



**CLINTON CITY COUNCIL MINUTES  
CITY HALL  
2267 North 1500 W Clinton UT 84015**

**MAYOR  
L. Mitch Adams**

**CITY COUNCIL MEMBERS  
Anna Stanton  
Karen Peterson  
Mike Petersen  
Barbara Patterson  
TJ Mitchell**

<b>Date of Meeting</b>	<b>April 14, 2020</b>	<b>5:00 PM</b>	<b>Called to Order: 5:00 p.m.</b>
<b>Staff Present</b>	City Manager Dennis Cluff, Community Development Director Valerie Claussen, Engineer Bryce Wilcox, IT Specialist Dereck Bauer Acting Public Works Director Dave Williams and Lisa Titensor recorded the minutes.		
<b>Citizens Present</b>			
<b>Roll Call &amp; Attendance</b>	Mayor Adams, Councilmember Anna Stanton, Councilmember Karen Peterson, Councilmember TJ Mitchell, Councilmember Mike Petersen, Councilmember Barbara Patterson		
<b>Public Input</b>	There was no public input.		
<i>This meeting was conducted electronically.</i>			
<b>A. EMPLOYEE SERVICE AWARDS FOR THE FIRST QUARTER OF 2020</b>			
<b>Petitioner</b>	Dennis Cluff		
<b>Discussion</b>	Mayor Adams recognized the following individuals for their long time service to Clinton City: <ul style="list-style-type: none"> <li>• Justin Glommen – 15 years</li> <li>• Connor Deland - 5 years</li> </ul>		
<b>B. ACCEPTANCE OF LAND &amp; WATER GRANT CONTRACT</b>			
<b>Petitioner</b>	Dennis Cluff		
<b>Discussion</b>	Bryce Wilcox of JUB Engineers explained the Land and Water Conservation Fund has been approved by the State for \$341,263. This grant money is to help put in the improvements for Meadows Park.  The project has been included in the proposed 20-21 FY Budget. The grant requires 50/50 matching funds. The City's portion will come from in-kind service; staff will do a lot of the demolition, a donation of \$90,000 to the City, park impact fees and parking lot restoration funds will be used.		
<b>CONCLUSION</b>	<b>Councilmember K. Peterson moved to accept the Land and Water Conservation Fund grant and authorize the Mayor to sign. Councilmember Stanton seconded the motion. Voting by roll call is as follows: Councilmember K. Peterson, aye; Councilmember M. Petersen, aye; Councilmember Stanton, aye; Councilmember Mitchell, aye; Councilmember Patterson, aye.</b>		
<b>DISCUSSION ON CHANGE ORDER</b>			
<b>Discussion</b>	Mr. Wilcox requested a change order to the 1000 W 1300 N Round-a-bout project. There is a section to the east that was going to be built next year, but staff has determined it is in the City's best interest to extend the water line and build that section of the road now to 950 W for better access. Davis Weber Counties Canal Company will reimburse the City for their portion of the project on 1300 N and round-a-bout which amounts to roughly \$140 to \$150 thousand. Staff would like to use these reimbursement funds to complete the project now. Because the		

	contractors are currently onsite, there should be no impact on the timeline of the project. The Council was in consensus to authorize the change order.
<b>C. DISCUSSION ON PROPOSED FY 20-21 BUDGET</b>	
<b>Petitioner</b>	Dennis Cluff
<b>Discussion</b>	<p>Mayor Adams reviewed the proposed FY 20-21 Tentative Budget with the Council. He explained that he and Mr. Cluff have decided to remove approximately \$600,000 of revenue due to the Covid-19 Pandemic.</p> <p>The budget does include a Cost of Living Allowance and merit step increase for the employees.</p> <p>The Council was in consensus that these raises should remain in the Tentative Budget for now due to the circumstances of the economy.</p> <p>Mr. Cluff reported the following service fees will need to be increased as pass thru costs in the near future.</p> <ul style="list-style-type: none"> <li>• Dispatch</li> <li>• Animal Care</li> <li>• Solid Waste</li> <li>• Water</li> <li>• Storm Drain</li> </ul> <p>He explained there is a deficiency which for now will be covered by reserve funds in the proposed 20-21 budget.</p> <p>Mayor Adams commented he does not want to wait too long to impose the pass thru fees for these services and have to raise fees too significantly all at once; he would rather increase fees incrementally as needed. He suggested moving forward with an increase in Dispatch for \$.10 and Animal Care for \$.15. for FY 20-21.</p> <p>The Council was in consensus to move forward with increases for Dispatch and Animal Care in the FY 20-21 budget and wait to increase the fees for the Enterprise Funds.</p> <p>The Council discussed the possibility of cancelling sports and Heritage Days for FY 20-21 due to Covid-19.</p> <p>Councilmember Stanton commented she had spoken with the Recreation Director Bruce Logan who thought it is best to cancel these programs and she agrees.</p> <p>The Council discussed the idea of purchasing fireworks to hold a celebration for a later date.</p> <p>Mr. Cluff explained Clinton City was incorporated on August 28, 1936 and proposed that August 28 might be a good day to hold a one day celebration.</p> <p>Mayor Adams noted that some of the Recreation activities will be added back to the Tentative Budget because they will take place in the spring of 2021 and were taken out of the proposed Tentative Budget by mistake.</p> <p>Mayor Adams commented it is difficult to tell how long this virus will impact the population but he feels it could be up to a year.</p> <p>Councilmember M. Petersen said he likes the idea of holding an event the last Saturday in August.</p>

Councilmember K. Peterson questioned if there has been an increase in late fees and non-payments for utility bills with the pandemic.

Mr. Cluff responded there has been an increase in late or non-payments but staff is working with the customers on a case by case basis.

The Council asked Mr. Cluff to follow up on the Cares Act for assistance from State Government for the impact on the City of Covid-19.

Mr. Cluff responded costs associated with Covid-19 are being tracked by staff.

During their review of the proposed Tentative Budget, the Council requested the following changes:

- Page 14, courts fees will most likely not increase due to the Covid-19 situation since most court functions have been delayed.
- Page 19, the Council was in consensus to remove the Council Cost of Living increase for FY 2020-21.
- Page 24, Mr. Cluff stated he would remove the increase for his car allowance for FY 20-21 as well.
- Page 64, there will be some changes to the recreation program budget to add back in some programs inadvertently removed that will take place next spring in the FY 20-21 budget time frame. The Council was in consensus to leave Youth Sports in the budget to run the programs if possible.
- Page 91, Solid Waste account 40-42, collection fees went up approximately \$40,000 or 15%. Mayor Adams asked Mr. Cluff to recalculate this line item.
- Page 117, account 40-82 there is a \$10,000 payment (1<sup>st</sup> payment) of a loan made to the SSSSD several years ago from the Sewer Fund in the amount of \$300,000. Mr. Cluff clarified this is the first payment from the SSSSD back to the Sewer Fund. There is also a line item identifying receipt of this payment in the Sewer Fund as revenue.

The Council was in consensus to add a balance tracking sheet of loans from one fund to another as well as account for fee increases which are earmarked for specific projects.

The Council reviewed the following items in the proposed budget with increases or decreases from 2019-20:

- Pages 31, the utility costs for the City have decreased based on the cost experience in FY 19-20.
- Page 40, the motor pool depreciation for Fire is down because there are only two fire trucks eligible. There is 20 year depreciation for fire trucks.
- Page 44, there are increases in equipment for the ambulance for two additional maintenance contracts for the gurneys and the cardiac monitor.
- Page 52, on the street lights line item, approximately 1/3 of the street lights will be converted to LED which will save the City a significant amount of money over time. This is an ongoing process each budget year.
- Page 55, the new salt storage shed is needed because the City is required to

	<p>purchase enough salt for the entire season at one time. It needs to be stored in a dry covered area.</p> <ul style="list-style-type: none"> <li>• Page 60, the cemetery cost increases are for improvements.</li> <li>• Page 62, Recreation salaries went up because they are not being allocated to specific project budgets (i.e. Heritage Days) for 2020-21 due to the current circumstances of Covid-19.</li> <li>• Pages 69, General Fund Transfers are reduced in anticipation of sales tax loss due to the businesses being closed for the Corona Virus.</li> <li>• Page 74, lease prices continue to increase. Currently Public Works leases two backhoes a loader and a mini x. They are considering leasing a larger loader instead of one of the backhoes. There may come a time in the near future to re-evaluate the lease option due to cost.</li> <li>• Page 75, Mr. Cluff reviewed the vehicle purchases planned for 2020-21; some vehicles are still needed but will be postponed until further evaluation of the economy.</li> <li>• Page 78, Enterprise Funds reserve funds will be used to make up revenue shortfalls for these services.</li> </ul> <p>Councilmember Mitchell asked for clarification on page 83 accounts 4084 new well and reservoir and 4085 ductile iron pipe replacement.</p> <p>Mr. Cluff responded 4085 is the calculation based on the \$4.50 increase which was implemented a few years ago which is transferred to the water fund and 4084 is based on an estimation of what may be available to be transferred.</p> <ul style="list-style-type: none"> <li>• Page 107, Councilmember K. Peterson asked for clarification on the turn lane at 1500 W @ 1800 N. Mr. Wilcox clarified the funds are for additional asphalt work.</li> <li>• Page 112, RDA account 33-10, Mayor Adams identified it is \$0 because in 2019 the City stopped receiving money in the RDA.</li> </ul> <p>Mayor Adams commented that depending on future revenues and impacts from Covid-19, additional adjustments to the budget may be necessary and ongoing.</p>
<b>CONCLUSION</b>	<p><b>Councilmember M. Petersen moved to approve the proposed Tentative Budget and set May 12, 2020 to adopt the Tentative Budget. Councilmember Mitchell seconded the motion. Voting by roll call is as follows: Councilmember K. Peterson, Councilmember M. Petersen, aye; Councilmember Stanton, aye; Councilmember Mitchell, aye; Councilmember Patterson, aye.</b></p>
<b>Approval of Minutes</b>	<p><b>Councilmember M. Petersen moved to approve the minutes of the March 10, 2020 City Council Meeting. Councilmember Patterson seconded the motion. Councilmembers K. Peterson, Mitchell, M. Petersen, Stanton and Patterson voted in favor of the motion.</b></p>
<b>Accounts Payable</b>	<p><b>Bills will be sent electronically to the City Council for review and to be approved at the next City Council meeting.</b></p>
<b>Planning Commission Report</b>	<p>Ms. Claussen reported on the April 7, 2020 Planning Commission meeting as recorded in the minutes.</p>
<b>City Manager</b>	<ul style="list-style-type: none"> <li>• Saturday April 18, is spring clean-up from 8:30-1 pm at Public Works.</li> </ul>

<b>Mayor Adams</b>	<ul style="list-style-type: none"> <li>The Davis County Land Fill is open again for residential dumping.</li> </ul>
<b>Councilmember Patterson</b>	<ul style="list-style-type: none"> <li>Nothing at this time.</li> </ul>
<b>Councilmember K. Peterson</b>	<ul style="list-style-type: none"> <li>Has received several complaints about Express Bill Pay.</li> </ul> <p>Mr. Cluff explained they are adding more equipment to accommodate the demand of increased online payments due to Covid-19.</p> <ul style="list-style-type: none"> <li>Asked staff to stay on track for the round-a-bout project on 1800 N.</li> <li>Expressed appreciation to all employees for their diligence during this difficult time.</li> </ul>
<b>Councilmember M. Petersen</b>	<ul style="list-style-type: none"> <li>Expressed appreciation to Police and Fire for all their efforts.</li> </ul>
<b>Councilmember Mitchell</b>	<ul style="list-style-type: none"> <li>Nothing at this time.</li> </ul>
<b>Councilmember Stanton</b>	<ul style="list-style-type: none"> <li>Expressed appreciation to all the employees.</li> </ul>
<b>ADJOURNMENT</b>	<p><b>Councilmember M. Petersen moved to adjourn. Councilmember Stanton seconded the motion. Councilmembers K. Peterson, Mitchell, Stanton, M. Petersen and Patterson voted in favor of the motion. The meeting adjourned at 7:23 p.m.</b></p>
<b><u>ACTION ITEMS</u></b>	<ul style="list-style-type: none"> <li>Subdivision Ordinance – recommendation for concrete in the park strips along UDOT roads. (August 2016) – Planning Commission Review</li> <li>Bring back Chapter 4 of the Subdivision Ordinance regarding allowing a letter of credit for escrow and researching what surrounding jurisdictions allow (26-4-8). 6g(January 2017) Planning Commission Review</li> <li>Update Ordinance to eliminate pressurized sewer lines in the Clinton City streets on new residential development (January 2018).</li> <li>Create a facilities maintenance plan before the next budget cycle in FY 19-20 (May 2018).</li> <li>Remove river rock from the low maintenance material allowed for park strips in the ordinance (Aug 2019).</li> </ul>

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Dennis W. Cluff, Clinton City Recorder