

CLEARFIELD CITY COUNCIL
AGENDA AND SUMMARY REPORT
December 15, 2020 – WORK AND SPECIAL SESSIONS

Meetings of the City Council of Clearfield City may be conducted via electronic means pursuant to Utah Code Ann. § 52-4-207 as amended. In such circumstances, contact will be established and maintained via electronic means and the meetings will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.

Pursuant to the State of Utah Public Health Order 2020-17, dated October 14, 2020, and in conjunction with the State of Utah's ongoing declaration of a statewide public health emergency, Mayor Shepherd made a written declaration on December 10, 2020, that results in the following: (1) the City is not providing an anchor location for City Council meetings, (2) Although no other physical meeting location will be available for the general public, the City Council may or may not appear in person at the City building subject to compliance to social distancing and mask requirements, (3) the public's participation in the City Council meeting may present a substantial risk to the health and safety of others, and (4) the public's participation in the City Council meeting will only be available through Zoom and/or Facebook Live.

The public wishing to provide comment during public meetings may do so by attending the Zoom meeting noticed on each agenda through the chat feature or by submitting comments on the Clearfield City webpage in advance at <http://www.clearfieldcity.org/notice>. The public is invited to monitor or listen to the open portions of the meeting electronically by following the instructions below.

Public Participation – Join Work Session Zoom Meeting
<https://us02web.zoom.us/j/85193712900>

Meeting ID: 851 9371 2900

Dial by your location
1 (669) 900 6833
1 (253) 215 8782

Multipurpose Room
55 South State Street
Second Floor
Clearfield, Utah

6:00 P.M. WORK SESSION

Discussion on the Award of Proposal for the Engineering Services Contract
for the Clearfield Station Transit-Oriented Development

Update on the 700 South Well

Review of the City's 2020 Fraud Risk Assessment

(TENTATIVE) The Council may consider a motion to enter into a Closed Session for the purpose of discussing the purchase, exchange or lease of real property.

Utah Code Ann. § 52-4-204 and § 52-4-205(1)(e)

(Any item not fully addressed prior to the Policy Session will be addressed in a Work Session immediately following the Policy Session)

Public Participation – Join Special Session Zoom Meeting

<https://us02web.zoom.us/j/83884191300>

Meeting ID: 838 8419 1300

Dial by your location

1 (669) 900 6833

1 (253) 215 8782

City Council Chambers

55 South State Street

Third Floor

Clearfield, Utah

7:00 P.M. SPECIAL SESSION

CALL TO ORDER:

Mayor Shepherd

OPENING CEREMONY:

Councilmember Bush

APPROVAL OF MINUTES:

November 24, 2020 – Policy Session

Agenda Items will be addressed while the public comment portion of the open comment period is open (7:00 p.m. to 7:10 p.m.) to allow sufficient time for the public to participate. Following the expiration of the public comment period at 7:10 p.m., all public comments received will be read into the record.

PRESENTATION:

1. **SWEARING-IN OF NEW CLEARFIELD POLICE OFFICER HUNTER MILLER**

SCHEDULED ITEMS:

2. **OPEN COMMENT PERIOD**

The Open Comment Period provides an opportunity to address the Mayor and City Council regarding concerns or ideas on any topic.

3. **CONSIDER APPROVAL OF THE AWARD OF PROPOSAL AND CONTRACT FOR THE ENGINEERING SERVICES FOR THE CLEARFIELD STATION TRANSIT-ORIENTED DEVELOPMENT**

BACKGROUND: The City recently advertised a request for proposal (RFP) to hire an engineering consultant to perform the site engineering services for the Clearfield Station Transit-Oriented Development (TOD). The City received five proposals which were reviewed and scored by an eight-member selection committee from various departments, City management, and a City Council Member. CRS Engineers was the highest scoring vendor for the project.

RECOMMENDATION: Approve the award of proposal and contract for the Engineering Services for the Clearfield Station Transit-Oriented Development to CRS Engineering for \$342,564; and authorize the Mayor's signature to any necessary documents.

COMMUNICATION ITEMS:

Mayor's Report
City Councils' Reports
City Manager's Report
Staffs' Reports

*****ADJOURN AS THE CITY COUNCIL*****

Dated this 10th day of December, 2020.

/s/Nancy R. Dean, City Recorder

The City of Clearfield, in accordance with the 'Americans with Disabilities Act' provides accommodations and auxiliary communicative aids and services for all those citizens needing assistance. Persons requesting these accommodations for City sponsored public meetings, service programs or events should call Nancy Dean at 525-2714, giving her 48-hour notice.



STAFF REPORT

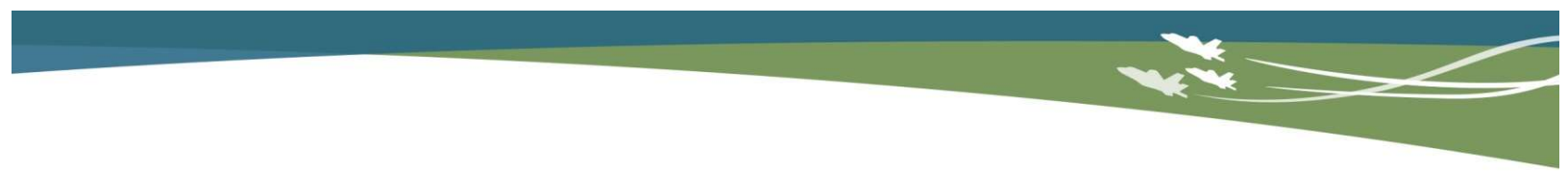
TO: Mayor Shepherd and City Council Members
FROM: Braden Felix, City Engineer/Public Works Deputy Director
MEETING DATE: December 15, 2020
SUBJECT: CRS Engineers Contract for Engineering Services for the Clearfield Station Transit-Oriented Development

RECOMMENDED ACTION

Approve the contract between Clearfield City and CRS Engineers for the engineering services for the Clearfield Station Transit-Oriented Development for **\$342,564**.

DESCRIPTION / BACKGROUND

As part of the Master Development Agreement by and between Clearfield City, UTA, Hamilton Partners, and Stack Real Estate, City staff advertised a request for proposal (RFP) to hire an engineering consultant to perform the site engineering services of the Clearfield Station TOD including survey, streets, utilities, right-of-way, and coordination with UDOT and UTA. The RFP outlined four different tasks set as milestones for the duration of the project with requirements of design plans completed. Five different firms applied and CRS Engineers presented the best proposal according to the 8-member selection committee comprising of staff from Public Works, Community Services, Community Development, City Management, and City Council. The proposal from CRS outlined predicted issues to be addressed immediately and gave a compelling method and procedure plan. After in depth reviews, CRS appeared to understand the scope better than the other proposals. While CRS's cost was not the lowest, the committee is confident CRS will deliver a great and economical product. Their schedule was the most aggressive with a proposed date of construction beginning late April 2021. Their aggressive schedule will allow us to get started working on the critical path items as soon as possible to avoid any delays in the project.



The following table represents the committee's combined proposal scores:

Consultant	Total Score
Civil Solutions Group	27.1
CRS	29.6
Ensign	24.1
PEPG	28.4
Psomas	27.0

With approval from Mayor Shepherd and City Council, the City will enter a contract that will be paid for by the bond dollars to be procured for the development. The work performed before the bond is in place will require a budget amendment. Approving the contract will allow CRS to start the design process, which will give staff a better understanding of the funds needed for the bond. Preparations are being made for the work to begin including the distribution of existing plans and surveys from the previous consultant hired by Hamilton Partners and Stack Real Estate.

CORRESPONDING POLICY PRIORITY (IES)

Provide Quality Municipal Services - This consultant selection was done to ensure the best result in the interest of the City. This will mean that our City's infrastructure will be built in a sturdy and cost-efficient manner.

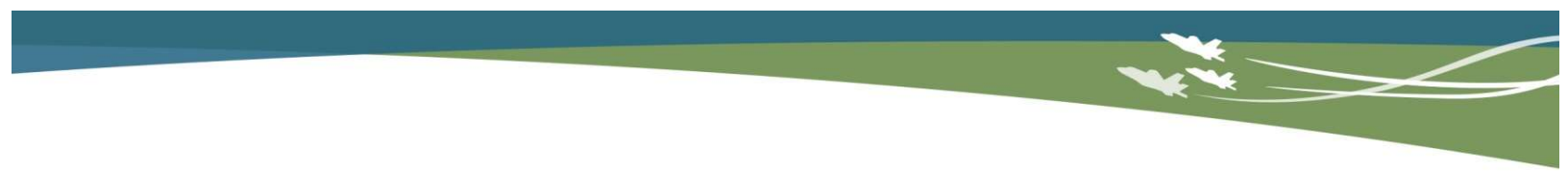
Improve Clearfield's Image, Livability, and Economy – One of the intents of the MDA was to improve the image, livability, and economy of Clearfield City. This consultant was selected with these motivations in mind.

FISCAL IMPACT

- \$342,564 to be paid from the future bond. A budget amendment will need to be done. Fund balance will fund the contract until the bond is in place. Once the bond is in place it will reimburse the fund balance.

SCHEDULE / TIME CONSTRAINTS

CRS has indicated they are ready to begin work immediately. Once a contract is in place this December, they will begin multiple facets of the project. They have indicated that they will have final plans ready



to advertise for construction in late March. We want to consider the likely impacts from outside factors (right-of-way negotiations, UDOT review, cost of construction at time of bidding) and have some flexibility with the finish date. We still anticipate construction to begin in 2021.

LIST OF ATTACHMENTS

- Clearfield Station TOD Proposal from CRS Engineers

November 25, 2020



Clearfield City

CLEARFIELD STATION TRANSIT ORIENTED DEVELOPMENT SITE DESIGN

CONTENTS

1. Cover Letter	1
2. Proposed Methods and Procedures	2
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4. Scope and Cost of Services	8
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6. References	11

PRIMARY CONTACT:

Greg Nelson, PE
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4246 Riverboat Road Ste. 200
Salt Lake City, UT 84123



CRS ENGINEERS

MGB+A
The Grassli Group



CRS ENGINEERS

Answers to Infrastructure®

4246 Riverboat Road #200 Salt Lake City, UT 84123
o. 801.359.5565 | crsengineers.com

November 25, 2020

Clearfield City
801.525.2700

RE: Clearfield Station Transit Oriented Development Site Design

Dear Selection Committee:

Our team's previous work on the site's master planning services offers a unique advantage and understanding of your project, allowing us to navigate the project's challenges and successfully deliver a design. Along with my team members, we recognize that timely delivery is critical to the Clearfield Station Transit Oriented Development project's success. We have developed an accelerated schedule that facilitates construction in the Spring of 2021 and could be completed by the Fall.

Our team will work in groups with leads for each project discipline. This structure allows our teams to work on parallel paths making the condensed schedule possible. Collaboration and coordination will begin early in the project with weekly meetings and schedule updates for an on-time delivery.

As a lifelong Davis County resident, I am passionate about projects that add to our communities. Our approach to this project addresses key schedule risk with UDOT schedule design, off-site utility design, and coordination. We have specific experience and personnel to facilitate UTA coordination and approvals. Having worked with Rocky Mountain Power (RMP) on many projects with expedited schedules, we are positioned to mitigate schedule concerns RMP could normally pose.

I am proud of our team and trust you will agree that we are best qualified and best positioned to help you successfully advance this critical project. We know the City, the City team members, and know how to work with the developers to deliver this project. Our assembled team offers specific expertise and know-how to successfully meet Clearfield City's objectives on schedule and on budget.

Sincerely,
CRS Engineers

Greg Nelson, PE
Project Manager

PROJECT APPROACH

We understand the desire to break ground in the spring of 2021; our proposal can make that happen. To help the City achieve this, we have established a team and an approach that, based on collaboration and communication from project scoping to reviews to advertising documents, we will be a team member for the City to drive the process and achieve success. CRS will participate in a design charrette with both the City and the key stakeholders to identify site challenges and desired solutions. To complete the project within the tight timeframe, we have identified several key issues shown in the exhibit below. Meeting tight timeframe will be accomplished using effective communication and implementing a schedule identifying critical path tasks.



KEY POTENTIAL ISSUES

	Risk	Mitigation
1	Signal design, UDOT coordination, and median design	Establish pre-application meeting, hold 30% design review with City over the shoulder to advance design, City review of 60% signal at 30% subdivision package, coordinate with UDOT at 60% design, allow full 30 days for UDOT signal review
2	Off-site utilities	Verify connection locations and utility corridor prior to design while identifying traffic impacts. Early survey work and utility search will identify key utility and ROW conflicts.
3	ROW for new roadway construction of 1450 S and Depot Dr	Early survey and roadway layout will identify ROW design needs allowing them to be addressed within the allotted timeframe.
4	Rocky Mountain Power (RMP) pole relocation	We will use our experience on hundreds of supplemental agreements with RMP and other dry utilities to coordinate the relocation.
5	UTA coordination	Jeremy Harbaugh has worked within the UTA program management group for years and has extensive relationships for seamless coordination.

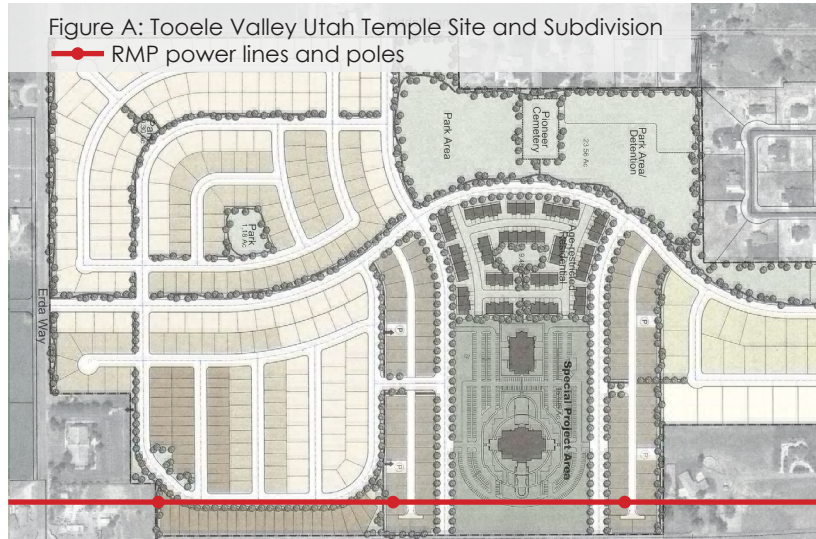
PROJECT APPROACH

COLLABORATION, COORDINATION, AND REVIEW

Our project approach is built upon collaboration and coordination, which is key to executing our aggressive project schedule. Closely coordinating and monitoring the schedule is key to the success of the project. Design drawings will be loaded into Bluebeam or Adobe Acrobat as PDFs for real-time reviews to coordinate with City staff. Allowing teams to review concurrently and see comments in real-time will increase accuracy and turnaround time. The live PDF review process includes a comment resolution form that addresses each comment to prevent anything from being overlooked. CRS will hold weekly coordination meetings in person or virtually addressing comments and review the schedule, with two weeks allocated for each city review. Meeting attendees will vary and, as needed, include Clearfield City, UTA, the site developer, and other jurisdictions or stakeholders.

Utility coordination and reviews will play a vital role in staying on schedule. One potential schedule risk will be working with Rocky Mountain Power to relocate their power poles at the proposed intersection and with other dry utilities. Holding meetings with the utility companies the week following selection will be mission-critical. In the meetings, any constraints and timelines will be identified, and work orders will be started.

CRS recently overcame similar challenges on the Tooele Utah Temple Subdivision (Figure A). The project included a large 450-parcel subdivision with 6 large power poles along Highway 36 requiring relocation before construction. The power poles were in the middle of the future deceleration lane and intersection. CRS successfully to keep the project.



SCHEDULE

Full review cycles are incorporated within our schedule to reduce surprises at the construction document review. To help, a 90% signal review is implemented as a stand alone review to maintain the schedule. The review cycle allows us to deliver the project for bidding by mid-March and provides a 4-month construction timeline with project completion in August. In addition to previously discussed utility coordination, the UDOT signals and median are included on the critical path due to the extensive UDOT review process. We have managed three UDOT signal designs in the last 12 months and can efficiently navigate the process. The critical path is reviewed weekly and adjusted as necessary. To manage the UDOT review process, we have developed a critical path schedule that will be adjusted weekly. CRS used Microsoft Projects to develop the schedule, which will be reviewed at the project kickoff meeting and each weekly meeting to reflect any critical deadlines required by the City.

Our experience has shown the UDOT review times can vary and will be done during the holiday season, so the proposed schedule provides three weeks float time for the signals and median design and reviews. The schedule will be updated and presented at our weekly team coordination meetings, emphasizing the critical path tasks, showing progress, and new tasks. The weekly communication identifies tasks with the potential to slip, and our proposed real-time mitigation allows us to reallocate personnel and resources to stay on schedule.

To meet the schedule's deadlines, CRS will be utilizing a team for each discipline, allowing us to work concurrently and add additional personnel to accelerate construction drawings. Designated teams will be set up for:

- UDOT signal and ROW upgrades
- ROW acquisition
- Offsite Utilities
- Onsite road design and Utilities
- Landscaping

Each team will work on a parallel path allowing us to meet the accelerated timeline. Our team is accustomed to the multiple team delivery method that allowed us to complete the master planning and design within four months. The schedule factors holiday schedules at the end of the year.

PROJECT APPROACH

UDOT

CRS will schedule a pre-application meeting with UDOT immediately following notice to proceed to help jumpstart the UDOT review and coordination process. CRS is on all relevant UDOT pools (preconstruction, survey, and ROW. Our experience has shown beginning work with UDOT early will help keep the team on schedule. In addition to working with UDOT, the signal design will be reviewed with the City at the 30, 60, and 90 percent milestones and based on the provided Traffic Impact Study for full buildout. Each of the signals and the State Street median will be worked on concurrently for a joint submittal. Drawings will be approved prior to the construction drawings being issued to allow the contractor to submit for the encroachment permit from UDOT.

PROPERTY ACQUISITION

The survey will be scheduled for the first week of the project, including a property boundary survey for each parcel affected by the new dedicated ROW required for the project. Performing an early survey allows us to identify any potential issues with ownership or gaps in property deeds. Preliminary layouts of the ROW will be completed and reviewed before the 30% design review meeting and based on the masterplan's alignment. Preliminary layouts will be provided to the City, appraiser, and acquisition agents to begin negotiations to acquire the property. The final documents will be created at the completion of 60 percent of construction drawings.

PLATTING

The preliminary plat will begin after completing the 30 percent design drawings, allowing the documents to be reviewed during the design process compared to review at the end of the project saving valuable time on the schedule. The typical platting process in Davis County takes long as 3 months to complete and will need to be finalized before the completion of construction. The final plat will be ready for submittal at the time of final construction drawings.

DESIGN

Midblock crosswalks, intersection treatments, planting design, irrigation design approach, and 3 parks are some of the major items needing to be reviewed during design.

CRS will contact each utility service provider and establish the project contact. A meeting with each will be held to propose the timeline and identify any obstacles to completing the project. CRS will submit design drawings to each utility as they are submitted to the City for review, giving them the opportunity to identify system upgrades needed to be completed before final construction.

A project construction estimate will be created at the 30 percent design and updated through the project design, working towards preserving as much of the \$14+ million project budget allowing the City the opportunity for betterments or use of bonding funds. Potential value engineering items will be reviewed during the 30 percent review session with the City. The review will allow us to identify changes before major design changes would be required.

Figure B: Tooele Valley Utah Temple Site and Subdivision Rendering (See project description on pg. 7)



Figure C: Salt Lake City Airport Light Rail Trax (See project description on pg. 7)



Figure D: City Creek Center Streetscape (See project description on pg. 7)



Figure E: Ogden Business Exchange Rendering (See project description on pg. 7)



TEAM ORGANIZATION



GREG NELSON PE 
PROJECT MANAGER

JOHN BALE PE, DBIA
PRINCIPAL-IN-CHARGE

CRS Engineers (CRS) has assembled a team of specialists. Our team has direct experience with similar projects for the City, including the Clearfield Transit Development Site. Greg Nelson will lead the CRS Team as our project manager (PM).

We have strategically teamed with MGB+A, IGES, and WSP. The resumes and project experience shows that our assembled team has expertise in landscape design, engineering, geotechnical, and UTA coordination to meet the City's needs. Their first-hand knowledge of the project and experience will provide value combined with a concise schedule to complete project goals.

MARK CHANDLER PE, PG, CFM
UTILITY DESIGN LEAD 

STERLING WOODRUFF
UTILITIES DESIGN

DOUG CROMAR PE 
QA/QC

SCOTT SHEA PE 
TRANSPORTATION LEAD

MARY DRECHSLER PE
ROAD/SIGNALS/
UDOT COORDINATION

HUNTER WILLIAMS
SITE DESIGN LEAD

KIM FOSTER
SITE DESIGN

JON BEHR PLS 
SURVEY/ROW LEAD

JAY BOLLWINKEL 
AICP, ASLA, LEED ND (MGB+A)
LANDSCAPE DESIGN LEAD

DAN SONNTAG
ASLA, PLA (MGB+A)
LANDSCAPE DESIGN

IGES
GEOTECHNICAL

BRANDON RUIZ PE MGB+A
LANDSCAPE DESIGN

JEREMY HARBAUGH PE WSP
UTA COORDINATION

KEY PERSONNEL



GREG NELSON PE | PROJECT MANAGER

B.S. Civil Engineering University of Utah

Greg has over 15 years of experience in civil engineering. He has extensive experience in project management, civil design, land development, construction management, environmental remediation, survey, community outreach, and drafting. His range of project experience includes civil planning, design, and construction administration for numerous governmental, institutional, educational, and other public facilities.

Relevant experience

- Ogden City Grant Avenue Promenade | 2013
- Tooele Valley Utah Temple Site and Subdivision | 2020
- Vivint Smart Home Arena Renovation | 2016-2017
- Ogden Business Exchange Development | 2017
- ENVE Composite Site Design | 2015

KEY PERSONNEL



MARK CHANDLER PE, PG, CFM | UTILITY LEAD

M.E. Geological Engineering University of Utah, B.S. Civil Engineering Utah State University

Mark has led numerous projects that included utility, water, and drainage design. He has worked with multiple agencies coordinating utility relocation. Mark also has a unique background in geologic mapping and evaluating geologic hazards and is also a Certified Floodplain Manager (CFM).

KEY PROJECT EXPERIENCE

- Weber County 12th Street Design, Development and Construction Management | 2016
- Ogden City Grant Avenue Promenade | 2013
- City of Saratoga Springs Gravity Sewer Outfall | 2019 - 2020
- Millville City Utility System Design | 2019 - 2020



SCOTT SHEA PE | TRANSPORTATION LEAD

PhD (ABD) University of Utah, M.S./B.S. Civil Engineering, Brigham Young University

Scott specializes in safe and efficient roadway design, including ADA compliance. His solid understanding of project delivery and roadway widening in urban settings. He completes accurate roadway design that improves safety and mobility for local communities. As a traffic engineer and weekend cyclist, Scott creates the perfect blend of meeting mobility and safety needs on the project.

KEY PROJECT EXPERIENCE

- Weber County Speed and Crosswalk Study | 2018
- Nibley City 1200 West Roundabout | 2018
- UDOT 2550 South Ogden Crossing Improvements Ogden, UT | 2018



JON BEHR PLS | SURVEY LEAD

AAS, State University of New York at Cobleskill

Jon manages our survey team. With over 36 years of experience and a wide range of projects, including structural, land development, utility infrastructure, and transportation. Jon is involved in construction surveying for layout of new buildings, parking, and access during school expansion. Jon brings quality surveying to your projects.

KEY PROJECT EXPERIENCE

- UDOT Mountain View Corridor Design-Build (4100 South-SR-201) | 2019-ongoing
- Salt Lake County Surplus Levee Deficiency (3300 South to SLC Airport) | 2019-ongoing
- Salt Lake City Water Reclamation Facility | 2018
- SLCPU Dam Outlet Channel Rehabilitation | 2019



DOUG CROMAR PE | QA/QC

B.S. Civil Engineering University of Utah

Doug has designed over 50 projects involving bus routing, parking, pick-up, and drop-off of passengers. His experience includes multiple sites to maximize safe travel patterns, high visibility within parking lots, and designated student pick-up/drop-off lanes. His broad range of experience will enable him to oversee the quality and safety of the project successfully.

KEY PROJECT EXPERIENCE

- Farmington City Station Park Road Design & Roundabout | 2014
- Davis School District School Bus Compound | 2016
- Ogden Business Exchange Development | 2017



MARY DRECHSLER PE | ROAD/SIGNALS/UDOT COORDINATION

B.S. Civil Engineering, Brigham Young University

Mary has completed 3 signal designs for UDOT since November 2019. She understands state furnished materials, the review process, and how to realize effective and timely reviews from UDOT. Mary has extensive knowledge of roadway design and knows the City and UDOT standards, recently completing a design for UDOT on I-70 and other multiple local roadway designs

KEY PROJECT EXPERIENCE

- UDOT Bluff Road; 550 West (on Gentile) to 1000 West PIN 14043 | 2018
- Ogden City Grant Avenue Promenade | 2013
- UDOT I-15 Northbound; Bangerter Highway to I-215 Auxiliary Lanes and C-D Ramps | WSP/UDOT | 2019



JAY BOLLWINKEL AICP, ASLA, LEED ND (MGB+A) LANDSCAPE ARCHITECTURE

B.A. Landscape Architecture & Environmental Planning, Utah State University

Jay will lead in landscape design and specialize in handling complex issues from marketing, client relations, and contract negotiation through the design and construction document phase. Jay has successfully worked with the proposed team on numerous projects, including Grant Ave.

KEY PROJECT EXPERIENCE

- City Creek Center Streetscape | 2012
- Salt Lake Airport Light Rail TRAX | 2013
- Ogden City Grant Avenue Promenade | 2013
- Park City Streetscape | 2018

Jeremy Harbaugh joins the CRS Team providing direct TOD experience from the UTA Frontrunner Program Development Team, having worked on and approved dozens of TOD sites. Jeremy understands the design criteria to expedite UTA review and approvals. He will function in UTA coordination and overall design review and quality roles on the CRS team.

EXPERIENCE



GRANT AVENUE PROMENADE

2016 | Ogden City (Left)

The award-winning project has an innovative active transportation design with pedestrian-friendly sidewalks and bikeways. Design phase called for complete redesign of the roadway, including separated bike lanes, pedestrian lanes, and raised medians. Construction involved demolition and reconstruction of the entire right-of-way on Grant Avenue from 20th Street on the North to 24th Street on the South.

TOOELE VALLEY UTAH TEMPLE SITE AND SUBDIVISION

2020 | Tooele (Figures A and B)

CRS provided site design for the 172-acre Tooele temple grounds and associated subdivision. Our team provided site designs, water, and sewer infrastructure, construction management, and survey that included 450 parcels, 11,000-LF of road, 2-miles of offsite sewer, and 1-mile of upgraded waterline. Walkability, accessibility, and sustainability were crucial considerations with upgrades to access roads and open park areas placed throughout the subdivision.

SALT LAKE CITY AIRPORT LIGHT RAIL TRAX

2013 | Salt Lake City (Figure C)

MGB+A led the team to meet with the community and defining the urban design to transform North Temple into a "Great Street" with enhanced pedestrian elements. Including street furniture, pedestrian lighting, special paving at intersections, art, street trees in tree grates that tie into new station platforms. Special attention was given to the Jordan River crossing to emphasize the river and connect the new pedestrian trails to the Jordan River Parkway.

CITY CREEK CENTER STREETSCAPE

2012 | City Creek Reserve (Figure D)

MGB+A's responsibility included all public way streetscape around both blocks, street medians and crosswalks, plant material, and irrigation for all planting beds. MGB+A successfully handled the challenge of coordinating building threshold elevations and utility connections with numerous architects, utility companies, and the development team.

OGDEN BUSINESS EXCHANGE

2017 | Ogden City (Figure E)

Ogden retained CRS Engineers (CRS) to assist with a unique economic development project: to provide site development planning and civil engineering design to revitalize the abandoned historic Ogden Union stockyards to create a 51-acre "lifestyle" industrial and manufacturing park. Other design enhancements included: active transportation corridors to safely and aesthetically accommodate pedestrian, bike, and large commercial and industrial traffic side-by-side; sustainable methods for capturing and re-using stormwater; connections to Ogden's vast trail network; and, all the while, consistently preserving the historical heritage of the site.

UDOT PARK LANE AT CLARK LANE AND 1100 WEST

2014 | Farmington

CRS redesigned portions of Park Lane, including a new traffic signal, to improve access for existing traffic, improve safety by eliminating pedestrian and vehicle conflicts conforming with the Farmington City transportation master plan. It is an actuated three-leg intersection with the potential for a fourth leg buildout. Current traffic only requires a one-lane round-about, but a two-lane round-about was designed to accommodate future growth.

PROJECT FEE

	PRINCIPAL-IN-CHARGE	PROJECT MANAGER	SENIOR PROJECT ENGINEER	STAFF ENGINEER II	STAFF ENGINEER I	PRI. LANDSCAPE ARCHITECT	SR LANDSCAPE ARCHITECT	LANDSCAPE DESIGN	PRO. LAND SURVEYOR (PLS)	SURVEY TECH	2 MAN SURVEY CREW	UTA COORDINATION	HOURS SUBTOTAL	COST SUBTOTAL	SECTION SUBTOTALS
Preliminary Design															
Geotechnical Assessment													Flat	\$8,000	
DOT Planning	8												8	\$1,080	
Turning Template				4									4	\$440	\$9,520
Mapping															
ALTA Survey		2							6	28	40		71	\$9,036	\$9,036
Creating a Buildable Parcel															
Subdivision Mapping		2			24				6				32	\$3,456	\$3,456
Permitting															
DOT Permitting		10		10									20	\$2,780	
Demolition Plan		2			16								18	\$3,880	
Site Plan		16			24								26	\$9,616	
Grading Plan		18		120									122	\$16,224	
Utility Plan		12		40									42	\$4,736	
UTA Coordination												15	15	\$3,000	
Road Plan and Profile		60		280	280								562	\$67,480	
SWPPP	4			8									12	\$1,420	
Drainage Study				24									24	\$2,640	
Sanitary Sewer Plan		8	4	80									92	\$10,684	
Water Plan		8	4	80							16		108	\$12,092	
Signal and Median Design	12		140	150	166								468	\$51,710	\$186,262
Landscape															
Pedestrian Hardscape Layout Plan						20	75	125					220	\$23,750	
Pedestrian Hardscape Planting Plan						5	40	75					120	\$12,375	
Pedestrian Hardscape Irrigation Plan						8	35	100					143	\$15,250	
Park Hardscape Layout Plan						14	85	180					279	\$30,542	
Park Planting Plan						14	52	90					156	\$16,910	
Park Irrigation Plan						10	38	142					190	\$19,998	\$118,825
Pre-Construction															
Bid Set		2	8										10	\$1,416	
Administration		2	8										10	\$1,416	
Bidder RFI and Bid Addendum		2	12										14	\$1,956	\$4,788
Construction Administration															
Construction Drawings		2	16										18	\$2,496	
Update Specification		2	8										10	\$1,416	
RFI Response (Up to 25)		2	16										18	\$2,496	
ASI Response (up to 5)		2	8										10	\$1,416	
Attend 18 OAC meetings		2	18										12	\$1,686	
Punch List Walk		2	8										10	\$1,416	\$10,926
														Total Fee: \$342,564	

PROJECT SCOPE

SURVEY AND PLAT MAPPING

An ALTA survey and partial topographic survey have been completed. CAD files and 15 percent design drawings will be provided, which we will verify and establish control in the same coordinate system. The local control will create on-site will serve as the control for design, property acquisition survey, and construction services. Approximately 8 parcels are needing to be dedicated for the future ROW of Depot Street and 1450 South. A boundary survey for the parcels will be performed, and acquisition documents and legal descriptions will be created. Additional field and office survey include work associated with the UDOT signal and off-site water and sewer utilities. The survey will establish ROW for State Street (UDOT) and 1000 East to the intersection of Antelope Drive. It's anticipated 4 right-of-way easements/parcels on the east side of State Street are needed to create the new signals. Acquisition documents will be created for those parcels.

PROJECT SCOPE

CIVIL DESIGN

Our engineering fee is based on the provided documents on the approximately 56-acre site. The civil design proposal will be for 100 percent construction drawings submitted on a 30, 60, and 90 percent completion for review. It is anticipated that full construction drawings will include the following drawings as outlined in the RFP:

SUBDIVISION PLAT(S): Subdivision plat will be created for the full 56-acre site with blocks generally following the master-planned layout. The existing ROW will be modified to meet any changes to the layout, and the plat will include Davis County and Clearfield City platting requirements.

GRADING PLANS: Road centerline data and typical cross-sections will primarily control road grading. Grading will be created for curves and corners with the information provided to meet ADA and drainage requirements. Grading plans for the proposed detention basins as well as the Transit Plaza will be created. Open spaces designated by city requirements are included in the grading plans. The TR-55 method will be used in storm drainage and hydraulic analysis. Pipes will be checked and sized using Autodesk storm and sanitary design. A memorandum of results and design will be generated and will be the basis for sizing basins and storm drainage systems.

ROAD PLAN AND PROFILE: Plans are created using a 1-inch 20-foot scale. Road plan drawings for striping and signage are provided, including curb and gutter paint for designating parking or other restrictions. The plans will also include the hardscape design of sidewalks, the median in State Street at 1000 East.

ON-SITE UTILITY PLAN AND PROFILE: Utility plans will match the road plan and profile layout and include utility vertical data for sanitary sewer, storm drain, and water lines. CRS will coordinate with Rocky Mountain Power, Dominion Energy, and local communication companies to provide the site design drawings. Information provided by the dry utility companies will be included in the construction drawings for coordination.

OFF-SITE PLAN AND PROFILE: The project requires two off-site utility upgrades—a 24-inch sewer line of approximately 1,372-LF extending along 1000 E to the intersection of Antelope Drive. Modeling software will be used to check grades and verify master planning documents and projected flows are met. The waterline located in 1000 East and State Street's frontage will be upgraded to 10 or 12-inch.

STORMWATER POLLUTION PREVENTION PLANS (SWPPP): The plans will include drawings used for the contractor to submit for a permit and include the SWPPP State documents. CRS will complete sections of the document available from design and turn over to the contractor to submit for their NOI. Our standard civil site design package includes a Storm Water Pollution Prevention Plan (SWPPP) comprising two drawings for Contractors to acquire Permits and prepare an SWPPP under the UTAH DWQ's Template.

CONSTRUCTION AND BIDDING SERVICES

CRS will assist with the bidding process by answering bidders' questions, attending the pre-bid meeting, and evaluating contractors' bids. Construction meetings will be attended weekly during the first two months and then bi-weekly or as requested during the remaining construction. We anticipate approximately 4 to 5 months of construction.

We will respond to RFI's, review submittals, and perform on-site field reports on a bi-weekly basis during construction. Construction services include minor changes to construction drawings due to questions.

SIGNAL DESIGN: CRS will provide full signal design and layout with associated roadway improvements (curb, median, pedestrian ramps, etc.) for two signals, one at 1150 South and one at 1450 South and State Street. Each requires UDOT coordination and permits as the signals will be turned over to the State upon completion. We have assumed one over the shoulder meeting and two rounds of review from UDOT.

- Utility coordination is included to provide a power source for the signal and relocation, as necessary. Our team will reach out to each utility about the project and work in the area. Based on our experience with signal design, we have assumed we can design around most existing utilities to minimize relocation, except for the power lines.
- Assume 4 right-of-way easements/parcels on the east side of State St. Existing right-of-way, and parcels will be identified, and documents provided to the developer for acquisition. Title reports, appraisals, and acquisition services are excluded.
- We will submit 3 sets of milestone reviews to the developer and the City for review: 30%, 60%, and 90% plans with an estimate at each phase.

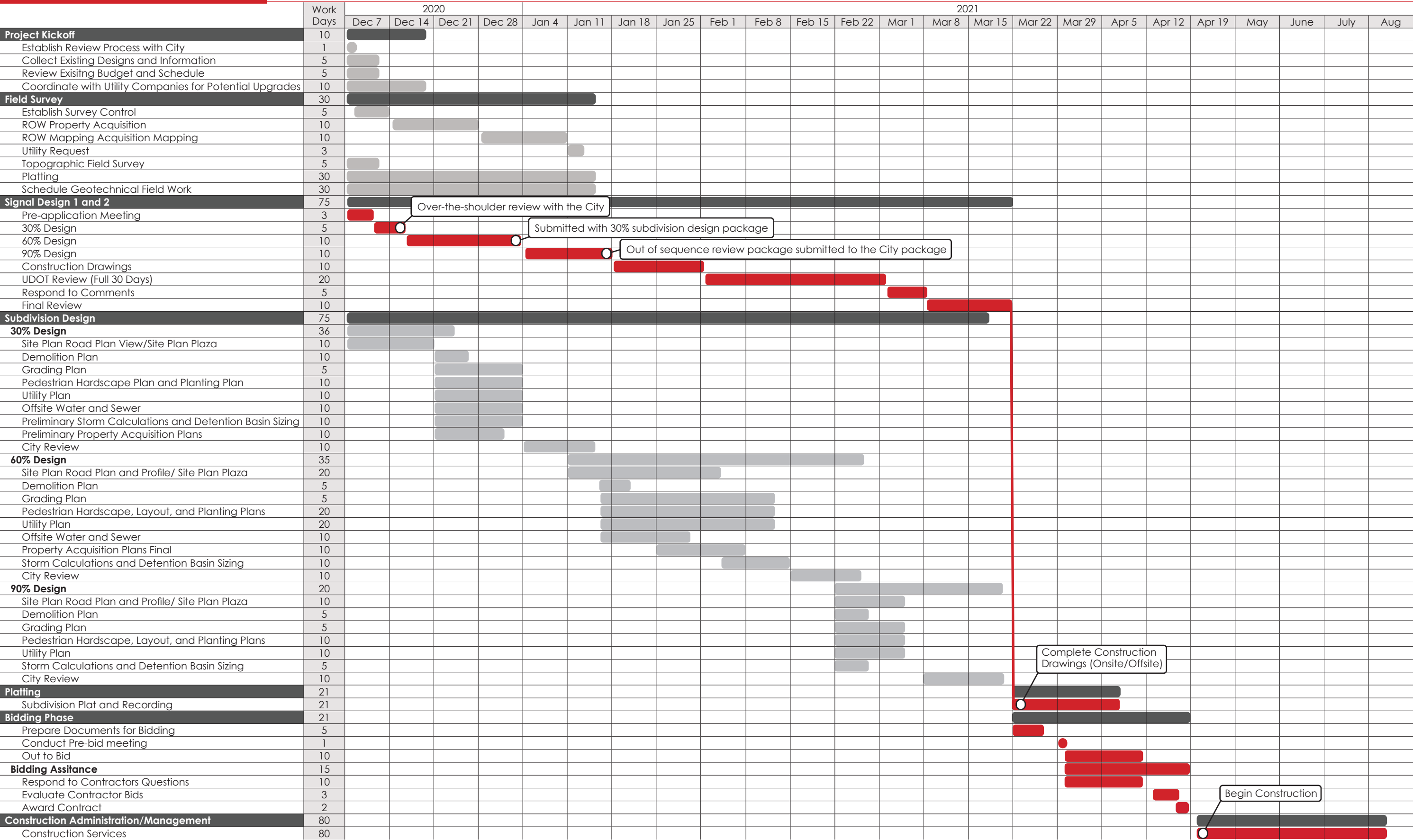
LANDSCAPE (MGB+A): Create plans for hardscape, planting design, and irrigation that will include:

- Hardscape: Mid-block Treatment, Intersection Treatment, Trails, parking, and other program elements
- Planting Design: Tree Types and understory areas, Planting legend, indicating plant material
- Irrigation Design: Phasing and assess timing, Irrigation Methods

GEOTECHNICAL: Critical geotechnical investigations will include completing pavement design:

- Groundwater elevation and percolation rates of in-situ soils will be necessary to design storm drainage.
- Flexible and Rigid Pavement Design Analysis and recommendations which will be followed in preparing pavement section details
- Recommendations for removal of existing topsoil and sub-grade soils not suitable for use as a structural fill
- Recommendations for grading and misc. other requirements
- We anticipate approximately 6 bore locations along the alignments of new the new roads

PROPOSED SCHEDULE



Indicates Critical Path Task

E. REFERENCES

	Project/Reference/Title	Phone/Email	Address
CRS/ MGB+A	Ogden City Justin Anderson, PE City Engineer	P. 801.629.8097 E. justinanderson@ogdencity.com	2549 Washington Blvd Ste. 761 Ogden, UT 84401
CRS	Suburban Land Reserve Benson Whitney City Engineer	P. 801.321.7830 E. whitneyb@slreserve.com	10 East South Temple #1650 Salt Lake City, UT 84133
CRS	Utah Transit Authority Grey Turner, PE Sr. Program Manager	P. 801.309.3377 gturner@rideuta.com	669 West 200 South, Salt Lake City, UT 84101
MGB+A	City Creek Reserve Dan Haltinner, AIA Project Manager	P. 801.240.6784 HaltinnerDE@citycreekslc.com	15 East South Temple, Rm 800, Salt Lake City, UT 84150
MGB+A	Park City Matt Twombly Sustainability Project Manager	P. 435.615.5177 E. mtwombly@parkcity.org	445 Marsac P.O. Box 1480 Park City, UT 84060



STAFF REPORT

TO: Mayor Shepherd and City Council Members
FROM: Adam Favero, Public Works Director
MEETING DATE: December 15, 2020
SUBJECT: 700 South Well Improvements – Work Session

RECOMMENDED ACTION

Amend the budget to account for replacement of the pump and motor of the 700 South Well to meet increasing water demands.

DESCRIPTION / BACKGROUND

The 700 South Well has significant inefficiencies that have required the attention of City staff. The pole-mounted electrical transformer was not functioning properly, causing a costly fiscal demand on the operation of our water system. We anticipated the need to replace the transformer as part of our capital improvement budget for FY20.

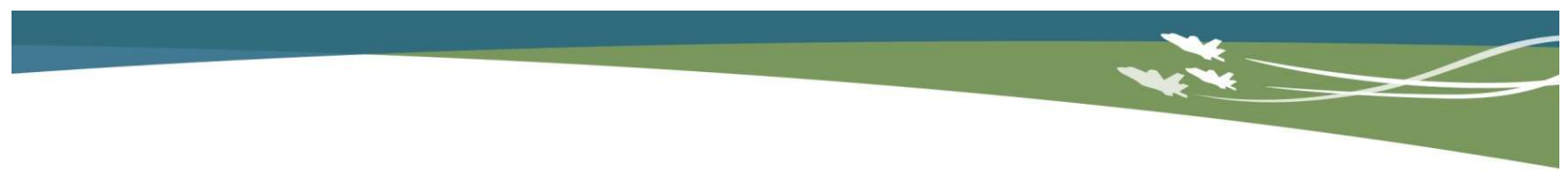
On October 7, 2020, JJ Allen sent out an email to the Mayor, City Council, and Rich Knapp. The email explained the urgent situation the City was in pertaining to the 700 South Well site due to the recent windstorm damage and the decreasing aquifer levels. As the email indicated, staff needed to act quickly to keep up with the water demand.

Staff immediately started seeking quotes for the electrical transformer work and the pulling of the motor and pump. Johnson Electric Motors and Rhino Pumps were selected to perform the work due to their knowledge and time schedule.

Staff would like to update the Mayor and City Council on the status on the 700 South Well project. Rhino Pumps conducted an investigation to research low levels in the well. We found that the size of the pump and motor were too large to go deep enough for the dropping water level. It was decided that a smaller pump (10") and motor (12") were necessary to achieve the depth needed. Unfortunately, these expenses were not part of the original budget for this project.

Currently staff is asking for a budget amendment to fund the following items:

- New motor and pump assembly
- 240' for column pipe and fitting

- 
- The reprogramming of the motor soft start

CORRESPONDING POLICY PRIORITY (IES)

Provide Quality Municipal Services – The 700 South Well is the City's most vital well and is crucial to its infrastructure.

FISCAL IMPACT

- Proposed budget amendment \$125,000.00

SCHEDULE / TIME CONSTRAINTS

To make sure the City can supply water to our residents, it is crucial to get this pump running as soon as possible. The lead times on this type of equipment under normal conditions, even without Covid, can be quite extensive. For this reason, it is essential we act in a timely manner.

LIST OF ATTACHMENTS

- Email from October 7, 2020

From: JJ Allen
Sent: Wednesday, October 7, 2020 9:43 AM
To: City Council Group
Cc: Rich Knapp; Adam Favero
Subject: FW: 700 South Well Situation

Mayor / Council:

Below Adam describes an urgent situation at the 700 South Well. As indicated, we had already been planning on doing this work, but the damage to the transformer from the wind storm has moved this up into the emergency category—especially considering how dry the year has been and the demands on our system. Our procurement policy allows for exceptions to the standard bid process in the case of emergency, and in this case, the standard process would consume valuable weeks that we can't spare. The situation has been vetted by Legal and Finance, and we are comfortable moving in this direction, but we wanted to be sure that you were aware of the reasoning.

If you have any questions, let us know.

JJ

From: Adam Favero
Sent: Tuesday, October 6, 2020 6:07 PM
To: JJ Allen <JJ.Allen@clearfieldcity.org>
Subject: 700 South Well Situation

JJ,

Previously, we had planned to replace the transformer at the 700 South well from the inefficient unit we had. We budgeted \$100,000 to do the work and planned on doing the replacement in the spring. Unfortunately, the wind storms have damaged our current transformer and the demands for the well supply are high. The well was already struggling to produce the water it normally should due to either pump failure or lowering aquifer water levels. We therefore consider the current situation as an emergency requiring our immediate action. With the approval from you and the city council, we'd like to forego the normal purchasing practice and get the work done right away. In our current pricing from Johnson Electric and Nickerson Pumps, we can get both the transformer replaced and the pump pulled and evaluated for under \$100,000. In the worst case scenario, the pump and motor will need to be replaced and that will require much more than what we have budgeted, but we won't know till we pull the pump. We are waiting to hear back from Rhino Pumps to hear if they can pull the pump for cheaper and/or sooner. It is also worth mentioning the lead time to replace the pump motor is 4-6 month if this is required. We are hoping to have the pump back on line before the end of the year, but if not we definitely want to have it going before the middle of next year(worst case of course.) If you could present this to the council and let us know the result, we would appreciate it. We're eager to get this work done.

Thanks,

Adam Favero

Public Works Director
Office: 801-525-4413
Front Desk: 801-525-4419





STAFF REPORT

To: Mayor Shepherd and City Council Members
From: Rich Knapp, Finance Manager
Meeting Date: December 15, 2020
Subject: Fraud Risk Assessment

Recommended Action

Presentation and Discussion only

Description / Background

The Office of the State Auditor has implemented a new program starting in 2020, that is now part of the regular audit. The program is designed to help measure and reduce the risk of undetected fraud, abuse, and noncompliance in local governments of all types and sizes.

The reduction of fraud risk lies in effective internal controls. Internal controls are the policies, practices, and processes that ensure the operations of an organization are performed effectively and efficiently. Since internal controls require time and resources, entities should seek to reduce risk to an acceptable level, not eliminate risk altogether. In other words, a lock should never cost more than the item it is intended to protect.

The State Auditors developed a risk assessment model that provides a basic evaluation of an entity's fraud risk, based upon required separation of duties and their recommended measures.

Recommended Measures

- Separate Duties over Cash Accounts (Crucial)
- Require a Commitment of Ethical Behavior
- Adopt and Put into Practice Written Policies
- Hire and Train Qualified Staff
- Provide Effective Training
- Implement a Hotline
- Implement an Internal Audit Function
- Use an Audit Committee

The recommended measures are scored with the intent to communicate the entity's risk of undetected fraud, abuse, or noncompliance. Since some measures are more effective than others, the most effective measures are assigned the most points. As more measures are adopted the score improves. The higher the score, the lower the risk. Clearfield scored 285, putting the City in the Moderate risk category. Please see the attached Fraud Risk Assessment for detailed scoring.



Very Low	Low	Moderate	High	Very High
>355	316-355	276-315	200-275	<200

Improvements by Next Year

Basic separation of duties is worth the most points and moving utility billing to finance to have an extra person improved the separation activities. Although we scored perfect on written policies, we intend to update and improve all controls and policies. Requiring employees and elected officials to annually commit in writing to ethical behavior is worth 20 points and should not be too hard to accomplish. Similarly, the Council should be able to complete the State Auditor online training within four years of their election, for an additional 20 points. The City will also promote a fraud hotline, form an audit committee, and formalize our internal audit function for an additional 50 points.

We believe we can easily attain a score of 375 or very low risk before next June.

Alternatives

N/A

Corresponding Policy Priorities

Providing Quality Municipal Services – Fiscal responsibility, transparency, and ethics

Hedgehog Score

This is an external requirement, therefore not subject to the hedgehog tool. However, some specific fraud reduction activities do have leeway with how to accomplish the activity.

Fiscal Impact

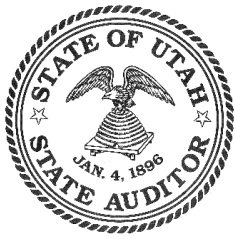
Minimal direct costs are needed to increase the current fraud risk score.

Schedule / Time Constraints

The current score must be presented to the Mayor and Council before the final audit is complete. Improvements for next year should be in place before June 30, 2020.

List of Attachments

- Fraud Risk Assessment



OFFICE OF THE
STATE AUDITOR

Questionnaire

Revised March 2020

Fraud Risk Assessment

INSTRUCTIONS:

- Reference the *Fraud Risk Assessment Implementation Guide* to determine which of the following recommended measures have been implemented.
- Indicate successful implementation by marking "Yes" on each of the questions below.
- Total the points of the questions marked "Yes" and put on the "Total Points Earned" line below.
- Using the points earned, circle the risk level on the "Risk Level" line below.

Total Points Earned: 285 Risk Level:

Very Low	Low	Moderate	High	Very High
> 355	316-355	276-315	200-275	< 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	200	200
2. Does the entity have written policies in the following areas:		
a. Conflict of interest?	5	5
b. Procurement?	5	5
c. Ethical behavior?	5	5
d. Reporting fraud and abuse?	5	5
e. Travel?	5	5
f. Credit/Purchasing cards (where applicable)?	5	5
g. Personal use of entity assets?	5	5
h. IT and computer security?	5	5
i. Cash receipting and deposits?	5	5
3. Does the entity have a licensed or certified expert as part of its management team? (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO)	0	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	10	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	0	20
5. Have all of the board members completed the State Auditor online training at least once in the last four years?	0	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	20	20
7. Does the entity have or promote a fraud hotline?	0	20
8. Does the entity have a formal internal audit function?	10	20
9. Does the entity have a formal audit committee?	0	20

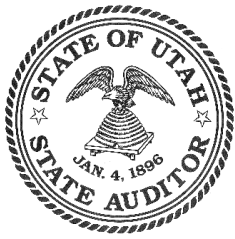
Certified By: _____ Certified By: _____

* MC = Mitigating Control

Basic Separation of Duties

See page 2 of this questionnaire for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?			X	
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?	X			
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".			X	
4. Are all the people who have access to blank checks different from those who are authorized signers?	X			
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	X			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	X			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".			X	
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	X			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".			X	
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	X			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			



Basic Separation of Duties

Continued

Instructions: Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

☑ If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties.

☹ If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties.

Definitions:

Board Chair is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of governments.

Clerk is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

Chief Administrative Officer (CAO) is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

General Ledger is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

Mitigating Controls are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

Original Bank Statement means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

Treasurer is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
November 24, 2020

City Building
55 South State Street
Clearfield City, Utah

No physical meeting location was available for the public due to the statewide public health emergency which might present a substantial risk to the health and safety of others. The meeting was held for the public electronically via Zoom Meeting address:

Zoom Meeting
<https://us02web.zoom.us/j/82303790462>
Meeting ID: 823 0379 0462

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
	Kelly Bennett	Police Chief
	Adam Favero	Public Works Director
	Spencer Brimley	Community Development Director
	Trevor Cahoon	Communications Coordinator
	Nancy Dean	City Recorder
STAFF PRESENT VIA ZOOM:	Stuart Williams	City Attorney
	Braden Felix	Engineer/PW Deputy Director
	Brad McIlrath	Senior Planner
	Rich Knapp	Finance Manager

VISITORS VIA ZOOM: Ken Shields – Hamilton Partners, Paul Drake – Utah Transit Authority (UTA), Doug Thimm – Arch Nexus, Bruce Bingham – Hamilton Partners, Timothy Merrill - UTA, Trevor Evans– Stack Real Estate, George Arnold – Hamilton Partners, Alex Likens, Nathan Ricks – Stake Real Estate

Mayor Shepherd called the meeting to order at 7:04 p.m.

Pursuant to the State of Utah Public Health Order 2020-17, dated October 14, 2020, and in conjunction with the State of Utah's ongoing declaration of a statewide public health emergency, Mayor Shepherd read a declaration made on November 10, 2020 that resulted in the following: (1) the City would not be providing an anchor location for City Council or other board meetings for the next 30 days, (2) Although no other physical meeting location would be available for the general public, the City Council or other board members might or might not appear in person at the City building subject to compliance of social distancing and mask requirements, (3) the public's participation in the City Council or other board meetings might present a substantial risk to the health and safety of others, and (4) the public's participation in the City Council or other board meetings would only be available through Zoom and/or Facebook Live.

Councilmember Thompson led the opening ceremonies.

Mayor Shepherd informed those present via the Zoom meeting if they wanted to comment during the Public Hearing or Open Comment Period they could do so through the Zoom meeting chat option as outlined on the agenda from 7:00 p.m. until 7:15 p.m. He explained all comments would be shared during the meeting once the public had been allowed sufficient time to participate.

APPROVAL OF THE MINUTES FROM THE OCTOBER 30, 2020, WORK SESSION AND NOVEMBER 10, 2020, POLICY SESSION

Councilmember Roper moved to approve the minutes from the October 30, 2020 work session and the November 10, 2020 policy session; as written, seconded by Councilmember Phipps. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Thompson. Voting NO – None.

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON ZONING TEXT AMENDMENT (ZTA) 2020-100028 A REQUEST BY CLEARFIELD STATION PARTNERS, LLC, TO ADOPT THE MASTER DEVELOPMENT PLAN (MDP) FOR 56 ACRES LOCATED AT APPROXIMATELY 1250 SOUTH STATE STREET (TINs: 12-066-0138, 12-882-0001, 12-882-0005)

Mayor Shepherd stated the public hearing was opened on November 10, 2020 at 7:11 p.m. and had been continued until November 24, 2020 at 7:00 p.m. He asked if there had been any public comments submitted online prior to the meeting. Nancy Dean, City Recorder, confirmed there had been no public comments provided online. Mayor Shepherd explained the public hearing would be left open so that the public could comment while the other items on the agenda were discussed.

Mayor Shepherd asked for public comments.

There were no further comments received from the public.

Councilmember Peterson moved to close the public hearing at 7:10 p.m., seconded by Councilmember Phipps. 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 on Zoom or Facebook.

There were no public comments.

APPROVAL OF ORDINANCE 2020-14 APPROVING THE CLEARFIELD STATION MASTER DEVELOPMENT AGREEMENT (MDA) AND ADOPTING THE MASTER DEVELOPMENT PLAN (MDP) FOR PROPERTIES LOCATED AT APPROXIMATELY 1250 SOUTH STATE

Spencer Brimley, Community Development Director, reviewed the aspects of the project for the Clearfield Station site. He reviewed the elements and exhibits that would be part of the Master Development Agreement (MDA). He noted the Master Development Plan (MDP) was an exhibit to the MDA and the regulatory document for the site. Mr. Brimley explained the City was expecting to bond so the infrastructure could be constructed over time. He mentioned there was public comment received on November 10, 2020 by Alex Likens regarding the acquisition of property to construct the extension of 1450 South Street.

Mr. Brimley acknowledged there were a few items that would need to be addressed which had been discussed in work session prior to the meeting. He explained the Council desired for a reduction in the height of the townhomes on the north end of the property so it would not be too imposing on the cemetery. He mentioned there were other items discussed but would defer to the Council for elaboration if additional amendments were desired.

Mr. Brimley indicated staff had reviewed the MDP and MDA and recommended approval.

Mayor Shepherd stated there was a Community Redevelopment Area (CRA) in place for the site with three tranches that had the potential to trigger timeframes for the development. He noted the first tranche was triggered by the development of Clearfield Station Apartments, so the clock was ticking on the 30 years allowing for tax increment revenue to be captured through the CRA. He emphasized the City had been working on the development of the site for at least fifteen years. He reviewed the process to date. Mayor Shepherd indicated the project would be an asset to the City which was needed. He explained there were 800 housing units as part of the plan, potentially 1000. He noted the site had flexibility with a mix of office, residential, and commercial aspects. He pointed out that the site was already sparking interest in the properties around it. Mayor Shepherd stated it was not perfect and it was in an odd place compared to all other stations and locations of transit-oriented developments (TODs) because it was so far off the freeway and not as visible; however, he expressed his excitement for the project.

Councilmember Bush commented the original plan by Utah Transit Authority (UTA) had 3,500 apartments. He appreciated UTA recognized it needed other things to be part of the development. He voiced those things he liked about the plan which included a large amount of green space, connectivity, and access. He noted there were many things about the plan that would be beneficial to the City.

Councilmember Phipps recalled the many designs for the site that had been entertained by the City over the years. He recalled one proposal for 4,000 apartments and the negative reception for that from the City. He acknowledged the current plan was not perfect; however, it was the first one that he was comfortable with. He voiced his opposition with rentals and hoped it would be developed so people would want to live there and make it their home. Mayor Shepherd indicated there were people that wanted to rent rather than own. Councilmember Phipps acknowledged there was a market for it and stated the City was meeting the demand.

Councilmember Phipps voiced he was glad to associate with developers that recognized the business connection to Hill Air Force Base (HAFB). He expressed his belief it would be very successful with office and residential. He felt the commercial would flow within the development. He acknowledged feeling a level of trust with the City's partners that had not been there with prior interested parties. Councilmember Phipps expressed his comfort level with the project even though there was risk because it was a shared risk among the partnership. He noted that during an earlier meeting the partners had expressed the desire to make money but also to build a community at the site. He indicated the development team had convinced him of their sincerity and high level of commitment to the project.

Councilmember Bush pointed out that apartments were not his favorite thing but there were many good people that rented rather than owned especially in bigger cities.

Councilmember Peterson stated there were two huge job centers near the site with a transit center between them. She commented the current configuration supported those aspects that had not been harnessed in prior iterations of the design.

Councilmember Phipps mentioned he had always hoped for the day when those visiting the area from out of state could be transported by transit to Clearfield Station and have everything there to support their needs rather than renting a car at the airport to then drive and stay in Layton.

Mayor Shepherd acknowledged UTA's contribution to the project was the land and aiding with the design; however, UTA needed to address the transit to help with the development's success. He stated the City needed connectivity between the transit station and Hill Air Force Base, Falcon Hill, the Freeport Center, and other areas of the community. He challenged UTA to consider its role in getting people to and from the station while the site was being developed.

Councilmember Roper expressed his excitement to see the City transform.

Councilmember Thompson voiced his opinion the project was one of the biggest pieces of economic development for the City. He indicated he had been persistent in wanting aspects of the future addressed for the site. He stated there were diverse people out there looking for a

chance and he believed Clearfield Station could be that opportunity. He expressed his trust in the development team and felt that as the City invested in the project and began the infrastructure improvements the collaboration would grow. He acknowledged he was a Clearfield Job Corps graduate and was excited to see other students have opportunities for quality of life and the future because of the development at the station.

Councilmember Peterson indicated there appeared to be consensus from the Council with having a step down on the north end of the development. She questioned how best to make the proposed change in the language on page 58 of the MDP. There was a discussion about how to amend the language and capture the vision desired for the tiered or stepped approach on the north end adjacent to the cemetery for building heights. Mayor Shepherd suggested there could be a step back in the stories along the north end. Councilmember Bush wondered if it should be designated in feet since it was currently identified as feet in the MDP. Mayor Shepherd recommended the language reference a stepped or tiered approach from north to south would capture the vision of the desired aesthetics for housing next to the cemetery. Councilmember Bush mentioned there should also be an acknowledgement added of all the current Planning Commission members. Councilmember Peterson agreed.

Councilmember Bush asked if there were any changes to the MDA that the Council wanted to consider. Mayor Shepherd responded there were none that had not already been addressed during the earlier work session.

Councilmember Peterson moved to approve Ordinance 2020-14 approving the Clearfield Station Master Development Agreement (MDA) and adopting the Master Development Plan (MDP) for properties located at approximately 1250 South State with the noted changes to page 58 of the MDP addressing step back along the northern property line by the cemetery and addressing the ancillary changes to the MDA discussed in the work session held November 24, 2020 at 6:00 p.m. 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.

Mayor Shepherd noted it had been a journey to get to the current point. He thanked the development partners and expressed his excitement to move forward with the project. Bruce Bingham, Hamilton Partners, thanked the Council for the partnership and collaboration. He commented the development team was very open to another name for the project other than Clearfield Station.

COMMUNICATION ITEMS

Mayor Shepherd

1. Attended the recent National League of Cities (NLC) meetings and found them to be informative.
2. Recently participated in the Love, Listen, and Lead task force meetings working on legislation acceptable for police and training efforts.
3. Reviewed Ray Ward's legislative bill regarding accessory dwelling units (ADUs). He mentioned some aspects of the bill and encouraged the Council to review it.

Councilmember Bush

1. Thanked the Public Works department for fixing a couple of potholes in his cul-de-sac.
2. Reported the Uniform Building Code Commission met and finalized the changes to the National Electrical Code (NEC) that would be considered for adoption by State legislators in January. He indicated the public hearing would be held in December. He mentioned the rest of the building codes would need to be reviewed and amended next year so there would be many more meetings scheduled.

Councilmember Peterson

1. Announced a local church was sponsoring an early Thanksgiving dinner on November 25, 2020 for City employees. She noted meals would be delivered to each of the City's facilities.
2. Thanked all those in any capacity who would be working through the Thanksgiving holiday.
3. Wished residents a safe and happy Thanksgiving.

Councilmember Phipps – announced the Parks and Recreation Commission planned on having its holiday decorating contest. He welcomed everyone to submit nominations.

Councilmember Roper

1. Announced the Youth Commission was accepting donations for its Sub for Santa projects.
2. Wished everyone a happy and safe Thanksgiving holiday.

Councilmember Thompson

1. Announced he would become the chair on the Utah Black Roundtable (UBR). He thanked the current chair, Darlene McDonald, for her efforts on issues that minorities faced in the State. He reviewed some of the responsibilities associated with the new position. He expressed his hope the League would do a strong job on police reform legislation to improve the future. He voiced appreciation to the law enforcement community. He suggested there needed to be a better balance and communication needed to improve between all parties as efforts continued with legislation reform.
2. Reported he would be meeting with Beth Holbrook, UTA, to discuss his transit concerns. He indicated his desire was to ensure people of the community were being served regarding first mile, last mile.

STAFF REPORTS***JJ Allen, City Manager***

1. Reported having worked for the City for nine years and since day one he had been working on the development of Clearfield Station. He recognized staff and others who had worked tirelessly to bring the development to fruition. He thanked the Council for its support.
2. Wished a happy Thanksgiving to all.

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

- Work session on December 1, 2020
- Policy session on December 8, 2020
- Potential Special Session on December 15, 2020

Trevor Cahoon, Communication Coordinator – announced the City's virtual tree lighting event would be held on Monday, November 30 at 5:30 p.m. He explained Mayor Shepherd would be hosting the event on Facebook live and hang the first ornament on the tree. He invited the Council to come with an ornament to add to the tree. Mayor Shepherd mentioned receiving a suggestion the ornaments be hung again next year and there be a contest to see who could find their ornament.

Councilmember Bush moved to adjourn the policy session and reconvene in work session at 7:59 p.m., seconded by Councilmember Phipps. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

DRAFT