

CLEARFIELD CITY COUNCIL MEETING MINUTES  
7:00 P.M. POLICY SESSION  
February 12, 2019

City Building  
55 South State Street  
Clearfield City, Utah

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
	Kelly Bennett	Police Chief
	Scott Hodge	Public Works Director
	Mark Baird	Deputy Public Works Director
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Spencer Brimley	Community Development Director
	Brad McIlrath	Senior Planner
	Rich Knapp	Finance Manager
	Trevor Cahoon	Communications Coordinator
	Nancy Dean	City Recorder
	Wendy Page	Deputy Recorder

VISITORS: Cravin Mark Horrock, Dyson Strong, Jacque Strong, Lois Eberhard, Kristi Bush, Bob Bercher, Kathryn Murray, Robert Poirier, Jacob Taft, Garden Porter, Cameron Winquist, Natalie Winquist, Carah Porter

Mayor Shepherd called the meeting to order at 7:00 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 Bush led the opening ceremonies.

APPROVAL OF THE MINUTES FROM THE DECEMBER 4, 2018 WORK SESSION AND THE JANUARY 8, 2019 POLICY SESSION

**Councilmember Phipps moved to approve the minutes from the December 4, 2018 work session and the January 8, 2019 policy session; as written, seconded by Councilmember**

**Peterson. 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 A ZONING TEXT AMENDMENT TO AMEND THE PUBLIC NOTICE REQUIREMENTS FOUND IN TABLE 11.2 OF TITLE 11 CHAPTER 1 AS WELL AS TEXT AMENDMENTS TO TITLE 11, CHAPTER 4 SECTION 3, PARAGRAPH B IN THE CITY’S LAND USE ORDINANCE

Spencer Brimley, Community Development Director, stated generally public hearings and noticing were required for legislative items and not for administrative items as outlined in the Utah State Land Use Development and Management Act (LUDMA). He commented the City currently required a public hearing for conditional use permits and preliminary plats which were defined by State Law as administrative in nature and did not require public hearings. He explained in an effort to be more consistent with State Statute, the zoning text amendment proposed changes to the City’s public noticing and hearing requirements as outlined in Table 11.2 of Title 11 Chapter 1, as well as text amendments to Title 11, Chapter 4, Section 3, Paragraph B of the Clearfield Code.

Mr. Brimley reviewed the current and proposed public notice requirements as found in Table 11.2 of Title 11 Chapter 1. He explained the differences between a public meeting and public hearing. He indicated there would continue to be posted signs on the property so the public was aware of meetings or hearings prior to any considerations about a given project. He mentioned staff was reviewing options to improve the property noticing to continue its efforts with improving public education and transparency. Mr. Brimley stated the Planning Commission reviewed the item at its meeting on January 9, 2019 and recommended approval.

Mayor Shepherd opened the public hearing at 7:11 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

**Councilmember Roper moved to close the public hearing at 7:12 p.m. seconded by Councilmember Bush. 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 THE AMENDED SUBDIVISION PLAT FOR THE MASONIC TEMPLE SUBDIVISION LOT 2 LOCATED AT APPROXIMATELY 723 SOUTH DEPOT STREET (TINS: 12-066-0113, 12-066-0099, 12-850-0002)

Brad McIlrath, Senior Planner, stated a request was received to amend Lot 2 of the Masonic Temple Subdivision located at approximately 723 South Depot Street to create a 32-unit townhome subdivision. He reviewed the proposed plat amendments and explained the area was zoned T-C (Town Commercial) as part of the Form Based Code rezone, which allowed for townhome development. He mentioned previously the City Council had approved the

reorganization of the three properties: Lot 1, 2 and 3. Mr. McIlrath noted Lot 1 would not change other than some improvements to the parking lot, Lot 2 would be developed into the townhome subdivision, and Lot 3 was proposed for a commercial office building.

He reviewed the site plan, composition of the units, landscaping and proposed elevations. He reported the townhomes were designed to meet Form Based Code standards and included a pocket park, 10 visitor parking spaces and proposed street names that were likely to change but had been used as place holders. Mr. McIlrath commented on January 9, 2019, the Planning Commission reviewed the request and recommended approval subject to the four conditions included with the staff report.

Councilmember Bush asked if the secondary access road would be paved and remain open or would it be gated. Mr. McIlrath responded it would be paved into the parking lot for the Masonic Temple. He added the plat showed it as an emergency access, which UDOT required, and the decision about whether it would be a gated or open access would be left to the City but the language had to be on the plat.

Councilmember Bush wondered if the Fire District was okay with the proposed accesses. Mr. McIlrath answered so far there were no negative comments about the layout. He acknowledged the access was wider than what was required by the Form Based Code; however, it was a crucial element for the Fire District.

Councilmember Bush questioned how the land ownership was configured for the townhomes. Mr. McIlrath responded the owner of each townhome would own only the unit itself. He added all the property would be common area with private streets and sidewalks; thus, requiring a Home Owners Association (HOA) be established for the maintenance of those areas.

Councilmember Thompson wondered what the plans were for lighting. Mr. McIlrath stated staff was still working on the lighting with the applicant and it would be addressed during the site plan process. He anticipated there would be lighting on each of the units themselves and around the open space along the paths. He added Form Based Code required street light standards along the roads so Depot Street and 700 South would need decorative lighting added.

Mayor Shepherd opened the public hearing at 7:19 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

**Councilmember Bush moved to close the public hearing at 7:20 p.m. seconded by Councilmember Peterson. 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 THE AMENDED  
SUBDIVISION PLAT FOR LARSEN COMMERCIAL SUBDIVISION LOT 2A SECOND  
AMENDMENT LOCATED AT APPROXIMATELY 325 WEST ANTELOPE DRIVE (TIN:  
12-809-0001)

Brad McIlrath, Senior Planner, noted a request was received to amend Lot 2A of the Larsen Commercial Subdivision Plat to subdivide the existing lot into two (2) new lots for the property located at approximately 325 West Antelope Drive. He mentioned a similar request was reviewed by the City Council in its December 11, 2018 policy meeting and it was denied because it did not meet the landscaping standard for the C-2 (Commercial) Zone. He explained that because the property was already developed it made it difficult to meet that standard; however, there were two ways the applicant could move forward; either meet the standard or request a Development Agreement to authorize the reduction in landscaping.

Mr. McIlrath stated the applicant made some additional modifications to the landscaping since the December meeting. He reviewed the proposal with the Council, which included adding 506 square feet of landscaping to the existing 707 square feet which could be obtained by moving the parking areas currently on the north of the property to the rear and removing the asphalt on the north side to plant shrubs and trees in the park strip. He mentioned that even though the park strip landscaping did not count towards the total landscaping it was important to note the developer intended to make improvements to that area and maintain it which would create uniformity throughout the area. He continued the Planning Commission reviewed the proposed outlay at its meeting on January 9, 2019 and was forwarding a recommendation of approval subject to seven conditions. Mr. McIlrath pointed out the sixth condition was the applicant should execute a development agreement with the City to allow the existing site landscaping, along with additional frontage landscaping, to be less than the 10 percent as required in the C-2 Zone.

Mayor Shepherd opened the public hearing at 7:25 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

**Councilmember Phipps moved to close the public hearing at 7:26 p.m. seconded by Councilmember Bush. 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 THE AMENDED  
SUBDIVISION PLAT FOR THE JNH SUBDIVISION LOCATED AT APPROXIMATELY  
360, 340, AND 320 WEST ANTELOPE DRIVE (TINS: 12-787-0001, 12-787-0002, 12-787-  
0003)

Brad McIlrath, Senior Planner, indicated the City received a request to amend a subdivision plat by combining Lots 1, 2 and 3 of the JNH Subdivision into a single new lot for the properties located at approximately 360, 340, and 320 West Antelope Drive. He reviewed the proposed

plan and pointed out the various easements which were probably dated to the World War II era. He stated the developer and applicant had not proposed any changes to the easements and confirmed they would be in the parking lot area once it was developed. Mr. McIlrath commented the Planning Commission reviewed the request on January 9, 2019 and forwarded a recommendation of approval subject to two conditions.

Councilmember Peterson wondered if there had been any word from the County about the lot designation numbers that were discussed during work session on February 5, 2019. Mr. McIlrath answered there had not yet been feedback about the lot numbering but staff would continue to reach out to the County. He noted if the County required another lot number other than Lot 1 which was previously used; it could be designated as Lot 11.

Councilmember Bush asked if there was an access planned for Antelope Drive. Mr. McIlrath responded access approvals along Antelope Drive would have to be approved by Utah's Department of Transportation (UDOT). He pointed out the site plan had three access points, but the applicant was aware it would have to work with UDOT standards and likely would need to reduce the number of accesses.

Mayor Shepherd opened the public hearing at 7:29 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

**Councilmember Thompson moved to close the public hearing at 7:30 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 THE VACATION OF AN ABANDONED WATERLINE EASEMENT LOCATED AT APPROXIMATELY 1335 EAST 3000 NORTH AND 1303 EAST 3000 NORTH IN LAYTON (TINS: 09-050-0089, 09-050-0014)

Brad McIlrath, Senior Planner, explained the City had a waterline easement that ran through various properties in Layton City; however, the easement was no longer in use and any lines in the easement had been abandoned. He continued a developer was interested in developing the two properties located at 1335 East 3000 North and 1303 East 3000 North and had requested the City vacate the abandoned easement for greater ease in development of the site. He noted no services offered by the City would be impacted by the proposed vacation of the waterline easement on the properties mentioned.

Mr. McIlrath mentioned Wright Development was the owner of the property and had provided a legal description for the easement on the properties it desired to develop. He commented there could be other properties in the future that would desire to have the waterline vacated as well, but the City would need to have the legal descriptions of those properties in order to proceed with a

vacation of any additional easements. He added staff recommended the City Council approve the requested waterline easement vacation.

Mayor Shepherd opened the public hearing at 7:32 p.m.

Mayor Shepherd asked for public comments.

**Councilmember Roper moved to close the public hearing at 7:33 p.m. seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Thompson. Voting NO – None.**

#### OPEN COMMENT PERIOD

*Jacob Taft*, resident, expressed his concerns about the code enforcement of residential properties. He indicated he had received a notice and felt the time for compliance was too short because his notice had arrived by mail and cut into the time period allowed for compliance. He expressed his opinion the language of the letter was harsh and unfriendly. He expressed his desire for the City to lengthen the compliance time period unless there were health hazards.

Mayor Shepherd thanked him for the comments and said it would be reviewed to see if there was a way to soften it. JJ Allen, City Manager, noted those were interesting points which coincided with discussions staff had been having recently. He mentioned one idea discussed was to outfit the Code Compliance Officers with a printer in the vehicle so the notices could be delivered personally when possible rather than by mail. He stated language of the notices was also being reviewed to try to soften it. Spencer Brimley, Community Development Director, added the Code Compliance Officers were willing to work and engage with the property owners to share information and try to have minor matters resolved quickly. He noted their willingness to extend time when needed. He offered to visit with Mr. Taft following the meeting to discuss the matter in more detail. He expressed appreciation for the comments expressed.

Mr. Brimley stated the City recognized if one property was suffering others residents might see it and allow their property to do the same, so generally Code Enforcement Officers were working with the public to resolve matters quickly while providing a better understanding of the City Code.

#### APPROVAL OF AND CONSENT TO THE MAYOR'S PROPOSED APPOINTMENTS OF INDIVIDUALS TO THE CITY'S PARKS AND RECREATION COMMISSION

Mayor Shepherd explained the City's Parks and Recreation Commission (PRC) currently had two vacancies created by the resignations of Devin Prouty and Stuart Jones. He noted two candidates were interviewed and discussed by the Council during work session on February 5, 2019. The Mayor recommended David Greaves, currently serving as an alternate member, be appointed as a regular member; Kristi Bush be appointed as regular member; and Andrea Bush be appointed to fill the alternate member position.

**Councilmember Peterson moved to approve and consent to the Mayor’s proposed appointments of David Greaves as a regular member of the Parks and Recreation Commission with a term expiring in December of 2019, Kristi Bush as a regular member of the Parks and Recreation Commission with a term expiring in December of 2021, and Andrea Bush as an alternate member of the Parks and Recreation Commission with a term expiring in December of 2019, and authorize the Mayor’s signature to any necessary documents, seconded by Councilmember Phipps. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.**

Mayor Shepherd congratulated the new members and expressed thanks to all members of the Parks and Recreation Commission for their willingness to serve.

APPROVAL OF ORDINANCE 2019-05 VACATING A WATERLINE EASEMENT FOR THE PROPERTIES LOCATED AT APPROXIMATELY 1335 EAST 3000 NORTH AND 1303 EAST 3000 NORTH IN LAYTON (TINS: 09-050-0089, 09-050-0014)

**Councilmember Roper moved to approve Ordinance 2019-05 vacating a waterline easement for the properties located at approximately 1335 East 3000 North and 1303 East 3000 North in Layton and authorize the Mayor’s signature to any necessary documents, seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.**

APPROVAL OF THE AMENDED SUBDIVISION PLAT FOR THE MASONIC TEMPLE SUBDIVISION LOT 2 LOCATED AT APPROXIMATELY 723 SOUTH DEPOT STREET (TINS: 12-066-0113, 12-066-0099, 12-850-0002)

Councilmember Bush commented the City Engineers made good suggestions and as long as those conditions or recommendations were met the development would be good.

**Councilmember Bush moved to approve the amended subdivision plat for the Masonic Temple Subdivision Lot 2 located at approximately 723 South Depot Street subject to the four conditions recommended by the Planning Commission 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 AMENDED SUBDIVISION PLAT FOR LARSEN COMMERCIAL SUBDIVISION LOT 2A SECOND AMENDMENT LOCATED AT APPROXIMATELY 325 WEST ANTELOPE DRIVE (TIN: 12-809-0001)

**Councilmember Phipps moved to approve the amended subdivision plat for Larsen Commercial Subdivision Lot 2A Second Amendment located at approximately 325 West Antelope Drive subject to the seven conditions recommended by the Planning Commission which included the applicant executing a development agreement with the City to allow the**

**existing site landscaping, along with additional frontage landscaping, to be less than the 10 percent as required in the C-2 Zone; and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.**

APPROVAL OF THE AMENDED SUBDIVISION PLAT FOR THE JNH SUBDIVISION LOCATED AT APPROXIMATELY 360, 340, AND 320 WEST ANTELOPE DRIVE (TINS: 12-787-0001, 12-787-0002, 12-787-0003)

**Councilmember Thompson moved to approve the amended subdivision plat for the JNH Subdivision located at approximately 360, 340, and 320 West Antelope Drive subject to the two conditions recommended by the Planning Commission 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 ORDINANCE 2019-04 AMENDING TITLE 11, CHAPTER 1, SECTION 10, TABLE 11.2 – LAND USE, PUBLIC NOTICE REQUIREMENTS AND TITLE 11, CHAPTER 4, SECTION 3, PARAGRAPH B – LAND USE, APPLICATION REVIEW PROCESS OF THE CITY CODE

**Councilmember Peterson moved to approve Ordinance 2019-04 Amending Title 11, Chapter 1, Section 10, Table 11.2 – Land Use, Public Notice Requirements and Title 11, Chapter 4, Section 3, Paragraph B – Land Use, Application Review Process of the Clearfield City Code 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 Thompson. Voting NO – None.**

APPROVAL OF THE AWARD OF BID FOR THE MABEY POND WATER SUPPLY PROJECT

Eric Howes, Community Services Director, explained the Mabey Pond Water Supply Project was intended to provide a water supply for Mabey Pond utilizing an existing well on 200 South Street that had been out of service. He stated the project would renovate the vault and connect a water line from the well that would run to the west along 200 South to 700 East and then to 300 South Street and west to Mabey Pond. He continued it also included an outfall on the southwest side of the pond, across the parking lot to a storm drain on 450 South. Mr. Howes commented the City solicited bids and received eleven which was much higher than the one received when it previously bid the project in the fall of 2018. He noted the lowest responsible bid was from NeZhoni Construction with a bid amount of \$296,154.43. He stated the City had not worked with the company in the past; however, had received good reviews for the contractor. He indicated staff was recommending a contingency of \$40,000, so the total project cost would be \$336,154.43.

Councilmember Bush stated the outfall line from the southwest corner went along private property and wondered if contact had been made with the property owners about the project. Mr. Howes said yes.

Councilmember Phipps asked if the park impact fees would be used to fund the entire project. Mr. Howes answered the park impact fees would be used to completely fund the project. Councilmember Phipps requested to know whether or not the costs fell into the original amount budgeted for the project. He recognized there had been additional funds added to the budget for the outfall. Mr. Howes responded the original budget money would have been very close to covering the bid amount for the water supply from the well to the pond; but, with the addition of the outfall the budget had been amended to cover that additional costs.

Councilmember Phipps questioned when the project was expected to begin. Mr. Howes reported contract execution and a pre-construction meeting would be held soon and anticipated it would begin towards the end of March 2019. He added the project had a 90 day construction period and it was intended to finish prior to the end of the Fiscal Year.

Councilmember Roper asked if the residents would be notified about the project. Mr. Howes responded the contractor would keep residents updated and advised about the project. There was a discussion about the helpful efforts in re-bidding the project to keep costs down, the use of impact fees, and the potential the project would have in revitalizing the area and add much needed water to the pond.

**Councilmember Thompson moved to approve the award of bid for the Mabey Pond Water Supply Project to NeZhoni Construction with a bid amount of \$296,154.43, with a contingency of \$40,000 for a total project cost of \$336,154.43, and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.**

#### APPROVAL OF THE AWARD OF BID FOR JANITORIAL SERVICES

Curtis Dickson, Community Services Deputy Director, mentioned the City's current contract for janitorial services had expired. He noted staff had solicited bids for janitorial services and received six qualified bids and each bid had been reviewed and ranked by staff based on the guidelines included in the Request for Proposals (RFP). He indicated staff recommended the City split the award between two bidders and award the City's janitorial services for the Clearfield Aquatic and Fitness Center, Fisher Park tower and Steed Park tower to Premier Services with a bid amount of \$59,200; and award the City's janitorial services for the Clearfield City Hall, Clearfield Community Arts Center, and the Clearfield Maintenance and Operation Center to Ascent Crew, LLC with a bid amount of \$84,000.

**Councilmember Roper moved to approve the award of bid for the City's Janitorial Services for the Clearfield Aquatic and Fitness Center, Fisher Park Tower and Steed Park Tower, to Premier Services with a bid amount of \$59,200; approve the award of bid for the City's Janitorial Services for the Clearfield City Hall, Clearfield Community Arts Center,**

**and the Clearfield Maintenance and Operation Center, to Ascent Crew, LLC with a bid amount of \$84,000; for a total bid amount of \$143,200; and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.**

#### FINANCIAL UPDATE ON THE 2018/2019 FISCAL YEAR BUDGET

Rich Knapp, Finance Manager, reviewed the Fiscal Year 2019 (FY19) revenues, expenses, and net changes for the budget to date. He stated the City's budget was as planned, some items coming in higher or lower than anticipated, but overall in good shape. He indicated the FY19 budget had planned to spend down \$1.7 million of the City's reserves on one-time capital projects. He explained if everything came in as budgeted for the year the City would have about \$999,000 over its allowed reserves. Councilmember Phipps asked what percentage that was over the allowable amount. Mr. Knapp said it was about 4 percent, yet it likely would be higher because the City usually spent less than budgeted each year.

He reviewed the General Fund revenue summary highlighting taxes, licenses and permits, intergovernmental, fines and forfeitures, miscellaneous, and other services which were at 54 percent of the budgeted revenues for FY19.

- The tax revenue variance was \$279,624, which was 5 percent higher than last year in the first quarter.
- Sales Tax actual for July and August were 3.9 percent higher than the same time period last year.
- Energy Use Tax was \$184,000 or 15 percent higher.
- Building permit revenues were \$109,000 higher than last year's first quarter because of West Square, Clearfield Junction, and Jay Bird developments.
- Class C Roads were \$53,000 or 11 percent higher because of the revised formula.
- Zoning Fees and Plan Check Fees were \$66,000 higher because of development.
- Aquatic and Fitness Center revenues were \$80,000 less or 15 percent lower because of the extended closure in September; however, preliminary numbers show January was about \$18,000 higher than last year, so that was an area to watch.
- Recreation revenues were \$17,000 higher than last year and were also higher than two years ago.
- Fines and Forfeitures were \$30,000 lower than last year, but higher than 2017.
- Cell Tower lease added a new revenue source under Miscellaneous Revenue and explained why it was higher.

Councilmember Peterson requested Mr. Knapp explain some of the reasons why sales tax was trending higher than anticipated. Mr. Knapp explained sales tax revenues were higher because of the economy and consumer confidence which was generating sales tax, but when budgeting or estimating its sales tax dollars the City was conservative because it was the most volatile source of revenue. JJ Allen, City Manager, added the only sure source of revenue for the City was a percentage of the property tax dollars, but all of the other revenue sources were based on external factors and consumer spending; therefore, when estimated during budgeting season it was difficult to predict.

Councilmember Bush mentioned there was a legislative bill being reviewed which could affect the distribution rate for sales tax dollars which could affect the City. He wondered if it had been reviewed by staff to see what the impacts would be if it were passed. Mr. Allen said there were many variables in the sales tax discussion and currently there was not anything that could be projected because nothing had yet been determined.

Mr. Knapp reviewed the FY19 expenditures of personnel, materials and services, capital outlay, debt service, and transfers in comparison to the prior three years as well as total funds spent to date and the percentage of budget. He reviewed revenues and expenditure comparisons for the last three years of the CDRA, Water, Sewer, Storm and Garbage funds.

He highlighted United States (US) and Utah economy. Mr. Knapp indicated in the US there had been monthly job gains for 100 consecutive months. He noted Utah's employment growth had slowed to 2.9 percent a month ago but currently it was back up to 3.1 percent; which was the fourth fastest in the nation. He stated Utah's population had grown 57,987 and was mostly from births rather than migration. He pointed out Utah's quarterly point of sales data for 2019 was higher than previous years; however, the City's quarterly point of sales data was lower. He noted it was unclear why the trend but it would be something to watch. Mr. Allen mentioned it would be interesting to see if the recreation destinations recently opened in the City would have impacts on its sales tax dollars.

## COMMUNICATION ITEMS

### ***Mayor Shepherd***

1. Spent a day at the capitol with the Legislature which was enjoyable.
2. Represented the City at the Red Flag exercise held at the Nellis Air Force Base and was also able to attend two other award ceremonies for the Air Force recently.
3. Held lunch with the Mayor on February 6, 2019.
4. Spoke to kindergarten classes at Bravo Arts Academy on February 11, 2019.
5. Attended the ribbon cutting ceremony for the softball facility at Hill Air Force Base.
6. Attended the Lincoln Day Dinner with Councilmember Thompson on February 8, 2019.
7. Reported meetings would be held soon with the architect to help provide input on the new library at Clearfield Junction. He indicated he would be reaching out to some residents for participation on the design committee.

### ***Councilmember Bush***

1. Attended the transportation committee meeting held on January 23, 2019 discussing the Wasatch Front Regional Council's transportation projects planned through 2025. He indicated all of the City's projects were before that time frame so it would be important to look beyond 2025 to see if there might be projects worth considering.
2. Attended, with Mayor Shepherd and Councilmember Peterson, the ribbon cutting ceremony at Clearfield High School where Falcons Are Fabulous opened its food pantry.
3. Attended an open house meeting for the 300 North project and only a few West Point residents were in attendance.
4. Attended, along with Councilmember Phipps, an event where Wasatch Elementary was selected by the National Elementary and Secondary Education Act (ESEA) for its distinguished school award. He explained Wasatch Elementary was the best of 243 schools in the State and only the second school in the Davis District to be selected for such an award.

5. Participated with the ICS training and felt it was good and informative.
6. Attended Local Official's Day at the capitol on January 30, 2019.
7. Reported the North Davis Utah Kiwanis Club would be adding three new members from the Layton, Clinton and Syracuse Wal-Mart stores because of relations built recently at meetings that stemmed from the Club's coat purchases at Christmas time for school children which were donated.

#### ***Councilmember Peterson***

1. Participated with the ICS training.
2. Reported the North Davis Fire District was moving forward through the annexation of Sunset City into its service area and requested contact if there were any questions about the annexation while that process was still in place.
3. Invited interested persons to attend the Community Networking Luncheons that would resume next week on February 19, 2019 at noon.
4. Expressed appreciation from residents to the police and fire personnel that responded to a tragic event recently and it was heartbreaking; however, handled well.
5. Thanked the Parks and Recreation crews and Public Works staff for the additional work done to keep the schools' sidewalks plowed and the interaction with the students provided on cold mornings.
6. Expressed appreciation to staff and recognized Nancy Dean, City Recorder, for her efforts with preparation of minutes.

#### ***Councilmember Phipps***

1. Attended an event at Wasatch Elementary School where it was awarded the Distinguished School Award presented by the National ESEA.
2. Reported on February 6, 2019 Wasatch Integrated Waste Management District's board met and passed a bond resolution to pay for its waste recovery facility. He indicated the project had bid and was under review. He anticipated the bid would be awarded soon. He mentioned the transfer station would be completed in the spring, March or April of 2019. He anticipated the waste recovery facility construction would begin about that same time period and was expected to take about a year to complete. Councilmember Bush asked if a tour of the transfer station could be arranged for the Council. Councilmember Phipps responded it should be possible and felt it would be educational for any attending.

***Councilmember Roper*** – thanked everyone and expressed appreciation for those that participated with the Youth Commission at the Local Official's Day and made it possible. He explained the Youth Commission was able to go on a tour with Representative Lisonbee and were also involved with the debates. He commended the Youth Commissioners for their help with the library and working with the Circles Program as youth mentors because they wanted to make a difference.

#### ***Councilmember Thompson***

1. Attended Local Official's Day on January 30, 2019.
2. Appreciated Police Chief Bennett for arranging the Incident Command Systems (ICS) training which provided him better insight.
3. Planned to attend a meeting with a Legislator regarding the use of taxpayer funds. He encouraged the City to continue to be conservative with its budgeting and ensure the software programs were accounting for spending as accurately as possible.
4. Attended the Lincoln Day Dinner with Mayor Shepherd. He thanked Senator Mike Lee's office for inviting him and providing the tickets to attend.
5. Thanked Governor Herbert for acknowledging Black History Month. He extended his wishes for all to have a happy Black History Month. He recognized it was a time to reflect not only the contributions and sacrifices of Black Americans but the sacrifices of all Americans. He encouraged remembering Dr. Martin Luther King's dream of trying to find a beacon on the hill and suggested America was a beacon of light for freedom.

## STAFF REPORTS

### ***JJ Allen, City Manager***

1. Informed the Council that all the cities in the County had started some discussions about important topics such as animal control, paramedic services, and dispatch. He expressed optimism it might be a good time for those discussion since there were newly elected County officials to make some needed changes that had the potential to resolve issues for every stakeholder. He stated he would keep the Council updated on any progress.
2. Reported staff was focusing time on the legislative session and any impacts for the City.
3. Announced recruitments were underway and City staff was busy due to staffing turn over.
4. Informed the Council that budget preparation was being done for the Fiscal Year 2020.
5. Met off-site with the department head team to begin working on the tier objectives discussed during the Council's retreat and planning necessary action items.
6. Reported the City Building would be closed on Monday, February 18, 2019 for President's Day.
7. Announced a retirement party for Chris Horrocks was on February 13, 2019 at 2:00 p.m.

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

- Work Session on February 19, 2019
- Work and Policy Sessions on February 26, 2019
- Utah League of Cities and Towns would be holding its conference in Saint George from April 24 – 26, 2019 and asked those councilmembers planning to attend to let her know.

### ***Trevor Cahoon, Communications Coordinator*** – reviewed upcoming events with the Council:

- Celebrate Clearfield Week would be in April beginning with an Arbor Day celebration.
- Everyone Matters Day was planned as part of Celebrate Clearfield Week. He indicated the Weber State University group helping with the week's events had changed its focus and shifted from the original idea of a mural to preparing activities geared to children for the Everyone Matters Day.
- The Police outreach evening would be held on May 2, 2019 as the culminating event for Celebrate Clearfield Week.
- The Fourth of July committee would be meeting next week and any new details would be shared at a later date.

There being no further business to come before the Council, **Councilmember Thompson moved to adjourn at 8:26 p.m., seconded by Councilmember Phipps. The motion carried upon the following vote: Voting AYE – Councilmember Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.**

**APPROVED AND ADOPTED  
This 12<sup>th</sup> day of March, 2019**

**/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, February 12, 2019.

/s/Nancy R. Dean, City Recorder