

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
December 1, 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/85486331084>
Meeting ID: 854 8633 1084

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
	Stuart Williams	City Attorney
	Kelly Bennett	Police Chief
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Adam Favero	Public Works Director
	Braden Felix	Engineer/PW Deputy Director
	Spencer Brimley	Community Development Director
	Trevor Cahoon	Communications Coordinator
	Nancy Dean	City Recorder
STAFF PRESENT VIA ZOOM:	Rich Knapp	Finance Manager

Mayor Shepherd called the meeting to order at 6:05 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.

UPDATE ON THE TRAFFIC SPEED STUDY COMPLETED FOR 875 EAST, 575 EAST, 2200 SOUTH AND 2300 SOUTH

Braden Felix, City Engineer/Public Works Deputy Director, explained City staff and elected officials had received concerns from residents regarding speeding drivers on 875 East, 575 East, 2200 South and 2300 South. He noted a traffic speed study was conducted by the Wall Consultant Group. He reviewed the traffic study and recommendations. Mr. Felix noted a majority of drivers drove under the speed limit. He indicated the police department had studied it also and had the same findings.

Councilmember Peterson thanked staff for conducting a study to have the current data. She understood there was not a recommendation for significant infrastructure improvements; however, she suggested to stripe roads with paint because it was inexpensive. She continued striping could narrow the roads visually and then traffic could be reevaluated in a couple of years to determine if there were impacts or improvements due to the striping. She pointed out the striping would help residents realize their concerns were being addressed.

There was a discussion about the recommendations, past enforcement findings where residents were found to be the primary speeders within the neighborhoods, standards for posting speed limit signs in residential areas, and options which could help reduce speeding and be cost effective or planned into the budget.

Mr. Felix asked if there were enough budget funds remaining to stripe the streets as discussed. Adam Favero, Public Works Director, answered there could be enough funding for those streets. He continued there might also be a desire to consider future funding for striping when budgeting because having wider streets in other areas of the City could generate similar needs if there were complaints. Councilmember Peterson suggested staff try striping the streets as recommended by the study first and then evaluate the results to determine if it worked.

JJ Allen, City Manager, indicated the recommendations of the study for signage and striping were phase one approaches and less expensive so those could be handled in the current fiscal year even if it required a budget amendment. Mr. Favero stated the study recommended feedback signs and those were more expensive. Kelly Bennett, Police Chief, stated the feedback signs were about \$2,300 but if the City spent a little more it could gain access to wireless service and it could be operated and watched from the office for faster data collection and posting. There was a discussion about the pros and cons to using speed signs and trailers.

Mayor Shepherd asked which street had the highest speeds in the traffic study. There was a discussion about the data calculations and error possibilities. Mr. Felix responded on average

2300 South had the highest speed which was just under 26 miles per hour. He reported 575 South had the most traffic and 875 South had the least amount of traffic.

Councilmember Phipps asked if the data was collected on all streets on the same day. Mr. Felix responded yes, all pneumatic tubes were placed at 11:30 p.m. and data was collected for 24 hours on Tuesday, October 6, 2020.

Mr. Allen stated based on the feedback staff could prepare a budget amendment, if necessary, for what would be implemented and bring that forward to the Council in January but the phase one solutions could be implemented right away. Mayor Shepherd asked if there were any concerns with that approach.

Councilmember Thompson asked if funding should be added to the budget so another traffic study could be conducted in another year. Mayor Shepherd responded it would be best to have a couple more years of data collection before another study would be necessary.

Chief Bennett suggested the speed trailer could be used in the area for data collection, until another survey was warranted.

REVIEW OF DESIGNS FOR THE CITY BUILDING WEST ENTRANCE, ART CENTER REMODEL AND CEMETERY EXPANSION PROJECTS

City Hall West Entrance

Curtis Dickson, Community Services Deputy Director, reviewed the problems with the stairs on the west side of the City building. He reviewed the proposed design to improve the condition of the structures. He highlighted the options for signage. Mr. Dickson acknowledged there was \$250,000 included in the FY21 budget. He stated the engineer's estimate was \$95,667.50 which did not include the contingency but there was plenty of funding if the signage and new stucco on the building face were desired.

Mayor Shepherd asked about the steps on the southwest side and if they were part of the project. Mr. Dickson answered those steps were not factored into the estimated costs because it was no longer a public entrance and staff hoped to address it with another project. He indicated if the Council desired to make some changes when bids were solicited it could be included as an optional item to see if those steps could be replaced within the current budgeted amount. Mayor Shepherd recommended it be addressed.

Councilmember Phipps stated he liked the idea of the signs being visible for traffic. The consensus of the Council was to redo the stucco on the face of the building in conjunction with the building signage. Mr. Dickson asked if the Council desired to have Clearfield City Hall lettering added to the monument sign out front as well as the building face. There was consensus to add new lettering to the monument sign also.

Councilmember Phipps asked about including a reader board. Mr. Dickson responded staff had received bids for updating the marquee which could add between \$25,000 to \$45,000 to the

costs. There was consensus from the Council about adding the reader board. Trevor Cahoon, Communications Manager, asked about whether the Council desired to keep the current logo. There was consensus to keep the current logo used for the monument signs because of all the investment that had already taken place.

Mr. Dickson requested the Council provide a priority list for the signs to guide staff as they worked within the current budget for the project. There was a discussion about signage. There was consensus with the Council on the following prioritization of options:

1. Monument Sign
2. Digital reader board
3. Name on pillars
4. Redo the round stairs on the south side

Arts Center Remodel

Mr. Dickson reviewed the current floor model for the Art Center. He reviewed the proposed remodel plans. Councilmember Bush and Councilmember Peterson asked if there was a way to make the stage area bigger. Mr. Dickson responded staff could look at options, but it would be expensive and would hamper productions. There was a discussion about the remodel design which allowed for more usable rooms with open spaces.

Mr. Dickson stated the FY21 budget included \$150,000 of General Fund and \$250,000 of PARAT Tax for the project. He noted it had been discussed previously to phase the project over multiple years. He acknowledged some funding was planned for the FY22 budget; however, staff would have a better idea of the potential costs once an engineer's estimate was obtained. He explained based on costs associated with other projects recently bid, it could come in higher than anticipated. Eric Howes, Community Development Director, noted during the designing phase construction costs had increased significantly.

Cemetery Expansion

Mr. Dickson reviewed the current condition of the cemetery. He reviewed the proposed design. He explained the expansion would add about 2,396 spaces. He explained staff had been working with Community Development and Legal staff to get the north side gap in property lines resolved and recorded properly at the County. He noted City staff had been talking with Lindquist Mortuary about purchasing the back lot owned by them. He explained the average price for a three-quarter acre lot in the area was about \$250,000; consequently, staff made an offer based on that price. He mentioned the property owners would be consulting with the board to see if a sale or a possible donation of property could be negotiated.

Councilmember Peterson wondered what long term plans Lindquist had for that property. Mr. Dickson answered the question was asked; however, the response received was that the owners hoped the City would purchase it. There was a discussion about the use of the mortuary; the internment frequency, and potential long-term plans to acquire the mortuary properties.

Mayor Shepherd suggested the City should look at a long-term plan to acquire it. The Council agreed.

Mr. Dickson continued with a review of the design. He explained once the parcel lines were adjusted at the County it would be necessary to rezone the properties. He noted \$250,000 had been budgeted for two years; however, the engineer's estimate for construction was \$784,407.50 which did not include money for land acquisition. Mr. Dickson noted construction costs were higher and continuing to rise. He reviewed the options for phasing the project. He estimated there were three to four more years of time left before the remaining plots were sold.

Councilmember Phipps commented if the City kept putting the project off, the costs were likely to continue to increase. There was a discussion about various phasing options. Summer Palmer, Assistant City Manager, pointed out that this type of project would be good to do during a recessionary year.

DISCUSSION ON THE AWARD OF PROPOSAL FOR THE PARKS AND OPEN SPACE CENTRAL IRRIGATION CONTROL SYSTEM PROJECT

Curtis Dickson, Community Services Deputy Director, stated the FY21 budget included \$100,000 for replacing the Parks and Open Spaces irrigation central control system. He explained staff solicited proposals to replace and upgrade the City's current system. He noted seven proposals were received with costs ranging from \$52,050 to \$193,424 for the various systems. He acknowledged staff recommended the WeatherTrak system based on its advantages which included remote management and features which would allow for better water conservation.

Mr. Dickson indicated staff recommended awarding the contract to Mountain Water and Irrigation for \$87,278 and then using the full budget to get more areas that were not currently on the central control system added. He explained there were rebates of approximately \$23,000 available from Weber Basin Water Conservancy District for using the WeatherTrak system. He acknowledged staff proposed spending \$123,000 for the system and adding as many additional smaller areas as possible and then replenishing the capital projects fund once the rebates were received. Mr. Dickson reviewed the benefits of updating the system which would allow for more efficiencies.

DISCUSSION ON THE CITY'S HEDGEHOG METHODOLOGY

JJ Allen, City Manager explained in August a small committee was created to develop a methodology related to the City's hedgehog concept of creating places where people want to be. He thanked the members of the committee which consisted of Councilmembers Bush and Phipps, Summer Palmer, Rich Knapp, Trevor Cahoon and himself. He explained the model went through several iterations and was fine-tuned then it was presented to the department heads to obtain feedback.

Mr. Allen presented the model to the Council which consisted of the following three pieces:

- The Background Worksheet

- The Decision Tree
- The Prioritization Tool

He reviewed how each of the pieces worked together to help with decision making, continuous improvement and create places where people want to be. Mr. Allen noted based on the outcome from the discussions there would be an adjustment to the staff report template adding the Hedgehog concept. There was a discussion about the reactions of staff and committee members that had explored the tool. Mr. Allen commented it could evolve over time, but the tool could play a significant role in the annual budget process and assist for years to come. He mentioned implementing this process would require effort and time.

Mr. Allen asked what observations the Council had after reviewing the methodology and model.

Councilmember Roper commented it provided an opportunity to look at how and what the City did to become more efficient.

Mayor Shepherd stated the City would need to be committed to the process. He noted it must be culture changing to be effective. He pointed out that it would be hard to do with all things. He worried a project might not rank high yet be crucial for obtaining the City's goals and vision.

Summer Palmer, Assistant City Manager, stated it would need to be watched to make sure it was achieving the overarching goals. She mentioned practicing it would be helpful.

Councilmember Phipps expressed his opinion it generated good discussions from the group.

Councilmember Thompson commented it allowed better focus and subjects were more tangible. He felt the tool would be more powerful for creating consistent policy. He expressed his opinion there were more pros than cons in using the tool.

Councilmember Peterson stated she liked the ability to think through consequences of any choices. She commented as the City began to consider discontinuing certain services or programs it would be important to look at exit strategies. She continued it would help to identify the gaps and transitioning so any impacts were considered at the time of decision making. She noted the questions it generated and the thought process it evoked were helpful.

Mr. Allen commented the feedback was positive and validated the feelings of the committee. He ran the Council through a couple of examples using the tool.

There was consensus to implement the tool.

DISCUSSION ON LEGISLATIVE PRIORITIES IN PREPARATION FOR THE 2021 LEGISLATIVE SESSION

JJ Allen, City Manager, asked what issues or priorities the Council wanted staff to focus on as there were interactions with legislators in preparation for the 2021 legislative session. He mentioned due to the COVID-19 pandemic an in-person discussion might not be possible;

therefore, staff would prepare a deliverable and have it ready for distribution before the Christmas break.

Councilmember Thompson commented it would be important to express to the legislators that they should not impose any affordable housing mandates upon cities that were unfunded.

Mayor Shepherd stated the Utah League of Cities and Towns had its tiered priorities so many of the housing affordability issues would be battled there; however, the City might also want to take a stand formally on some items. He explained how the League worked to support cities and towns on those types of issues.

Mayor Shepherd commented he had talked with Senator Adams about beautification of the gateways. He expressed his frustration in Utah's Department of Transportation (UDOT) and its lack of beautification at the City's entry points which affected the City's image. He mentioned it would be important for the City to have the ability to beautify the interchanges and then preserve them from subcontractors dumping of equipment and utilizing the area for storage. There was a discussion about the City's interchanges, current challenges, and crucial need to improve the City's image through beautification at the entry points.

Councilmember Peterson appreciated the Mayor's idea because her biggest priority was local control for housing so there was an ability to regulate zoning, standards, etc. She acknowledged if the League was going to battle that issue, then it might be good to put efforts elsewhere. Mayor Shepherd stated it might be important to reiterate the League's priorities and drive the importance of those points forward specifically regarding a few critical items such as accessory dwelling units (ADUs), building standards, and impact fees.

Councilmember Bush felt those items that diminished local control should be addressed with the legislators, so they understood the City's concerns. Councilmember Peterson agreed.

Councilmember Peterson asked if anyone had reached out to any legislators about beautification other than Senator Adams. There was a discussion about reaching out to those that care about Clearfield. Mr. Allen indicated he had provided feedback to the League when asked about concerns with any of Governor Cox's teams or departments regarding the City's frustrations with UDOT specifically related to the City's interchanges and other transportation issues.

DISCUSSION ON THE FEASIBILITY AND PREPARATION FOR THE 2021 KICKOFF RETREAT

Mayor Shepherd stated typically the Council gathered each January to hold a retreat. He wondered if the Council would be comfortable during the COVID-19 pandemic conditions to gather for a day socially distanced and wearing masks to hold a retreat meeting in January of 2021. There was a discussion about accommodations, dates, and venues that could allow for an in-person retreat meeting. The consensus of the Council was to move forward with plans to hold an annual retreat meeting at the Megaplex on Friday, January 29, 2021.

Councilmember Thompson moved to adjourn at 8:46 p.m., seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmember Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

**APPROVED AND ADOPTED
This 13th day of July, 2021**

/s/ Mark R. Shepherd, Mayor

ATTEST:

/s/Nancy R. Dean, City Recorder

I hereby certify that the forgoing represents a true, accurate, and complete record of the Clearfield City Council meeting held Tuesday, December 1, 2020.

/s/Nancy R. Dean, City Recorder