

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
November 19, 2013

PRESIDING:	Don Wood	Mayor
PRESENT:	Kent Bush	Councilmember
	Mike LeBaron	Councilmember
	Kathryn Murray	Councilmember
	Mark Shepherd	Councilmember
	Bruce Young	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Brian Brower	City Attorney
	Scott Hodge	Public Works Director
	Greg Krusi	Police Chief
	Curtis Dickson	Community Services Deputy Dir.
	Scott Hess	Development Services Manager
	Rich Knapp	Administrative Services Director
	Summer Palmer	Human Resources Manager
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: Keri Benson – Councilmember Elect, Koral Vasquez, Anthony Vasquez, Laura Prouty, Laura Huff, Brandi Draney, Shirley Wang – Golden Ginger Bistro, Ron Jones – Planning Commission

Mayor Wood called the meeting to order at 6:03 p.m.

DISCUSSION ON THE JOINT USE OF SCHOOL DISTRICT AND SURROUNDING CITY PROPERTIES

Brandi Draney, resident, presented a brief overview of the community’s concerns regarding property surrounding Holt Elementary. She was requesting a six foot tall chain link fence be installed separating the school property from the surrounding open space. She stated this was needed to address concerns within the past two years regarding safety for the students attending Holt Elementary. She reported discussions had taken place with School District Officials who had indicated there were legalities associated with the fence installation. A map illustrating School District property in conjunction with City property was used to illustrate the following concerns: use of the walking path during school hours, students leaving campus during school hours, bullying, and specific concerns associated with the special needs students participating in the Special Needs Program. Ms. Draney identified the area where the fence was desired.

She stated the School District had provided her a copy of an agreement it had with the City from 1978 which indicated the City and the District could work together in determining the use of the open space. She believed a fence could be installed which would not interfere with the Rail Trail.

Mayor Wood inquired if there were residents in attendance that desired to share comments with the Council regarding the issue. There were none.

Ms. Draney indicated she had started collecting signatures for a petition expressing support for a fence in the area. Ms. Draney did not present the signatures as a petition to the City.

Mayor Wood stated he had taken the opportunity to visit with Dr. Wahlquist, Holt Elementary Principal, observed the property and visited with the playground supervisors. He reported during his visit with Dr. Wahlquist he believed members of the community just weren't aware where the City property ended and the school property began. He stated it was his understanding the children gravitated toward community members walking their dogs and commented there were individuals that used the park-like open space as a shortcut to the Maverik convenience store located at 300 North/1000 West.

Mayor Wood reported school personnel didn't express any concerns about the proximity of the school property in conjunction with the trail and concerns relative to bullying was that the behavior would continue even with the installation of a fence. He continued there would always be the opportunity for bullying to take place regardless of how the two properties were separated or identified. He stated he wasn't anxious to install a fence because of the current agreement with the School District which was put in place to preserve the large open space to serve both the needs of the schools and citizens of the City. He expressed his opinion the fence would be an impediment to the use of the facility.

Mayor Wood believed the playground supervisors were cognizant of the concerns and believed there were other ways which could be used to defuse situations. He believed he had completed due diligence in interviewing the playground supervisors and school staff and suggested Dr. Wahlquist be summoned by radio when incidences occurred to allow her the opportunity to address the specific issue in a timely manner and summon assistance from the Police Department if needed. He expressed confidence this solution would ensure the safety of the children attending Holt Elementary with school personnel's awareness and working together.

Mayor Wood stated the situation in regards to the open space wasn't unique to Holt Elementary and pointed out similar situations with South Clearfield or North Davis Jr. High and Fisher Park. He again expressed his concern fencing the properties would inhibit the use of the open space.

He pointed out it was District policy for visitors to check in with the office when visiting school campuses and each school displayed signage announcing that policy. He added the school or District and the City could both do better at defining the public park property from the school property and suggested signage be used to declare that information.

Councilmember Young stated he wouldn't be opposed to the installation of a fence separating the properties if the School District presented the City with a proposal and if the fence was

desired on behalf of the school it should solely incur that cost. He expressed his opinion there was a difference between students attending Jr. High School and Elementary School and agreed a fence would provide an additional level of security.

Councilmember Bush inquired if there was a Police officer assigned to Holt Elementary. Chief Krusi responded there was one Dare Police Officer assigned to all elementary schools located in Clearfield City which visited Holt on a regular basis. Councilmember Bush inquired if safety concerns regarding this issue had been expressed to the Dare Officer. Mr. Krusi responded no concerns had been received by the Police Department. Mayor Wood inquired if there had been any reported incidents to the Police Department specific to possible abductions. Mr. Krusi responded there had only been one reported incident which was an intoxication case involving a nineteen year old. He continued the Police Department had been called and the incident had been resolved.

Councilmember Bush believed there were other ways to address the issue without fencing such as signage and stated he liked the open space behind Holt Elementary. He didn't want to begin fencing the public areas from the school and believed if there was a concern the District should incur the cost to fence its own property. Councilmember Murray pointed out the fence would be on the District's property.

Councilmember Shepherd believed signage should be considered as it would inform walkers when they entered school property. He stated he could support the signage recommendation.

Councilmember Murray expressed agreement with the signage suggestion. She stated she often walked the track and could not support the fencing proposal.

Councilmember LeBaron expressed agreement with the concern shared by the parents of students who attend Holt Elementary and inquired if other interventions or alternatives had been considered.

Laura Huff, resident, responded she was presently a parent of two students attending Holt Elementary and was working with the District to allow another one of her children to attend Holt. She indicated that child was severely autistic and would require one on one attention at all time. She expressed concern he would attempt to run away from school campus. She expressed her opinion if the District offered a specific education program for special needs students like her son at Holt certain safety considerations would also need to be provided. She read a statement from an email received from the specialized special needs teacher which expressed the need for a fence for the safety of those students. In that statement the teacher expressed concern for the number of community residents who use the City's walking path unaware of where the school boundary begins. Ms. Huff stated she also liked the open space feel of the area but emphasized it was a school foremost and not a park and pointed out things have significantly changed since 1981. She believed there were other incidents which should have been reported to the Police and had not. She emphasized her son was in need of the fence.

Mayor Wood commented he was sympathetic to Ms. Huff's concerns regarding her children and their individual needs. He believed if the school district had an ID (Intellectual Disability) Unit,

it should be responsible for the needs of those participants and suggested fencing a small area of its open space to manage those students.

Councilmember LeBaron inquired if other options been explored. Ms. Draney explained the two playground aids were also the front office staff; therefore, there was no one there for those to check into the school. She pointed out the two playground aids supervised over 200 children. She stated her purpose in approaching the City Council was to determine if the City was amenable to amending the agreement it had with the Davis School District.

Councilmember LeBaron informed Ms. Draney of a program recently implemented at Antelope Elementary in which dads of students volunteered on the playground and suggested this could be an option. He believed if the City allowed the fence it could be the beginning of things to come regarding other schools and their surrounding open spaces.

Mayor Wood stated he was opposed to the installation of a fence without exploring other options; such as signage and suggested Councilmember LeBaron could be a tool in implementing a “Dads of Students” program . Ms. Draney inquired if Mayor Wood’s opposition to the fence was specific to it interrupting the aesthetics and openness of the park. Mayor Wood responded he was concerned about setting precedence which could severely impede the open park space at other City parks. Ms. Draney believed safety was a primary concern. Mayor Wood didn’t believe the circumstances were such that a fence was justified and pointed out the agreement had been in place since 1978 and there hadn’t been any situations which would justify the impediment of the community’s use of the open space.

Councilmember Bush mentioned Wasatch Elementary had fenced off a small area for the kindergarten students which was strictly for those students and believed that could be similarly done to meet the needs of the participants in the ID program at Holt. Councilmember Shepherd believed he could be supportive of that as it wouldn’t be fencing off seven and a half acres.

Councilmember LeBaron stated he would be willing to share what had taken place at Antelope Elementary with the parents, administration or PTA (Parent Teacher’s Association). Laura Prouty, resident, inquired who would be responsible for signage and inquired if information could be placed in the City’s newsletter emphasizing security at the City’s elementary schools. Mayor Wood expressed his opinion the City could locate funding to contribute toward signage in the City’s parks. Ms. Prouty believed the World was ever-changing and suggested the Council be open and aware of risks associated with the City’s schools. Councilmember Bush stated he often walked the trail and would be willing to volunteer at the school.

Brian Brower City Attorney, expressed his opinion the agreement would need to be amended in order for a fence to be allowed on any portion of the property.

Mayor Wood assigned Councilmember LeBaron as a liaison with Holt Elementary’s Community Council regarding this specific issue.

Ms. Draney inquired what would be necessary for the District to proceed with some fencing. Mayor Wood responded he would like to wait until results from Councilmember LeBaron's suggestions have been implemented or until the District solicits approval from the City Council during a policy session regarding the installation of a fence.

Ms. Draney, Ms. Huff and Ms. Prouty left the meeting at 6:48 p.m.

DISCUSSION ON LOCAL CONSENT FOR A BEER LICENSE FOR GOLDEN GINGER RESTAURANT LOCATED AT APPROXIMATELY 300 NORTH AND 1000 WEST

Scott Hess, Development Services Manager, shared an illustration identifying the location of the restaurant and its proximity to the Holt Elementary School and Steed Park properties. He stated a business license had initially been granted and was revoked because of the restaurant's proximity to the park and elementary school. He continued the DABC (Department of Alcohol and Beverage Control) contacted the City regarding the Local Consent required on behalf of the City to allow the liquor license. He explained process used by the City in determining the restaurant's proximity to the school was far enough that Local Consent was not needed from the School District; however, the City would need to approve the Local Consent because of the proximity to the park. He briefly reviewed the public hearing process used by the DABC in approval of the liquor license. He stated the City would be issuing a variance allowing the use of an on premise alcohol license and explained the difference between on premise consumption and off premise sales. He emphasized this license would allow the on premise consumption of beer and wine.

He explained how the Chili's restaurant in Layton had been accommodated for its liquor license and believed the intent of the law was being met by the school in that instance. A discussion took place regarding the on premise and off premise consumption.

The Council directed the staff to proceed with the local consent approval. Mr. Lenhard emphasized the approval was specific to the City and pointed out approval by the DABC would still be required to approve the alcohol beverage license for the restaurant.

The Council took a break at 6:55 p.m.

The meeting resumed at 7:01 p.m.

PRESENTATION ON HUMAN RESOURCES' PROJECTS

Adam Lenhard, City Manager, introduced Summer Palmer, Human Resource (HR) Manager, to the City Council and announced she would be presenting Human Resource challenges which could potentially impact the City. He reminded the Council they were the Board of Directors of Clearfield City Corporation. He emphasized staff would be relying on direction it received from the City Council in providing benefits to the City employees.

Ms. Palmer shared a presentation which highlighted the top four challenges identified by HR professionals across the nation.

- Retaining and rewarding the best employees
- Developing the next generation of corporate leaders
- Creating corporate culture that attracts the best employees
- Remaining competitive in the talent market

She discussed each point with the Council pointing out the following:

- Providing employees with opportunities for career advancement; she reported all vacant positions are posted internally. She also pointed out efforts by departments were suggested in relation to step progressions, job rotations and cross training, etc.
- Providing employees with recognition based on job performance; she stated merit increases at the City were based on job performance, not tenure. Ms. Palmer shared the Performance Pay Policy and Performance Pay Matrix with the Council.

Councilmember Young inquired if the City had statistics which reflected the average performance evaluation ratings. Ms. Palmer responded the City did collect that data organizational as well as by department. Ms. Palmer explained the performance evaluation scale.

- She pointed out the additional forms of employee recognition.
 - On-the-spot recognition
 - Vision Awards
 - Holiday gifts
 - Birthday Luncheons
 - Employee Association activities

Ms. Palmer explained it was critical for the City to develop the next generation of corporate leaders. She stated industry knowledge and skill based employees were leaving organizations for two reasons: retirement of Baby Boomers and the “Quit rate” is the highest in the previous four years. She reviewed results from both a Tenure Analysis and Turnover Analysis of full time employees with the Council.

Mayor Wood pointed out some individuals have left employment with the City because of opportunities which would allow them to be closer to family, eliminating long commutes, better job opportunities, etc. Ms. Palmer pointed out better compensation opportunities or career opportunities were now being experienced by the City.

Ms. Palmer reviewed the following:

- Performance Evaluation System Design
- Education Reimbursement Policy. She reported seven employees received some form of reimbursement in 2012 and ten in 2013.

Mayor Wood inquired what the City had in place to retain those recipients in order to reap the benefit of the education. Ms. Palmer responded each employee was required to stay employed with the City for one year following the reimbursement. Councilmember Young believed one year was very generous. Mayor Wood inquired if the City had means of recourse if the one year

agreement was not meant. Ms. Palmer stated it has not been a problem in the past. Mr. Lenhard reported the total amount which benefitted the ten employees was less than \$17,000. Brian Brower, City Attorney, expressed his opinion the educated police officer was a benefit to the City and the return on investment was significant.

- Training & Certifications

Ms. Palmer reviewed the benefits Creating Corporate Culture that attracts the best employees

- Providing flexible work arrangements
- Maintaining a culture of trust, open communication and fairness
 - Newsletter
 - All Employee Meetings
 - Weekly executive staff meetings
- Defining our culture
- Developing supervisors

Ms. Palmer identified how the City could Remain Competitive in the Talent Market

- Offering a higher total rewards package than competitors
 - Annual market Analysis
 - Market Adjustments
- Competitive, yet sustainable benefits offerings

Ms. Palmer stated the City would be benchmarking against organizations of similar number of employees, similar budget and population size and reviewed the components important for comparison. Mayor Wood inquired if the geographical component was identified for benchmarking criteria. Ms. Palmer responded criteria for benchmarking would be collected from Utah organizations and was currently using 48. She briefly reviewed how the collected data was used by the City. A discussion took place regarding the entities used for benchmarking and the City's benefit package. Ms. Palmer stated she was anticipating a ten percent move to the high deductible health plan this past July and reported the increase was actually twenty percent.

Adam Lenhard, City Manager, stated the Elected Officials' compensation needed to be addressed and indicated he had completed extensive research and was prepared to make recommendations. He distributed a handout of the City's current ordinance.

Mayor Wood suggested the compensation for the Mayor be reconsidered and compared the City's to Layton City. He believed the responsibilities and time commitment could sometimes exceed that of Layton City and stated there was personal expense associated with serving.

Mr. Lenhard indicated it had been fourteen years since the compensation for elected officials had been addressed and distributed some handouts. He proposed removing the elected officials' compensation from Title 1, Chapter 7, and amending Title 1, Chapter 6, Section 3, with verbiage in the new ordinance reflecting the compensation amount be included as a line item during the budget process. He suggested compensation beginning in 2014 would be part of the reopen budget process during the December 10, 2013 City Council meeting.

Councilmember Murray requested clarification of the specific recommendations. Mr. Lenhard distributed some possible proposals and emphasized the information provided in the handout was proprietary and couldn't be distributed.

Mr. Lenhard reminded the Council of the health in lieu benefit received by some members of the Council and stated staff was recommending that be eliminated and adjust the base compensation. He suggested the Council consider the job to serve appropriately entailed and therefore compensate appropriately. A discussion took place relative to the workload of the councilmembers and if the ordinance should reflect the compensation be part of the budget process.

Councilmember Young stated he would not be in support of increasing compensation for members of the City Council. He stated he could support an increase to the Mayor's compensation.

Mr. Lenhard requested any suggestions relative to compensation be forwarded directly to him for drafting an ordinance. Mayor Wood directed staff to change the ordinance and present it to Council prior to the end of the year.

UPDATE AND REVIEW OF VISION 2020

Adam Lenhard, City Manager, distributed a handout specific to the Vision 2020 Progress Report for the Council to review at its leisure. He stated after the newly elected officials had taken office, after the first of the year, the report would be reviewed and discussed during a more formal setting.

The meeting adjourned at 8:50 p.m.

**APPROVED AND ADOPTED
This 14th day of January, 2014**

/s/Mark R. Shepherd, Mayor

ATTEST:

/s/Nancy R. Dean, City Recorder

I hereby certify that the foregoing represents a true, accurate, and complete record of the Clearfield City Council meeting held Tuesday, November 19, 2013.

/s/Nancy R. Dean, City Recorder