

CLEARFIELD CITY COUNCIL MEETING MINUTES  
8:15 A.M. WORK SESSION  
BUDGET RETREAT  
February 6, 2015

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Keri Benson	Councilmember
	Kent Bush	Councilmember
	Ron Jones	Councilmember
	Bruce Young	Councilmember
EXCUSED:	Mike LeBaron	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Asst. City Manager
	Brian Brower	City Attorney
	Scott Hodge	Public Works Director
	Kim Dabb	Operations Manager
	Greg Krusi	Police Chief
	Mike Stenquist	Assistant Police Chief
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Rich Knapp	Administrative Services Director
	Jessica Hardy	Accountant
	Terrence Jackson	IT Manager
	Nancy Dean	City Recorder
	Kim Read	Deputy Recorder

Visitors: There were no visitors.

Mayor Shepherd called the meeting to order 8:30 a.m.

STRATEGIC PLANNING

Adam Lenhard, City Manager, invited the Council to share ideas and encouraged participation in the discussions. He stated it had been around six years since the City's Strategic Plan, Vision 2020, had been implemented and mentioned it had served the City well. He announced he would like to shift course and identify new goals for the City which didn't reflect a specific time frame. He suggested the new plan consist of the following two parts: 1) Policy Priorities which would be something for employees to identify with and understand their role with the City, and, 2) the Comprehensive Action Plan.

He indicated the Policy Priorities would be static and stated it was not intended to change often; however, it could.

He distributed a handout reflecting a proposed poster illustrating how the Policy Priorities might be announced. He added he would like it to be front and center for the employees. He stated it consisted of three parts: Policy Priorities, Core Values, and Mission Statement. He reviewed the three areas of emphasis included in the Policy Priorities and requested opinions from members of the Council and a discussion took place.

Councilmember Young expressed his opinion Vision 2020 was an excellent document focused on the community. He believed the proposed new document was an example of the City as an “organization” and didn’t necessarily agree with abandoning Vision 2020 entirely. Councilmember Bush requested clarification if the new document would replace Vision 2020. Mr. Lenhard responded most of the action items included in Vision 2020 had been completed and proposed it be replaced with the proposed Comprehensive Action Plan. Councilmember Young pointed out the importance of including shareholders within the community in the process to encourage buy-in and involvement.

Mayor Shepherd suggested the City could identify its direction in the Comprehensive Action Plan first, then work with stake holders soliciting input at that level.

Mr. Lenhard suggested residents desired to see results and the completed action items did just that. He believed public input was important and suggested that could be solicited during the neighborhood open houses. He suggested the Council think of the new Comprehensive Action Plan as an evolution from Vision 2020 rather than abandoning Vision 2020. He mentioned the Action Items, Core Values and Mission Statement had been included in a new document just as in a different format and pointed out the Vision Statement had been eliminated. He directed the Council to the Vision Statement portion of the Plan and a discussion took place to its relevance. Brian Brower, City Attorney, believed the purpose of Vision 2020 was an effort to “rebrand” the City. A discussion took place regarding residents’ involvement and their perspective of the “Community” and the reasons or needs to modify the Strategic Plan.

Mr. Lenhard reviewed the Policy Priorities handout with the Council and solicited input and the following was suggested:

- B) 3 – adding the word “involvement” following Community pride and Investment
- C) 3 – adding the word “ownership” following Fairness and Accountability

Mr. Lenhard reviewed the identified core values and informed the Council each employee’s yearly evaluation was directly tied to the following Core Values: Communication, Customer Service, Dependability, Initiative, Productivity, Professionalism, Quality, and Teamwork.

Mr. Lenhard presented the City’s current Mission Statement and a proposed revised Mission Statement and a discussion took place regarding the relevance of a mission statement. Mayor Shepherd believed the Core Values statement was a Mission Statement. Mr. Brower suggested the Mission Statement was more relevant to the organization from an internal perspective, meaning the employees. The Council determined the need for a Mission Statement was redundant and determined it should be eliminated.

Council took a break at 9:45 a.m.  
The meeting resumed at 10:15 a.m.

## COMPREHENSIVE ACTION PLAN

Adam Lenhard, City Manager, distributed the Comprehensive Action Plan and announced it would be used for multi-year budgeting. He mentioned it would be used from year to year and would also be used similarly to how the tactics and strategies from Vision 2020 were used during the budget process. He announced it had been divided in five different areas:

- Projects
- Personnel
- Operations
- Analysis
- Equipment

Mr. Lenhard reviewed the identified projects in the Plan and discussed the following:

- Clearfield Aquatic Center 10-year Anniversary Celebration and implementation of rebranding and marketing the Center

Eric Howes, Community Services Director, proposed a possible rebranding of the Aquatic Center and requested direction from the Council on whether it should be a marked only as a fun water activity center. A discussion took place regarding revenues, audience, marking, concession area, addition of water amenities, etc. Mr. Howes emphasized the City needed to determine what it wanted the facility to be in order for staff to target its audience in regards to not only amenities but marketing as well. Mr. Lenhard mentioned the Aquatic Center could also offer large employer packages for their employees in order to maximize memberships to the facility. The Council suggested completing a membership survey to determine the direction of the facility, renaming the facility, new logo, survey not only the membership, but other patrons as well. Councilmember Benson pointed out since revenues from the PARAT tax could be used for improvements/amenities at the facility, it would be something the residents could witness tax dollars being used in a beneficial manner.

Mr. Lenhard continued to review the identified projects:

- Creation of a 501c3
- Billboard relocation to 650 North

A discussion took place specific to the size of the new billboard, the lease agreement with Reagan Outdoor Advertising, and the cost of moving the billboard. Mr. Lenhard stated staff would continue negotiations with Reagan taking the Council's suggestions and concerns under advisement.

- Take Pride Day

Mr. Lenhard announced it was scheduled for Saturday, April 25, 2015, in conjunction with Arbor Day/Earth Day. Councilmember Bush suggested contact should be made and information provided to faith based organizations and youth groups so they could begin planning for it. Eric Howes, Community Services Director, announced he would be having a meeting with the committee in the near future for that purpose.

Councilmember Benson suggested including verbiage on the City's utility bill about ways in which the City distributed information such as Facebook, Twitter, emailed newsletter, etc.

Mr. Lenhard continued the review:

- PARAT Tax, General Plan and Revenue Bonds. He reminded the Council of previously identified projects which could be funded using PARAT Tax revenue:

- BMX Park/Course
- Outdoor Ice Rink
- Signature Themed Playground
- Upgrade or Install Tennis/Pickle Ball Courts
- Seating at Bicentennial Amphitheatre
- Community Plaza at Clearfield Station
- Challenge/Ropes Course

A discussion took place regarding those amenities for which the Council would like PARAT Tax funds appropriated and how the City could get the biggest bang for its buck. The Council discussed at length the possibility of an outdoor ice rink in conjunction with an upgrade of the tennis courts at Steed Park and whether that would be a better location compared to the Community Plaza at Clearfield Station. Each councilmember had an opinion of the best location for the ice rink. Mr. Howes mentioned the possibility of locating a proposed challenge/ropes course at Steed Park and a discussion also took place regarding where to locate the proposed BMX course.

Mr. Lenhard pointed out there would be additional expenses associated with an outdoor ice rink for the Council to consider such as chillers, the need for a Zamboni, etc. Rich Knapp, Administrative Services Director, reported his previous employer had an outdoor rink which was very busy and successful; however, it just broke even in covering its expenses. He pointed out it was significantly colder in Northern Montana than Clearfield, Utah, and believed it was probably cheaper to operate in that climate. He emphasized after ten years of use there were significant capital expenses associated with upkeep and cautioned the Council on the need to plan for those. Councilmember Young believed the revenue source for the project was in place with the PARAT Tax.

Mr. Lenhard summarized that staff would need to complete a feasibility study to determine whether the ice rink would be the right thing for the City to proceed with at Steed Park in addition to an outdoor BMX course at Barlow Park. Mayor Shepherd stated if it was determined to move forward with those amenities the quality of the product was of significant importance. He desired they both be "flagship" facilities for Clearfield City. Mr. Lenhard requested clarification if the Council desired to be involved as a whole on both proposed projects or would it be looking for staff to provide information and study results. The Council expressed updates in work sessions would be sufficient. Mr. Lenhard mentioned one of the items the study would address was specific to the BMX course and whether it would be a recreational facility or a competitive course.

A discussion took place regarding the City's trail system and Island View Park and security issues related to both facilities. Greg Krusi, Police Chief, pointed out there were security cameras at the park; however, the alcoves remained a security issue. He added the Armadillo had also been placed in the area in an effort to provide added security at that location.

Mr. Lenhard resumed the review of the projects:

- 550 E Reconstruction
- Clearfield Station Groundbreaking
- Clearfield Center (downtown project across from City Hall)
- Neighborhood Open Houses

Mr. Lenhard announced staff would attempt to have business involvement and representation from Hill Air Force Base in attendance at the neighborhood open houses. He continued the City's new Vision Statement, identified projects and Strategic Plan would be presented in an overall attempt to communicate with residents. Eric Howes, Community Services Director, stated the Parks & Recreation Commission had also expressed interest in attending. JJ Allen, Assistant City Manager, suggested an invitation should also be extended to the Planning Commission. The Council believed that was a good idea.

- General Plan Update
- July 4<sup>th</sup> Celebration

Mr. Lenhard informed the Council that Councilmember LeBaron had requested the Council discuss the options/possibility of incorporating a carnival with the City's Fourth of July Celebration. He reported staffs' concerns with a carnival were the following:

- Concerns with the turf/grass at any of the City parks
- Image a "carnival" brings with it and a discussion followed specific to those concerns. Chief Krusi shared information from Syracuse and Layton cities specific to public safety issues during carnivals. He reported Clearfield was often called upon to assist neighboring entities when the carnival was in town.

Mayor Shepherd mentioned he wouldn't be in favor of the City including a carnival in conjunction with its Fourth of July Celebration. He believed the City had worked hard to promote a "family friendly" event and expressed his opinion the carnival didn't support that in addition to the wear and tear it would create on the turf at the park. A discussion took place specific to adding a carnival event and the Council determined to forego the carnival due to lack of a location with a hard top surface.

The Council took a break at 11:30 a.m.

The meeting resumed at 12:33 p.m.

Mr. Lenhard directed the Council again to the identified project list:

- Holiday Lighting

Mr. Lenhard reported staff was recommending a more central main display focusing on City Hall and less efforts on pole lighting. A discussion took place regarding other holiday decorating options and Councilmember Benson suggested a community event take place in conjunction with turning on the City's holiday lights/tree lighting ceremony.

- Energy Performance Implementation

Mr. Lenhard announced the energy performance project was underway and information would be disseminated to the Council as it became available. A discussion took place regarding the need for additional street lighting in some areas of the City specifically near Ann Street and the 300 North overpass.

- Marketing Workspace
- Night Out Against Crime – Tuesday, August 4, 2015.
- Clearfield University beginning sometime in the fall of 2015.

Mr. Lenhard reviewed the remaining identified projects specific to parks, trails and facilities:

- SR 193 Landscaping
- Gateway Signs Construction
- Mabey Pond and Park Construction and Youth Resource Center Demolition
- Steed Irrigation and Electrical Wiring Upgrade

Eric Howes, Community Services Director, explained the problems associated with irrigation at Steed Park. He pointed out the irrigating issues at the park had negatively impacted the ball fields. He also explained issues regarding the electrical wiring for the lights used at the ball park.

- Island View Park Lighting

Mr. Lenhard explained the need for additional lighting at the park due to safety concerns. He also explained the need for rebuilding the park pavilions and informed the Council of Job Corps' interest in partnering with the City in constructing the pavilions. Councilmember Young suggested installing the Challenge/Ropes Course at Island View Park in the hopes it would be a deterrent to vandalism if there was more of a "people presence" in the park. Mr. Lenhard expressed concern the course could possibly encourage/increase mischief within the park. The conclusion of the discussion was that the Challenge/Ropes Course location was undetermined at this time.

- North Steed and Train Watch Playgrounds

Mr. Howes believed North Steed to be the greater need because of the use it gets. He expressed his opinion there were safety concerns associated with that equipment and suggested it be removed even if it wasn't replaced. Councilmember Bush pointed out there were other playground options near that location given the proximity to Holt Elementary. A discussion took place regarding the playgrounds and the Council suggested installing a playground on a smaller scale at Train Watch Park. Mr. Lenhard summarized staff would consider the smaller playground for Train Watch and removing the existing structure at North Steed and not replacing it this year. Councilmember Bush suggested a Veterans Monument be constructed at Fisher Park since the park was named after a local veteran. Mr. Howes responded Bicentennial Park would be a more appropriate location because there was already something designed/in place for a monument. He stated the Parks & Recreation Commission could oversee that project.

- Canal Trail – Reroute and gap closure near City Hall. Since most of the canal has now been placed underground the City could extend the Canal Trail across the newly underground portion. He stated staff would have to work with the canal company.

- 200 South Trail – Mr. Howes mentioned the new area near the SR 193 project needed to be landscaped and suggested using some of the UDOT reimbursement funds for that purpose.

Mr. Lenhard directed the Council to the facilities portion of the Plan and reviewed the following:

- Phase I of the Public Works Shops – he reported Councilmember LeBaron’s support for that project. He recommended Phase II should begin its design process and reported portions of Phase II could be completed as a cash project such as: relocating the fuel island, the new administrative building, the park maintenance building, some parking and demolition. He added Enterprise Funds could be used for the design.
- Cemetery Building – probably wouldn’t be funded for some time and explained the need for a maintenance facility to be located at the cemetery.
- Arts Center Electrical Panel – the next item to be completed at the Center. He believed it would greatly enhance the facility.
- FrontRunner Pedestrian Crossing – Mr. Lenhard announced this item had recently been discussed with ATK and stated it was also on a list with Wasatch Front Regional Council and UTA. He indicated staff had suggested ATK invest in the crossing as opposed to building a new parking structure to accommodate its employees. He explained the challenges associated with the project.

Mr. Lenhard suggested the Council review the list of identified water projects and requested Scott Hodge, Public Works Director, mention any specifics. Mr. Hodge reported his staff would begin work in Freeport Center. Mr. Lenhard reminded the Council that the City was currently paying for water, sewer, and storm drain projects with cash because of previous planning to fund projects. JJ Allen, Assistant City Manager, mentioned there were a few projects associated with Clearfield Station which the City couldn’t control in regards to timing. Mr. Lenhard reviewed additional projects related to sewer and storm. He reported Councilmember LeBaron had expressed his support for the H Street pond redevelopment plan relative to storm drainage. He continued staff had identified the need to reconfigure the pond to recognize a possible future retail pad. Rich Knapp, Administrative Services Director, informed the Council that in addition to the Enterprise Funds, Impact Fees were also available to complete some projects.

Mr. Lenhard directed the Council to the identified list of street projects and reminded the Council of the discussion from the work session on Tuesday, February 3, 2015, during which it was determined the City would need a regular commitment for chip seals and overlays. He stated Mr. Hodge had a detailed list which could be provided. He highlighted the following identified projects:

- 400 West CDBG Project
- Pacific Street
- 400 East Overlay – which was the road off of 1700 South into the Chelemes Subdivision. He reported the contractor didn’t believe an overlay was sufficient and it appeared it would need to be excavated similar to South Main which would add approximately \$50,000 to the project.
- 700 South/1000 West traffic study update and improvements most likely resulting in a traffic signaled intersection.
- 300 North Bridge – UDOT project prior to it being turned over to the City.

- 300 North Upgrades near 800 West – curb, gutter and sidewalk near the Maverik convenience store.
- 350 West CDBG Project
- 500 West Extension to 1700 South – developer project near Barlow Park.
- 300 North Widening at West Point
- 800 North Widening at Sunset – both of which would receive some funding from the State.
- 650 North interchange and reconfiguration
- SR 193 Interchange – he stated the project was on the plan.

Mr. Lenhard shared Councilmember LeBaron’s suggestion for a large amenity such as a museum, planetarium STEM learning facility, Robotic facility, etc. to be located somewhere within the City. He believed it would be a large tourist draw and benefit to the City.

Mr. Lenhard reminded the Council of personnel projects previously discussed during the work session on Tuesday, February 3, 2015. He reviewed the following:

- tentatively budgeting for a merit increase of approximately 1.5%
- He directed the Council to the handout identifying the proposed personnel projects.

Mr. Lenhard directed the Council to the operations portion of the Plan and requested Brian Brower, City Attorney, explain proposed changes to Code Enforcement that would move the complaint from the court process of criminal charges to that of civil charges. He mentioned West Valley and Saratoga Springs had been successful with similar processes. Chief Krusi added such a procedure could also incorporate parking issues. Mr. Brower pointed out West Valley had indicated one of the challenges was related to collections.

The Council took a break 1:45 p.m.  
The meeting resumed at 2:00 p.m.

Mr. Lenhard reviewed the other projects:

- Emergency Management Training in Emmitsburg, MD in June.
- Nancy Dean, City Recorder, stated the Council would need to determine how the City would conduct its Municipal Election this year and a discussion followed comparing traditional electronic voting to vote by-mail.
- Internal procedures related to coordinating plan review for both the Fire District and Sewer District
- Marketing message consistency
- Employee intranet
- JJ Allen, Assistant City Manager, reviewed proposed changes to warrant services and a discussion followed.
- Signage compliance and informed the Council of possible ball field signage for advertising purposes.
- Safety Training for employees
- FY 15 Audit
- Business Survey implementation



- Nancy Dean, City Recorder, explained the change in law and the website requiring the City post its records on the State website by 2016.
- Retention, social media, digital records policy and management.
- File sharing with prosecutor.
- Small Claims file scanning
- Land use form revisions and file digitization
- Licensing/permit portal on website
- Electronic plan review
- Citizens budget
- Employee handbook

Mr. Lenhard reviewed the analysis page with the Council and explained the following:

- Impact Fee Study Update
- CAC Anniversary Plan
- The City's intent related to pawn shop regulations
- Announced Rich Knapp, Administrative Services Director, was continuing to research information related to a recycling program which would result in passthrough costs. Mayor Shepherd announced Wasatch Integrated was considering expanding and adding on to the current facility which would impact some curbside recycling. He mentioned green waste would not be impacted and a discussion followed.
- He reviewed the Enterprise Fund allocations with the Council and explained the need to more appropriately portion the breakdown for salary allocations.
- Investment Income Strategy – Mr. Knapp explained there would be a cost to the City for the service and indicated he was requesting a head nod from the Council to proceed.
- Justice Court Procedures and possible expansion. He stated fines and forfeitures were continuing to decline and reviewed options with the Council. One of the options for consideration was the expansion of the Justice Court.
- Dispatch Consolidation options with the Council.
- Street Fee Analysis and Mr. Lenhard reminded the Council of Tuesdays discussion related to streets and expressed concern about funding future maintenance. He mentioned the Legislature would be considering street funding and expressed concern whether anything would benefit local government. He reported Councilmember LeBaron had suggested soliciting regional support like COG and a discussion followed.
- Trails Master Plan Update
- 650 North and SR 193 Interchanges
- Sewer wheeling fee study
- Utility rate study
- OZ Principle training
- EOC Development Plan
- Employee Handbook

He reported Councilmember LeBaron had suggested the City create a historic district and reminded the Council of previous research and discussion. Mr. Lenhard inquired if there was a specific neighborhood which should be considered “historic.” Councilmember Benson wasn't

sure what the benefit to Clearfield would be in working for that designation and a discussion took place.

Mr. Lenhard directed the Council to the equipment page of The Plan and briefly reviewed the following:

- Shops Internet
- Arts Center Sound System
- Digital Speed Signs near Center Street Bridge
- Audio Streaming Council meetings
- Video production
- Recreation Software to replace eTrac
- SIRE Replacement – document management system
- Land Use software
- Finance Sungard replacement

Terrence Jackson, IT Manager, explained the need for the following IT items:

- Network Storage (SAN)
- Server Replacement

Mr. Lenhard reviewed the following:

- Finance self-serve kiosks
- Workstations
- Tablets

JJ Allen, Assistant City Manager, explained the need for court kiosks or tablets.

- CAC and Shops Wireless Connection
- Wireless upgrade
- Desktop Phone Networking
- Firewall

Mr. Lenhard reviewed the identified fleet/vehicle needs

- 9 passenger/cargo van
- 4 Police Interceptors
- 1 Ford Explorer
- 2 F250 trucks
- Backhoe Trade-in
- F550 Dump truck with/plow
- Tire Machine
- Mower
- 1F350
- Aerator

Eric Howes, Community Services Director, explained the need for the parks' machines and spoke specifically about the advantage of purchasing the aerator as opposed to contracting. He stated the depth of the new aerator was key in recognizing benefits and the new aerator was better than what had been previously used.

- Backhoe Lease
- Mini-Excavator & trailer lease

Mr. Brower spoke to the advantage the City had in purchasing vehicles on the State Contract.

At the conclusion of his review, Mr. Lenhard asked if there were other concerns of the Council:

Councilmember Bush requested clarification regarding water aerators at Mabey Pond and Steed Pond and inquired if it would be advantageous for the City to purchase them together. Mr. Howes responded he would look into that option. He also suggested including the “Buy Clearfield” campaign. JJ Allen, Assistant City Manager, stated staff was working on the campaign and a meeting was forthcoming. Councilmember Bush inquired about the Police Department’s use of body cameras. Greg Krusi, Police Chief, responded body cameras had been in use by the Police Department for the past four years and reported the current issue with using them was a lack of computer storage space. Mr. Brower suggested that would be an ongoing expense as technology was always improving and a discussion followed.

Councilmember Bush asked about the time frame associated with the General Plan update. Mr. Lenhard responded Scott Hess, Development Services Manager, had begun preparations with the Planning Commission and believed a schedule would be provided within the next month.

Councilmember Young inquired if the City had explored the Cloud as a storage option. Terrence Jackson, IT Manager, explained the challenges with that option.

Councilmember Benson asked if staff had considered leasing portions of the City building to commercial businesses. Mr. Lenhard responded staff hadn’t studied that option. Mayor Shepherd shared comments about the drawbacks in doing that based on Syracuse City’s experience.

Mayor Shepherd stated he wanted to continue working on the City’s relationship with HAFB (Hill Air Force Base). Councilmember Young mentioned addressing some of the City’s long term maintenance issues so they didn’t become large future projects.

Eric Howes, Community Services Director, informed the Council of the possible expansion of the daycare, allowing City employees and staff from North Davis Junior High to bring their children during work hours. He pointed out staff had completed analysis which indicated it could be successful in reducing the cost loss to the City. A discussion followed specific to whether the City should compete with the private sector.

Councilmember Bush asked if the City’s involvement with the government students at the high school had been successful or whether the YCC (Youth City Council) needed to be brought back. Councilmember Young believed the new program was working and most of the kids on the YCC were already involved with student government. It was pointed out most of the kids participating in the YCC were already involved with student government at the high school.

Councilmember Bush expressed he was concerned with how the City staff was getting information to the residents and was appreciative the City was taking advantage of several social media options. Mr. Lenhard responded that was always an issue because residents had to seek out the information. Mr. Allen added staff desired to adopt a calendar specific to social media.

The Meeting adjourned at 3:45 p.m.

**APPROVED AND ADOPTED  
This 26<sup>th</sup> day of May, 2015**

**/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 Friday, February 6, 2015.

/s/Nancy R. Dean, City Recorder