

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
January 10, 2017

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush	Councilmember
	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Tim Roper	Councilmember
	Bruce Young	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Stuart Williams	City Attorney
	Scott Hodge	Public Works Director
	Spencer Brimley	Development Services Manager
	Greg Krusi	Police Chief
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Summer Palmer	Administrative Services Director
	Rich Knapp	Finance Manager
	Lee Naylor	Accountant
	Trevor Cahoon	Communications Coordinator
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: Boy Scout Troop 386, Shark Patrol, John Bates, Tyson, Conner, Angel Muro, Nathan Talbot, Brent Orme, Patrick Bates, Heather Christopherson, Kathryn Murray, Brady Brown – Troop 190, Brent Brown – Troop 190

Mayor Shepherd called the meeting to order at 7:01 p.m.

Mayor Shepherd acknowledged the Boy Scout Troops in the audience.

Mayor Shepherd informed the citizens present that if they would like to comment during the Citizen Comments there were forms to fill out by the door.

Councilmember Peterson conducted the Opening Ceremony.

APPROVAL OF THE MINUTES FROM THE DECEMBER 13, 2016 POLICY SESSION

Councilmember Bush moved to approve the minutes from the December 13, 2016 policy session as written, seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Young. Voting NO – None.

PRESENTATION OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDING JUNE 30, 2016

Heather Christopherson of Ulrich and Associates, P.C. presented Clearfield City's Comprehensive Annual Financial Report (CAFR) for the year ending June 30, 2016 and pointed out the following:

- Page 16 – the auditor's opinion which reflected the City received a "clean" opinion. She expressed appreciation to Rich Knapp, Finance Manager, and other Finance staff in providing documents necessary to complete the audit.
- Page 18 through 30 – narrative overview of the financial activities of the City and suggested the Council read it. She mentioned it included a comparison to previous years.
- Pages 32 and 33 – Statement of Net Position which identified all funds and would be similar to what would be reported if the City were a business.
- Pages 36 and 37 – Governmental Fund Balance Sheets and mentioned the unreserved fund balance was approximately 41 percent of the current year's revenues. She informed the Council that State compliance required the City to be under 25 percent and announced the City had received a finding associated with that number. She stated the City needed to spend down those funds and understood projects had already been identified for those funds.
- Page 41 – the City's income statement which identified the income for the year and mentioned the negative figure was skewed because of the bond refunding.
- Page 43 through 48 – Budget to Actual comparison for the General Fund which reflected the City spent less than expected and brought in more revenue than expected.
- Pages 50 and 51 – business type activities (including utilities and internal service funds) identified monies available for future projects.
- Pages 52 and 53 – Income Statement for Enterprise Funds.
- Pages 122 through 144 – ten year comparison schedules which would provide information specific to fund balances. She specifically directed the Council to page 127 which identified unrestricted fund balance compared to current revenue and mentioned the City had been above the 25 percent cap for a number of years.

She asked if there were any questions from the Council and there were none.

Mayor Shepherd expressed appreciation to Ms. Christopherson for the report and its determination that the City received a clean audit. He also expressed appreciation to Mr. Knapp and the Finance staff in assisting with the audit.

CITIZEN COMMENTS

John Bates, resident, emphasized his comments were strictly his own and not on behalf or reflective of the Boy Scouts of America. He reported during his travels he became aware of a City which appropriated a portion of fines collected for minor traffic violations to the local food bank. He suggested the City consider a similar appropriation.

Mayor Shepherd stated he was in favor of the idea; however, he believed the Office of the Courts managed those funds and didn't believe the City could dictate how they were appropriated and

stated a judge had the authority to determine that during sentencing. Mr. Bates asked who or what gave a judge that authority. Stuart Williams, City Attorney, explained the State had a recommended bail schedule. He stated it was up to a judge to determine fines specific to traffic citations. Adam Lenhard, City Manager, added the City had appropriated a portion of its CDBG (Community Development Block Grant) funding for the food bank and suggested it would be approximately equal to two and a half percent of all funds collected through the Justice Court.

AMENDMENT TO MAYORAL APPOINTMENTS

Mayor Shepherd explained a councilmember had been assigned as liaison to the Planning Commission and stated he had recently been made aware that wasn't recommended by the Utah League of Cities and Towns. He mentioned most cities had done away with the practice; therefore, he would no longer be appointing a council liaison to the Commission.

Councilmember Phipps expressed concern regarding communication between the Council and the Planning Commission. He suggested information regarding decisions of the Planning Commission was beneficial to the Council.

Mayor Shepherd responded the Planning Commission Chair was invited to attend City Council meetings for the purpose of providing background and insight on decisions made by the Commission. He also suggested having joint meetings on a more regular basis to allow the Planning Commission a better understanding of the Council's vision for the City.

Councilmember Roper believed removing the liaison would be a good idea as well as having the Chair attend City Council meetings to provide explanation specific to the items being recommended to the Council.

Councilmember Peterson moved to eliminate the Council liaison to the Planning Commission and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Young. Voting NO – None.

COMMUNICATION ITEMS

Mayor Shepherd

1. Stated he was glad to be back in session for the new 2017 year.
2. Appreciated attendance of the Boy Scouts at the meeting.
3. Announced the At-Large seat on the NDFD (North Davis Fire District) Governing Board would be Clearfield City's for the next four years. He invited interested individuals to submit letters of interest during the required 30 day noticing period and stated interviews would take place during a work session on Tuesday, February 7, 2017.

Councilmember Bush

1. Informed the Council that he had attended the Utah Taxpayer's Association Conference and suggested staff should be mindful of some potential legislation.
2. Announced there was also a Planning Commission vacancy and invited interested individuals to submit letters of interest.

Councilmember Peterson – Informed the Council that she had the opportunity to attend the Circles Graduation in December with Mayor Shepherd and Councilmember Roper. She explained the program was administered through the Family Connection Center and was an intensive 12-week program which taught and trained interested individuals how to break the cycle of poverty. She mentioned a new session would begin sometime within the next few weeks.

Councilmember Phipps – also expressed appreciation to staff regarding snow removal the past few weeks and shared a personal example with the Council.

Councilmember Young – expressed appreciation to City staff specific to snow removal and other services provided to residents during the recent storms.

Councilmember Roper – expressed appreciation to JJ Allen, Assistant City Manager, Rich Knapp, Finance Manager and Summer Palmer, Administrative Services Director for their efforts in training him regarding the City's budget process.

STAFF REPORTS

Adam Lenhard, City Manager – Reminded the Council of the meeting scheduled during the day on Friday, January 20, 2017 at which time the Council would identify its goals and priorities for staff in preparing the budget. He announced he would be providing an agenda sometime Friday.

Nancy Dean, City Recorder – Reviewed the Council's schedule:

- No meeting was scheduled Tuesday, January 17, 2017
- Council retreat on Friday, January 20, 2017
- Policy Session on Tuesday, January 24, 2017
- Work Session on Tuesday, February 7, 2017

There being no further business to come before the Council, **Councilmember Young moved to adjourn the policy and reconvene as the City Council in a work session at 7:27 p.m., seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Young. Voting NO – None.**

**APPROVED AND ADOPTED
This 24th day of January, 2017**

/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 10, 2017.

/s/Nancy R. Dean, City Recorder

