

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
January 26, 2016

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Keri Benson	Councilmember
	Kent Bush	Councilmember
	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Bruce Young	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Stuart Williams	City Attorney
	Scott Hodge	Public Works Director
	Greg Krusi	Police Chief
	Eric Howes	Community Services Director
	Summer Palmer	Administrative Services Director
	Rich Knapp	Finance Manager
	Stacy Millgate	CDBG Coordinator
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: Kathryn Murray, Nathan Wimmer.

Mayor Shepherd called the meeting to order at 6:07 p.m.

PARKS AND RECREATION COMMISSION INTERVIEW

The Council interviewed Nathan Wimmer for consideration to fill one of the vacancies on the Parks and Recreation Commission.

DISCUSSION ON CDBG PROGRAMMING

Stacy Millgate, CDBG Coordinator, distributed a handout reflecting the estimated funding allocation the City would receive and possible programming of funds. It also reflected suggested projects for consideration by the Council and she reviewed it with the Council pointing out the following:

- The three public service agencies requesting funding were
 - Family Connection Center
 - Davis Community Learning Center
 - Safe Harbor
- These were estimated figures specific for funding because HUD had not actually approved the amount for the funding yet.
- Funds had been designated for administering the CDBG program.

Ms. Millgate reported there would be an anticipated remaining balance of approximately \$153,616 which would need to be allocated for programming and requested direction from the Council. She reminded the Council in the past the balance of the funding had been designated for an infrastructure project in a low income area. She referred to the handout which had some new projects suggested by staff and reviewed those with the Council:

- Purchase a building lot for a newly constructed home.
- Provide Emergency Home Repairs, partnering with Davis County.
- Provide a Housing Rehab Program.

Adam Lenhard, City Manager, explained an Emergency Home Repair program was currently administered by Davis County and if a Clearfield resident was to call and request those services they would be denied. He continued in order to avoid that circumstance the City would need to partner and contribute to the program. He expressed his opinion the administrative cost of ten percent would be worth the expense. A discussion took place regarding if a cap was in place and what discretion or criteria was used to determine the worthiness of the request. Ms. Millgate mentioned the City could put restrictions in place and the County would administer the program accordingly.

Mayor Shepherd stated he would like to see the City implement a Housing Rehab program which would improve the look and marketability of houses in Clearfield. He explained the program could be implemented similarly to the Down Payment Assistance Program in that the homeowner would have to obligate matching funds. He continued there would also need to be a residency requirement for a designated time frame after improvements were made. A discussion took place regarding what types of improvements would be allowed and what improvements would best benefit the house.

Councilmember Young mentioned he had previous experience in working with a home weatherization/repair service. He explained an audit would take place once a request for service was received to determine the return of the investment. He continued the audit ensured the requested service was the most efficient use of funds and shared a specific example in which a request was made for window replacement but insulation was of greater need.

Councilmember Peterson expressed concern whether the City had enough time to establish and implement a new program but added there was value in the City partnering with Davis County allowing them to administer the Emergency Home Repair program.

JJ Allen, Assistant City Manager, pointed out the proposed program was similar in nature to the Facade and Site Improvement offered to commercial properties on North Main last year. He mentioned West Valley City had a similar program and the City could pattern after it.

Councilmember Young reminded the Council the Facade and Site Improvement program had an application time frame and each request had been rated to determine the amount of grant funding the recipient would receive and whether or not the City would want to do that with the proposed new program. Mayor Shepherd believed the City would want something like that and indicated the City would have to communicate specifics with the County.

Councilmember Young inquired whether the City could specify it would only be willing to complete aesthetic improvements with CDBG funds. Ms. Millgate responded those types of improvements could be done in conjunction with other improvements/repairs, such as insulation or windows.

Councilmember Peterson expressed concern about how far the funds could go or how many residents would benefit if requests for windows or driveways were allowed.

Councilmember Young expressed concern about how many low or moderate income residents had the resources for their portion of the grant match. Mr. Allen suggested the City could target a specific area/neighborhood within the City.

Mayor Shepherd explained how CDBG funds could be used to purchase a building lot for a newly constructed home and partner with a charity to construct a home for a low-income family and shared Layton City's example of a similar program.

Mr. Allen clarified the question was whether the Council desired to fund an infrastructure project with the remaining balance of funds or if it desired to implement new programming. He pointed out if the Council chose not to fund the infrastructure project, funding for that project would have to be recognized from another source. Mr. Lenhard commented there were numerous projects within the City which could be completed with CDBG funds and emphasized the infrastructure projects completed in the past had positively contributed to the neighborhoods.

Councilmember Young expressed his opinion CDBG funding made infrastructure projects more costly to complete and stated it was his desire to approve projects which would have a direct impact on neighborhoods. Councilmember Benson liked the idea of focusing on neighborhood improvements. Councilmember Phipps was supportive of all three proposed new projects and suggested a balance of all three would be beneficial.

Ms. Millgate requested specific direction on how to divide the remaining balance of \$153,616 and a discussion took place. Mayor Shepherd requested Ms. Millgate assemble some specific numbers for each program based on the discussion and present that to the Council at a later date.

DISCUSSION ON APPOINTMENTS TO THE PARKS AND RECREATION COMMISSION

Nancy Dean reminded the Council it had previously interviewed Alicia Clark, Thomas Mayer and Connie Dooley for consideration to the Parks and Recreation Commission and a discussion took place.

Eric Howes, Community Services Director, explained the Parks and Recreation Commission had determined at its last meeting it would be in the best interest of the Commission to add an alternate position; however, doing so would require amending its bylaws. He continued if the Council was in agreement with the proposal, three appointments could be made to fill the current vacancies during the upcoming policy session and then when the bylaws were amended, an appointment could be made for the alternate position. The Council discussed the candidates and possible appointments to the Commission.

The Council expressed agreement for amending the bylaws to include an alternate position to ensure a quorum would be in attendance at all meetings. Mr. Howes commented the amendment would be a solution regarding absences of Commission members and pointed out since there were four candidates, the Council would only need to determine whom it would like to appoint to the alternate position.

Mayor Shepherd announced he would be recommending the appointment of Thomas Mayer, Nathan Wimmer and Connie Dooley as members of the Parks & Recreation Commission during the policy session and Alicia Clark as an alternate member to be appointed once the bylaws were amended.

The meeting adjourned at 6:58 p.m.

APPROVED AND ADOPTED
This 23rd day of February, 2016

/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, January 26, 2016.

/s/Nancy R. Dean, City Recorder