

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
June 11, 2019

City Building
55 South State Street
Clearfield City, Utah

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush	Councilmember
	Nike Peterson	Councilmember
	Tim Roper	Councilmember
	Karece Thompson	Councilmember
EXCUSED:	Vern Phipps	Councilmember
STAFF PRESENT:	JJ Allen	City Manager
	Summer Palmer	Assistant City Manager
	Stuart Williams	City Attorney
	Kelly Bennett	Police Chief
	Devin Rogers	Police Assistant Chief
	Brody Warren	Police Lieutenant
	Blake Whitehead	Police Officer
	Nia Hale	Police Officer
	Mark Baird	Interim Public Works Director
	Adam Favero	Utility Superintendent
	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: Michael Rolow, Leroy Loomis, Sheadon Loomis, Brooklyn Loomis, Kristi Bush, Kathryn Murray, Chris Uccardi, Devin Prouty, Jaden Rosencrans, Ruth Jones, Tyler Watkins, Lutz North – Clearfield Job Corps, Scott Pattison – Clearfield Job Corps

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 Thompson led the opening ceremonies.

APPROVAL OF THE MINUTES FROM THE MAY 21, 2019 WORK SESSION

Councilmember Bush moved to approve the minutes from the May 21, 2019 work session; as written, seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Roper and Thompson. Voting NO – None. Councilmember Phipps was not present for the vote.

PRESENTATION TO SHEADON MCKAY LOOMIS AND BROOKLYN PAUL LOOMIS FOR RECOGNITION OF RECEIVING THE RANK OF EAGLE SCOUT

Mayor Shepherd invited Sheadon McKay Loomis and Brooklyn Paul Loomis who had recently completed the requirements to receive the rank of Eagle Scout to tell the Council about their Eagle Scout projects. Sheadon Loomis stated his project was adding wood chips at the City's parks. Brooklyn Loomis mentioned he helped put signs up along the City's trails and walking paths. Mayor Shepherd encouraged the boys to continue involvement with service in government. Sheadon and Brooklyn were presented with a certificate and BSA medallion to acknowledge their achievements. Mayor Shepherd also presented their mom with the City coin for her efforts in helping her boys.

PRESENTATION BY CLEARFIELD JOB CORPS OF ITS COMMUNITY SUPPORTER OF THE YEAR AWARD TO OFFICER BLAKE WHITEHEAD

Lutz North and Scott Pattison, Clearfield Job Corps, presented Officer Blake Whitehead with an award for being the Job Corps Community Supporter of the Year. Mr. Pattison expressed his appreciation for the City and its support. He stated Clearfield Job Corps held an annual awards ceremony of excellence and several staff and students nominated Officer Blake Whitehead of the Clearfield Police Department to receive the 2019 Community Supporter of the Year award. Officer Whitehead was presented with a certificate and a gift bag for his overall excellence in performing his police duties at Clearfield Job Corps. Mr. Pattison thanked Officer Whitehead and recognized him for his efforts.

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON THE PROPOSED FISCAL YEAR 2020 BUDGET

Rich Knapp, Finance Manager, stated Utah Code required cities to hold a public hearing regarding adoption of the upcoming fiscal year budget. He mentioned staff prepared and submitted to the Council a fiscally responsible and sustainable tentative budget for fiscal year 2020 (FY20) which would begin July 1, 2019 and ends June 30, 2020. He described the budget process and pointed out the tentative budget was adopted on May 14, 2019. Mr. Knapp mentioned the changes to the budget since the tentative budget was adopted were discussed during work session earlier in the evening.

He reviewed main sources of the City's revenues and expenditures. He highlighted the following major changes in the FY20 budget:

- Increased sales tax revenue projection – \$250,000

- Increased energy tax revenue projection – \$250,000
- Set the increase to health insurance premiums of with a 7.5 percent increase
- Added a Victim Housing Advocate – grant funded
- Added a Community Resource Officer – half grant funded
- Added a part-time Planning Tech
- Added a part-time Digital Media Specialist
- Added a temporary position to revamp the City’s website

Mr. Knapp pointed out the following major projects were being funded in the FY20 budget:

- Street surface treatment – \$400,000
- Street reconstruction projects – \$915,000
- Cemetery expansion Phase 1 – \$250,000
- Steed Park refurbishment and addition of pickleball courts – \$350,000 (PARAT tax revenue funded)
- Renovation for several parks’ restrooms and pavilions
- Improved irrigation and irrigation control
- Water, Sewer, Storm and Garbage capital projects – \$8 million

He indicated the FY20 budget included revenues and transfers in the governmental funds of \$19,317,560; operating expenditures and transfers out of \$17,091,771; capital expenditures of \$4,288,531, which left a decrease in available cash of \$2,062,742. Mr. Knapp reported the decrease in available cash was planned to spend down the General Fund reserves to accomplish one-time capital projects. He highlighted the budget summary of the Enterprise Funds which included Water, Sewer, Storm Water and Garbage revenues, expenses, and changes in available cash. He pointed out \$8 million from the Enterprise Funds would be spent on capital expenditures in FY20.

Mr. Knapp expressed appreciation to staff and the Council for all the time and effort involved in the budget process. Mayor Shepherd thanked Mr. Knapp and all staff involved with the budget’s preparation.

Mayor Shepherd opened the public hearing at 7:16 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

Councilmember Roper moved to close the public hearing at 7:17 p.m. seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Roper and Thompson. Voting NO – None. Councilmember Phipps was not present for the vote.

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON PROPOSED TRANSFERS OF RESOURCES FROM THE ENTERPRISE FUNDS TO THE GENERAL FUND FOR WATER USED BY THE CITY'S GENERAL OPERATION AND THE COST OF PROVIDING SERVICES NECESSARY FOR THE FUNDS TO OPERATE IN THE FISCAL YEAR 2020 BUDGET

Rich Knapp, Finance Manager, indicated the City's Fiscal Year 2020 (FY20) budget included transfers from the Enterprise Funds to the General Fund. He explained one of the transfers recognized the water used by the City's general operations for which the City's water fund was not compensated and staff proposed for a transfer of \$105,000. He noted other transfers compensated the General Fund for the cost of providing services necessary for the funds to operate. Mr. Knapp reviewed the transfers proposed: \$155,197 from the Utility Admin Fund, \$362,415 from the Water Fund, \$362,220 from the Sewer Fund, \$235,413 from the Storm Water Fund and \$51,520 from the Solid Waste Fund.

Mayor Shepherd opened the public hearing at 7:18 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

Councilmember Bush moved to close the public hearing at 7:19 p.m. seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Roper and Thompson. Voting NO – None.
Councilmember Phipps was not present for the vote.

OPEN COMMENT PERIOD

There were no public comments.

APPROVAL OF RESOLUTION 2019R-14 SETTING THE TAX RATE FOR ALL REAL AND PERSONAL PROPERTY IN CLEARFIELD AT 0.001437 FOR FISCAL YEAR 2020

Rich Knapp, Finance Manager, stated Davis County published the total evaluation and certified tax rate. He reported the City's average home value increased about 12 percent to \$236,000. He noted the differences between last year's and the current year's certified tax rate. Mr. Knapp indicated staff proposed the City adopt the rate set by the County of 0.001437 as its certified tax rate.

Councilmember Bush commented it was great the City would not have to increase its property tax rate.

Councilmember Bush moved to approve Resolution 2019R-14 setting the tax rate for all real and personal property in Clearfield at 0.001437 for Fiscal Year 2020 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, Roper, and Thompson. Voting NO – None. Councilmember Phipps was not present for the vote.

APPROVAL OF RESOLUTION 2019R-15 ADOPTING THE FISCAL YEAR 2020 BUDGET

Councilmember Thompson commented there was synergy around trying to create home ownership in the City. He suggested next year he would like to explore opportunities to assist in incentivizing first time home buyers and find ways to increase sustainability so home buyers could continue to meet increasing debt demands. He felt CDBG funding could be instrumental in these efforts and if criteria for funding assistance were strengthened there would not be so much worry about home buyers defaulting on loans. He proposed as the City looked towards growth it could recognize the needs of multiple generations especially as it distributed the CDBG funds in next year's budget.

Mayor Shepherd expressed appreciation for the comments and indicated the City had run a Down Payment Assistance Program in the past with CDBG funding and found success with few defaults, but it was hard to predict how things would be in the current housing market.

Councilmember Thompson shared research with the Council about single family home building patterns over the years. He expressed his opinion the City had a steady history of single family home building, yet it was important to keep in mind with new growth opportunities there were a variety of home ownership options.

Councilmember Peterson moved to approve Resolution 2019R-15 adopting the Fiscal Year 2020 budget 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, Roper, and Thompson. Voting NO – None. Councilmember Phipps was not present for the vote.

APPROVAL OF THE AWARD OF BID FOR THE 1450 SOUTH STATE CHELEMES UTILITY IMPROVEMENT PROJECT

Mark Baird, Interim Public Works Director, stated the City solicited bids for the 1450 South State Chelemes Utility Improvement Project. He reviewed the project which would replace an undersized storm drain line, a section of the 16-inch concrete asbestos water line, and an 8-inch sewer line with a 12-inch sewer line. He noted the City received three bids and the lowest responsible bidder was NeZhoni Construction with the bid amount of \$587,571.36. Mr. Baird indicated staff was recommending award of bid plus contingency and engineering costs of \$120,429 for a total project cost of \$708,000.36.

Councilmember Roper moved to approve the award of bid for the 1450 South State Chelemes Utility Improvement Project to NeZhoni Construction for the amount of \$587,571.36; approve funding for the project bid amount with contingency and engineering costs of \$120,429 for a total project cost of \$708,000.36; 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, Roper, and Thompson. Voting NO – None. Councilmember Phipps was not present for the vote.

COMMUNICATION ITEMS

Mayor Shepherd

1. Spoke at Boys State earlier in the day.
2. Attended the 2019 Utah Military Ball on June 8, 2019.
3. Spoke at the Job Corp graduation held on May 30, 2019.
4. Attended another Library Committee meeting.
5. Met with the Davis Fund for Economic Development.

Councilmember Bush reported he had represented the North Davis Kiwanis Club at Holt and South Clearfield on May 29, 2019, as well as Doxey, Wasatch, and Antelope Elementary Schools on May 31, 2019 to grant the Hope of America Awards during the ceremonies for sixth graders of the City.

Councilmember Peterson expressed thanks to those involved with preparations for the City’s upcoming Fourth of July celebration and for the time and effort involved with the budget preparation.

Councilmember Roper

1. Expressed his appreciation for David Nelson who had served in the at large board position on the North Davis Fire District (NDFD) Administrative Board. He explained the at large position would no longer be part of the board because of the restructuring since the board would be represented only by elected officials going forward; however, there would be recognition of Mr. Nelson at the next NDFD board meeting.
2. Attended the Davis Area Chamber Legislative Affairs Committee meeting to begin discussion on issues for the upcoming legislative season. He reported participating on the military and transportation committees.

Councilmember Thompson

1. Expressed appreciation to the department heads and the finance team for their efforts with the City’s budget preparation.
2. Cautioned the general public to drive safely.
3. Planned to attend the Board meeting for the Mosquito Abatement District – Davis County on June 13, 2019.
4. Encouraged participation with voting in the upcoming municipal election.

STAFF REPORTS

JJ Allen, City Manager

1. Reported sending out the monthly report.
2. Thanked staff for all the efforts with the budget preparation.

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

- Work Session on June 18, 2019
- Work and Policy Session on June 25, 2019
- No meeting on July 2, 2019
- Policy Session on July 9, 2019
- Work Session on July 16, 2019
- Policy Session on July 25, 2019

Ms. Dean indicated the candidate declaration period closed on Friday, June 7, 2019, and there were initially eleven candidates but one had withdrawn earlier in the day. She reported the City would hold a primary election on Tuesday, August 13, 2019. She mentioned the City was conducting its election by-mail and residents should begin to see ballots by the end of July. She encouraged the residents to vote. She commented candidate orientation meeting would be held on June 12, 2019 at 6:00 p.m. and department heads and all those candidates running for City Council positions were invited to attend.

Mayor Shepherd pointed out many of the cities countywide had a significant increase in individuals declaring candidacy. He requested those from the audience that were running in the 2019 municipal election to stand and be recognized. Ms. Dean thanked the candidates for attending.

There being no further business to come before the Council, **Councilmember Thompson moved to adjourn as the City Council and reconvene as the CDRA in work session at 7:39 p.m., seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Roper, Peterson and Thompson. Voting NO – None.** Councilmember Phipps was not present for the vote.

The minutes for the CDRA are in a separate location

**APPROVED AND ADOPTED
This 25th day of June, 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, June 11, 2019.