Attorney. The agreement for the public improvements shall be established prior to obtaining any permits for the properties or plat being recorded.

Councilmember Bush asked if the holding pond would be usable space and designed similar to what was shown in the landscaping plan. Mr. McIlrath responded it would be space the developer could use towards landscaping requirements if desired. He mentioned the developer planned to clean up the detention area and plant sod, trees, and include a sidewalk.

Councilmember Bush reported going by the site earlier in the day and noticing an area to the north that was not part of the project but was overgrown with weeds and needed to be cleaned

up. Mr. McIlrath reviewed the map and believed the area described was part of the public right-of-way and it could belong to the City. JJ Allen, City Manager, noted Eric Howes, Community Services Director, would be made aware of the concerns for maintenance on the property. Councilmember Bush recommended the area get cleaned up when staffing resources were available.

Councilmember Peterson asked what the City's involvement was to ensure the HOA was properly created and registered with the County. Mr. McIlrath answered the City would not record the plat until all the documents were in order for the HOA. He continued City staff would then deliver the final subdivision plat, Covenants, Conditions and Restrictions (CC&Rs), and the declaration of the HOA so everything could be recorded at the same time.

Councilmember Roper moved to adjourn at 6:34 p.m., seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmember Bush, Peterson, Phipps, and Roper. Voting NO – None. Councilmember Thompson was not present for the vote.

**APPROVED AND ADOPTED
This 8th day of September, 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, August 11, 2020.

/s/Nancy R. Dean, City Recorder