

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 PM WORK SESSION
April 25, 2023

City Building
55 South State Street
Clearfield City, Utah

PRESIDING: Mark Shepherd Mayor

PRESENT: Councilmember Karece Thompson, Councilmember Nike Peterson, Councilmember Tim Roper, Councilmember Vern Phipps

ABSENT: Councilmember Kent Bush

STAFF PRESENT: Community Development Director Spencer Brimley, Community Services Director Eric Howes, Police Chief Kelly Bennett, City Manager JJ Allen, Assistant City Manager Summer Palmer, Senior Planner Brad McIlrath, Public Works Director Adam Favero, Public Works Deputy Director Braden Felix, Community Services Deputy Director Curtis Dickson, Finance Manager Rich Knapp, Accountant Lee Naylor, Assistant City Attorney Shawn Robinson, City Recorder Nancy Dean, Deputy City Recorder Chersty Titensor

VISITORS: Megan Ratchford

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

DISCUSSION ON THE PROPOSED AGREEMENT GRANTING AN ELECTRIC UTILITY FRANCHISE AND GENERAL UTILITY EASEMENT TO ROCKY MOUNTAIN POWER

Adam Favero, Public Works Director, explained that the “Franchise Easement Agreement” regulated the power facilities within public ways and granted Rocky Mountain Power (RMP) general utility easements for the use of their utility infrastructure. He reviewed the proposed franchise agreement with RMP which had originally been executed in 1973 and would expire June 2023. The new franchise agreement would be effective for ten (10) years with an option to renew an additional ten (10) years. RMP was sole provider for power in Clearfield. Most of the agreement was to protect the City. Mr. Favero said that RMP had been upfront about changes that needed to be made tailored to Clearfield City. He said there were no major changes but City staff had added verbiage in section 9.1 regarding conditions of third-party attachments. He said the franchise agreement needed to be in place by June 2023.

DISCUSSION ON THE CONTRACT MODIFICATION FOR GENEVA ROCK PRODUCTS FOR THE CLEARFIELD STATION TRANSIT-ORIENTED DEVELOPMENT CONSTRUCTION PROJECT

Braden Felix, Public Works Deputy Director, approached the Council to explain the need for a contract modification for the first phase of the Clearfield Station project. He reminded the Council that when the City proposed the bond, it had hoped it would include design, property

acquisition, and construction under \$18.5M. The actual bid came in significantly over budget so it was decided to phase the project. Phase 1 covered the main roads within the project. He pointed out the elements that had been excluded from the Phase 1 project: side streets, park, landscaping and the connection from Depot to the existing Depot Street. Due to additional monies obtained from the Governor's Office of Economic Opportunity (GOEO), the Davis County 3rd Quarter Sales Tax and through other cost-saving efforts, staff felt comfortable recommending the contract modification be executed for an additional \$9 million. He pointed out that the additional budget increased the amount and scope of the project. JJ Allen, City Manager, asked if the cost per unit remained the same in the contract. Mr. Felix said quantities were staying the same with a few exceptions, such as less concrete, but the overall project as intended would be built. Adam Favero, Public Works Director, explained that due to the passage of time since the original bid the prices could not be guaranteed. Mr. Allen asked if there had been any reductions in unit costs. Mr. Felix said they had been able to use some existing materials and they found the engineers had overestimated the quantities for cement. Mayor Shepherd asked how it impacted time to completion. Mr. Felix said they anticipated to achieve substantial completion by fall 2023. He said major paving would start mid-May. Mr. Allen asked for the specific elements of the anticipated completion in the fall. Mr. Felix said it included intersections on State Street, the park, the transit plaza, all connections to the road, street lights, streetscaping, benches, and trash cans.

Mr. Felix informed the Council of recent vandalism to some park benches and trash receptacles. He said they would salvage what could be salvaged. Mr. Allen asked Council if the contract modification needed to be reviewed in a policy session for official action. Councilmember Phipps thought a project of this magnitude needed to be disclosed in a policy session. Mr. Allen said it would be added to the policy session on May 9, 2023.

DISCUSSION ON THE FISCAL YEAR 2024 BUDGET

Rich Knapp, Finance Manager, reviewed the draft budget FY24, which showed the impact of the approved three percent (3%) Unspent Operations that had been plugged into the budget. The Net Ongoing was then in the positive. He reviewed the new staff requests that had been entered into the budget:

- Convert PT to FT building maintenance \$42k net
- FT Finance Clerk – \$81k
 - Allocate some to Utilities
- Public Works Records Temp – \$12k net
- Convert PT to FT Community Services Admin Assistant – \$43k net
- 2 FT Police Officers – \$204k

Mr. Knapp reviewed various changes which impacted the proposed budget:

- Dental insurance increase 1.7% – \$2k across all funds
- Employee health insurance status changes – \$33k net
- Reallocated employee costs from legal to CDBG- \$3k
- 2 New Police outfit costs \$172k
 - \$45k in officer equipment on their person – one-time, \$127k vehicles
- Water charges \$400k increase

- Backed out prior year inflation contingency, updated prior year projects
 - Water projects – \$150k net increase
 - Sewer projects – \$291k net increase
 - Storm projects – \$79k net increase
- Added Emission Analyzer to fleet – \$4k
- Reallocated fleet to 100% of vehicle in one fund
 - GF \$271k increase (includes added police vehicles)
 - Water (\$192k) decrease
 - Sewer (\$27k) decrease
 - Storm (\$76k) increase

Compensation

- Medical insurance increase = 6.9% or \$115k
- Pay plan increase FT average 6.4%
 - Total FT & PT increase \$667k
- URS Unchanged

Councilmember Phipps expressed his concern that the allocation between city and employee contributions for health insurance were unbalanced. Summer Palmer, Assistant City Manager, said they were maintaining the 85/15 percent ratio. Councilmember Thompson was concerned about when the locked-in rate ended with PEHP, the health insurance provider. Ms. Palmer said FY24 was the last year of the locked-in rate. She said the rate lock was a good decision. Councilmember Phipps said it was always a generous compensation package.

There was a discussion about Council's ability to have input on the budget for Council-driven initiatives. Councilmember Peterson was concerned the Council's initiatives would not be considered for another year and wanted them included in the FY24 budget. Mr. Allen said the group would discuss Council projects at the upcoming Council Retreat. The Council reviewed the timing for budget approvals. Mr. Allen reminded Councilmember Peterson that any necessary changes could be addressed if there was a Truth in Taxation conversation in August or considering recent changes in the budget, it could be approved as late as June 28, 2023. Councilmember Peterson said she wanted to see a line item in the FY24 budget for Council Initiatives. Councilmember Peterson reminded the Council of the resident requested project to install an ADA ramp at 1980 South Jenny Lane going into Barlow Park. Adam Favero, Public Works Director, thought the Barlow Park update could be done in conjunction with the flashing light crossing at 1000 West by Holt Elementary. Eric Howes, Community Services Director, pointed out the Barlow Park project was similar to what had been proposed for wheelchair access at Hamblin Park. The Council agreed to add those two projects to the FY24 budget.

Eric Howes, Community Services Director, informed the Council about two projects that had long lead times for parts at the Aquatic Center – the roof and the elevators. He asked if the Council would approve him ordering the parts immediately if it looked like they would stay in the budget. He also asked if he could order the playground equipment for Thornock Park. Council agreed that he could place those orders.

Mr. Allen asked Council if it thought it was necessary to discuss budget at the next regularly scheduled work session despite no other items to be discussed. Council decided not to meet on May 2, 2023 and at that point did not need see a need for budget to be included in work session

on May 9, 2023 unless there were changes.

Councilmember Thompson moved to adjourn as the City Council at 6:46 p.m., seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmember Peterson, Phipps, Roper and Thompson. Voting NO – None. Councilmember Bush was not present for the vote.

APPROVED AND ADOPTED
This 23rd day of May 2023

/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, April 25, 2023.

/s/ Nancy R. Dean, City Recorder