

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
April 10, 2018

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

VISITORS: Betty Parker, Lori Stark – Bel Aire HOA, Dave Gracey, Bob Bercher, Kathryn Murray, Mike Egbert, Bryan Wrigley – LOTUS, Adam Hughes – Better City

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

Mayor Shepherd informed the audience that if they would like to comment during the Public Hearing or Open Comment Period there were forms to fill out by the door.

Councilmember Phipps led the opening ceremonies.

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON THE REZONE REQUEST FOR CERTAIN PROPERTIES LOCATED AT APPROXIMATELY 1000 WEST AND HIGHWAY 193 FROM A-1 (AGRICULTURAL) TO M-1 (MANUFACTURING)

Spencer Brimley, Community Development Director, stated Betty Parker on behalf of Freeport Center Associates had requested the City rezone certain properties located at approximately 1000 West and Highway 193 from A-1 (Agricultural) to M-1 (Manufacturing) to accommodate the expansion of one of its major tenants. He noted the request to rezone eight acres to M-1 (Manufacturing) was consistent with the City’s General Plan which currently showed “Business Park” for the area. Mr. Brimley continued the rezone would also allow the parcels to be more

consistent with the surrounding parcels. He indicated the Planning Commission heard and unanimously recommended approval of the item during its meeting on April 4, 2018.

Mayor Shepherd opened the public hearing at 7:05 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

Councilmember Bush moved to close the public hearing at 7:06 p.m. seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Thompson. Voting NO – None.

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON AMENDMENTS TO THE CDBG (COMMUNITY DEVELOPMENT BLOCK GRANT) ONE-YEAR ACTION PLANS FOR PROGRAM YEARS 2014/2015, 2015/2016, 2016/2017, AND 2017/2018

Spencer Brimley, Community Development Director, stated a public hearing was held on Tuesday, February 27, 2018 to receive public comment and begin a 30-day comment period regarding reprogramming CDBG (Community Development Block Grant) funds from the 2014-2018 program years. He indicated no public comments had been received and staff recommended adopting the amendments. Mr. Brimley explained one of the Housing and Urban Development (HUD) guidelines was the fund balance could not exceed one and a half times the yearly allotted amount. He noted the City's current fund balance was about \$34,000 above the 1.5 limit and would need to be reprogrammed due to unspent fund balances and some newly created programs had not been as successful as anticipated.

He reported since the January 23, 2018, work session when the one-year action plans were discussed there had been eight requests for funding submitted to the housing rehabilitation program. Mr. Brimley suggested with the increase in applications for funding, staff was recommending allocating a portion of the funds being reprogrammed which were planned for infrastructure improvements towards the rehab program. He proposed of the \$165,497.48 planned for reprogramming, \$115,497.48 be allotted as planned towards infrastructure improvements and \$50,000 be allotted towards the housing rehabilitation program in order to meet the current need. He mentioned since funding was not allotted towards the rehab program in the CDBG 2018-2019 One-Year Action Plan it would be prudent to reprogram the money from prior years towards its use with the increased momentum of the program.

Councilmember Bush wondered if any of the applicants for the rehab program would not meet the necessary criteria for funding. Mr. Brimley responded based on information from Davis County Housing Authority the applicants had met the criteria to qualify for assistance and the City was proceeding forward; however, the dollar amounts for costs were currently unknown.

Mayor Shepherd asked what the required grant matching amounts were for the rehabilitation program. Mr. Brimley answered the funding grant award for the housing rehabilitation program had a maximum of \$8,000 and a match of one to four.

Mayor Shepherd opened the public hearing at 7:09 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

Councilmember Peterson moved to close the public hearing at 7:10 p.m. seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Thompson. Voting NO – None.

OPEN COMMENT PERIOD

Lori Stark, resident, stated she was the manager for the Bel Aire homeowners association (HOA) and was representing the tenants of the condominiums located at 1155 South and 1175 South on 1000 East. She acknowledged the problems the current flood map zone was causing for residents. She expressed her support of the City's tentative budget line item to have a LOMAR study completed. Ms. Stark noted infrastructure improvements had been made by the City in the area which eliminated the hazard; however, the updates were still necessary for FEMA (Federal Emergency Management Agency) to change the flood map. She expressed her desire for the Council to keep the study as a line item in the approved budget because it would alleviate some financial impacts for those residents living in the area if the flood maps could be updated.

APPROVAL OF ORDINANCE 2018-05 REZONING CERTAIN PROPERTIES LOCATED AT APPROXIMATELY 1000 WEST AND HIGHWAY 193 FROM A-1 (AGRICULTURAL) TO M-1 (MANUFACTURING)

Councilmember Thompson moved to approve Ordinance 2018-05 rezoning certain properties located at approximately 1000 West and Highway 193 from A-1 (Agricultural) to M-1 (Manufacturing) and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

APPROVAL OF AMENDMENTS TO THE CDBG (COMMUNITY DEVELOPMENT BLOCK GRANT) ONE-YEAR ACTION PLANS FOR PROGRAM YEARS 2014/2015, 2015/2016, 2016/2017, AND 2017/2018

Spencer Brimley, Community Development Director, asked if there were any questions or concerns with the proposed amendments discussed during the public hearing. Councilmember Phipps expressed his opinion the proposed change to allocate funding towards the housing rehabilitation program was a good idea. There was a discussion about the rehabilitation program and the funding match participation by residents for projects which would improve windows, roofs, siding, cracking porches, etc.

Mr. Brimley indicated staff was recommending reprogramming \$165,497.48 unused CDBG funds from previous years towards the 250 North infrastructure improvements totaling \$115,497.48 and the remaining balance of \$50,000 toward the housing rehabilitation program.

Councilmember Phipps moved to approve amendments to the CDBG (Community Development Block Grant) One-Year Action Plans for program years 2014/2015, 2015/2016, 2016/2017, and 2017/2018 as presented by staff, and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson, Voting NO – None.

APPROVAL OF THE MEMORANDUM OF UNDERSTANDING WITH LOTUS COMPANY FOR REDEVELOPMENT OF THE MABEY PLACE AREA LOCATED AT APPROXIMATELY 442 SOUTH STATE STREET

JJ Allen, City Manager, indicated both the City and the CDRA were proposed parties to enter into the memorandum of understanding (MOU) with LOTUS Company for the redevelopment of the Mabey Place area. He acknowledged the MOU was a document which was not contractually binding; however, would lay out an initial understanding and next steps towards that process. Mr. Allen explained the MOU would create an understanding between the parties that LOTUS, the proposed developer, would move forward with property acquisition, preparation of site plans, engineering, studies and so on which would be needed to prepare for development of Mabey Place.

He noted the City would have associated costs for the public aspects of the project's development. Mr. Allen continued the intent of the MOU would be to have the City sell to the developer the mobile home park at a discount instead of providing a post-performance tax increment incentive. He explained the CDRA would be the means to accomplish that purpose and repay itself later via tax increment. He identified the MOU contained the principles guiding the development moving forward and was in harmony with the vision of the Downtown Small Area Plan.

Councilmember Phipps asked if the City's contract for management of the mobile home park would remain with the City or transfer to LOTUS. Mr. Allen responded it was anticipated the management of the park would phase out over time and once the residents were moved out the management services would no longer be needed. He acknowledged those management services would likely end prior to the sale of the property.

Councilmember Roper moved to approve the Memorandum of Understanding with LOTUS Company for redevelopment of the Mabey Place area located at approximately 442 South State, and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

COMMUNICATION ITEMS

Mayor Shepherd

1. Acknowledged the national Everyone Matters Day was April 11, 2018, and he would be celebrating by visiting all the elementary schools in the City to talk about diversity and the importance of everyone.
2. Attended Cornell Hammerstead's farewell earlier and was late to the work session meeting. He reported the change in command ceremony for Hill Air Force Base officials would be on April 12, 2018.
3. Reported attending the first meeting for PPRC (Promise Partnership Regional Council) which planned to focus on financial stability in families with school age children.

Councilmember Bush

1. Attended the open house on March 29, 2018 for the Clearfield Station Area Plan. He expressed his opinion there were many good comments and suggestions that evening. He asked what the time frame was for the next forum. Mr. Brimley announced the City's webpage would have a link where questions, feedback, and the information which was sharing at the open house could be reviewed about the Station Area Plan. He stated the next steps were to move forward in preparation with the next open house meeting and continue with web page preparation to share the information and allow for additional feedback.
2. Planned to be out of town for the work session on April 17, 2018 attending a water conference.

Councilmember Peterson – nothing to report.

Councilmember Phipps – nothing to report.

Councilmember Roper – reported visiting the fire station with the Youth Commission at the North Davis Fire District.

Councilmember Thompson – nothing to report

STAFF REPORTS

JJ Allen, City Manager

1. Reported distributing the monthly report to the Council and encouraged its review.
2. Announced it was National Public Safety Telecommunicators Week and expressed appreciation for the City's dispatchers which would be recognized by staff during the week.
3. Reported Utah's Department of Transportation (UDOT) would be holding a public hearing at the City's Art Center building on April 11, 2018 from 5 to 7 p.m. about the I-15 Davis Weber Express project.
4. Planned to schedule a tour for the Council of the Freeport Center during work session on May 1, 2018 to learn more about the facilities and its operations to continue developing relationships.

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

- **Work Session April 17, 2018**
- **Work and Policy Session on April 24, 2018**

Councilmember Peterson moved to adjourn as the City Council and reconvene as the CDRA in policy session at 7:27 p.m., seconded by Councilmember Phipps. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

**APPROVED AND ADOPTED
This 24th day of April, 2018**

/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, April 10, 2018.

/s/Nancy R. Dean, City Recorder