

CLEARFIELD CITY COMMUNITY DEVELOPMENT AND RENEWAL AGENCY
MEETING MINUTES
7:00 P.M. POLICY SESSION
May 14, 2019

(This meeting was held following a City Council policy session.)

City Building
55 South State Street
Clearfield City, Utah

PRESIDING:	Kent Bush	Chair
PRESENT:	Nike Peterson	Director
	Tim Roper	Director
	Karece Thompson	Director
EXCUSED:	Vern Phipps	Director
	Mark Shepherd	Director
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	Public Works Deputy Director
	Kamilla Schultz	Engineer
	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: Michael Rolon, Ruth Jones, Manuel Gallegos, Teagan Blair, Julie Perez

Chair Bush called the meeting to order at 8:29 p.m.

APPROVAL OF THE MINUTES FROM THE FEBRUARY 5, 2019 WORK SESSION, THE FEBRUARY 5, 2019 SPECIAL SESSION, THE APRIL 16, 2019 WORK SESSION, THE APRIL 23, 2019 POLICY SESSION, AND THE APRIL 30, 2019 WORK SESSION

Director Peterson moved to approve the minutes from the February 5, 2019 work session, the February 5, 2019 special session, the April 23, 2019 policy session and the April 30, 2019 work session, as written and the April 16, 2019 work session, and authorize the Chair's signature to any necessary documents, seconded by Director Roper. The motion carried upon the following vote: Voting AYE – Directors Peterson, Roper, and Thompson.

Voting NO – None. Directors Phipps and Shepherd were not present for the vote.

APPROVAL OF THE TENTATIVE BUDGET FOR FISCAL YEAR 2020 AND SETTING OF A PUBLIC HEARING FOR JUNE 11, 2019 TO RECEIVE PUBLIC INPUT ON THE BUDGET

Rich Knapp, Finance Manager, stated the CDRA tentative budget had been reviewed with the Board during work session on April 16, 2019. He mentioned the CDRA revenues were just under \$2.5 million and the expenses were just under \$2 million.

Director Roper moved to adopt the CDRA tentative budget for Fiscal Year 2020 and set a public hearing on the budget for June 11, 2019 at 7:00 p.m., seconded by Director Peterson. The motion carried upon the following vote: Voting AYE – Directors Peterson, Roper, and Thompson. Voting NO – None. Directors Phipps and Shepherd were not present for the vote.

APPROVAL OF THE FAÇADE AND SITE IMPROVEMENT GRANT APPLICATION

Spencer Brimley, Community Development Director, stated the façade and site improvement program was designed to improve the overall appearance of Clearfield’s Main Street/State Street corridor by providing an incentive for business owners to make investments that improve the visual appearance and condition of their properties. He acknowledged the Board had reviewed the grant application on April 30, 2019 during work session.

Mr. Brimley mentioned two applications were submitted for consideration. He stated staff was recommending Manuel’s El Burrito as the recipient of the \$50,000 grant for its proposed project of site improvements to the property located at 1145 South State Street. He commented the award would be contingent upon site plan approval and execution of grant agreements. He noted the owner was planning to spend an additional \$10,000 of his own money towards the improvements and it should be a great project.

Director Thompson moved to approve the award of the façade and site improvement grant to Manuel Gallegos Jr. Mansour, property owner of Manuel’s El Burrito, located at 1145 South State Street (\$50,000) contingent upon site plan approval and execution of grant agreements; and authorize the Chair’s signature to any necessary documents, seconded by Director Peterson. The motion carried upon the following vote: Voting AYE – Directors Peterson, Roper, and Thompson. Voting NO – None. Directors Phipps and Shepherd were not present for the vote.

There being no further business to come before the Community Development and Renewal Agency, **Director Thompson moved to adjourn at 8:34 p.m., seconded by Director Peterson. The motion carried upon the following vote: Voting AYE – Directors Peterson, Roper, and Thompson. Voting NO – None.** Directors Phipps and Shepherd were not present for the vote.

The City Council policy session minutes are in a separate location.

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

/s/Kent Bush, Chair

ATTEST:

/s/Nancy R. Dean, Secretary

I hereby certify that the foregoing represents a true, accurate, and complete record of the Clearfield Community Development and Renewal Agency meeting held Tuesday, May 14, 2019.

/s/Nancy R. Dean, City Recorder