

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
June 23, 2020

City Building
55 South State Street
Clearfield City, Utah

The meeting was held electronically via Zoom Meeting address:

Zoom Meeting
<https://us02web.zoom.us/j/83496445050>
Meeting ID: 834 9644 5050

PRESIDING VIA
ZOOM MEETING:

Mark Shepherd

Mayor

PRESENT VIA
ZOOM MEETING:

Kent Bush
Nike Peterson
Vern Phipps
Tim Roper
Karece Thompson

Councilmember
Councilmember
Councilmember
Councilmember
Councilmember

STAFF PRESENT
VIA ZOOM MEETING:

JJ Allen
Summer Palmer
Stuart Williams
Devin Rogers
Adam Favero
Eric Howes
Rich Knapp
Lee Naylor
Kelli Bybee
Wendy Page

City Manager
Assistant City Manager
City Attorney
Police Assistant Chief
Public Works Director
Community Services Director
Finance Manager
Accountant
Communications Assistant
Deputy Recorder

EXCUSED:

Nancy Dean

City Recorder

VISITORS: Debbie Williams, Robert Kinghorn, South Clearfield Elementary staff

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

Nike Peterson presented an inspirational thought.

SPECIAL RECOGNITION TO DEBBIE WILLIAMS AS A CLEARFIELD HOMETOWN HERO

Mayor Shepherd stated Principal Kinghorn and staff from South Clearfield Elementary had nominated Debbie Williams as a Hometown Hero. He read the award acknowledging her efforts as a Hometown Hero. He noted her positive impact on children and long term commitment to the students of South Clearfield Elementary. Mayor Shepherd commended Debbie for her years of service to the City and children of the community.

Debbie Williams explained she had taught for 33 years at South Clearfield Elementary and loved being there. She mentioned most of her educational experiences had been in Clearfield because she had attended Wasatch Elementary, North Davis Junior High, and Clearfield High and taught for her entire career at South Clearfield Elementary.

Mayor Shepherd presented Debbie with the Hometown Hero Award.

APPROVAL OF THE MINUTES FROM THE JUNE 9, 2020 POLICY SESSION

Councilmember Peterson moved to approve the minutes from the June 9, 2020 policy session, as written, seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Thompson. Voting NO – None.

Mayor Shepherd opened all public hearings and the open comment period at 7:08 p.m.

Mayor Shepherd informed those present via the Zoom Meeting if they wanted to comment during the Public Hearing or Open Comment Period they could do so through the Zoom Meeting chat option as outlined on the agenda. He explained all comments would be shared during the meeting after the public had been allowed sufficient time to participate.

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

Rich Knapp, Finance Manager, indicated staff had identified expenditures necessary for City operations which were not included in its current budget. He reviewed the following proposed budget amendments to the General Fund for the fiscal year 2020 Budget:

- Animal care and control increased cost of contracted services - \$12,500
- Two police officers opted for health insurance – \$21,100
- Holdover from 2018 for 911 phone system upgrade – \$12,600
- Community Services fee study – \$21,000
- Fourth of July expenses to match actuals after better expense tracking – \$16,500
- Freeport storage increased from – \$2,850
- Cemetery expansion Phase 1 – move to Capital Projects fund – \$250,000
- Pickleball court expansion, total budget \$700,000 – \$350,000
- Airshow donation would be held for payment towards next event – \$10,000
- Trustee fee for 2018 Bond – \$1,650

- Contracted plan review for inspections – \$90,000
- Transfer of funds for Cornerstone restroom and parking lot additional – \$47,000
- Addition of CARES Act funding to contingency – \$946,460

Mr. Knapp pointed out there would be budget amendments proposed for the Community Development and Renewal Agency (CDRA) for the higher tax increment financing (TIF) received for Economic Development Area (EDA) 3 - ATK in the amount of \$325,000. He noted \$29,000 was proposed as a budget amendment to be transferred from the CDRA Fund to the General Fund for administration on the higher TIF revenue. He acknowledged there were some changes to the Capital Project Fund due to the Cornerstone restroom and parking lot additional expense of \$47,000 and Cemetery expansion phase one of \$250,000. Mr. Knapp reported the City had received Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funding of \$946,460 for Phase 1 related to COVID expenses and economic relief. He explained the total CARES Act funding would be about \$2.8 million and arrive in three phases. He noted whatever was not expensed in 2020 would be included in the FY21 Budget which was planned for adoption in August of 2020. He requested Mayor Shepherd elaborate on discussions held about how to divide the grant money for internal and external COVID qualifying expenditures.

Councilmember Bush wondered if there was a deadline allotted for use of the CARES Act funding. Mr. Knapp responded any money not spent by November 30, 2020 would need to be returned to the State and Federal government.

Mayor Shepherd explained the County had asked for half of the City's funding received from the CARES Act to use towards a business grant program. He expressed his opinion the City could run its own grant program and dedicate a portion of the funds towards business grants and helping residents with rent and utility needs. He suggested the Council divide the money into three areas for funding COVID related expenses and allow staff the oversight of the programs, fund distributions, and providing updates to the Council. Mayor Shepherd mentioned grant funding could go towards external support for grants to residents and local businesses in need of assistance; police wages for a month (July 2020); and other internal expenditures related to preventing the spread of the virus through sanitization, touchless doors, faucets, or things of that nature for all of the City's facilities. He explained any grant money provided to businesses or residents would need to be documented properly to support COVID related expenditures for a future audit. Mayor Shepherd indicated the CARES Act funding would be received in three phases. He suggested reevaluating the uses of funds once additional funding was received to determine if the distribution percentages for costs related to internal and external COVID related expenses needed any adjusting based on requests for assistance and matching expenditures.

Mr. Knapp wondered what the potential would be of using funds to hire help for the administration of the external grant program. Mayor Shepherd expressed his opinion it would be good to use someone for the summer, perhaps someone in the Masters of Business Administration (MBA) program, to help administer the efforts so a member of staff was not pulled from other duties.

Mayor Shepherd emphasized his focus of keeping the funds local to help with the needs of the City. He reported the City had until November 30, 2020 to spend the funds and hoped none of the money would have to be returned.

Councilmember Phipps stated all of the first phase of the CARES Act funding was included in the budget amendments and confirmed the full amount would not need to be spent by the end of the fiscal year. Mr. Knapp confirmed any unspent funds would roll over to the FY21 budget.

Councilmember Phipps wondered if the rolled over CARES Act funds would continue to be divided into the three categories in a similar manner as in FY20 and if the intent would be to similarly allocate any additional funds received in the same way. Mayor Shepherd responded there could be a need to reevaluate the distribution amounts in the future based on the needs and based on what the Federal government restrictions were on use of funds especially as those were continuing to be updated.

Councilmember Phipps asked if there would be additional work session discussions as plans evolved for expenditures. Mayor Shepherd stated he wanted to leave the details of administration to staff and allow time for updates during meetings.

Councilmember Phipps expressed his interest in the grant program and criteria for it. Mayor Shepherd expressed his desire to keep it simple and not make it as strict as the County.

JJ Allen, City Manager, added staff recently learned from the Davis Education Foundation about an opportunity which could have a nexus to COVID funding and it could be an alternative option for using the external portion of funds. He requested feedback on whether the Council felt an appendix to the monthly report providing updates about the CARES Act funding activities with the supporting nexus to COVID and remaining fund balances for each area would be sufficient accountability.

Councilmember Thompson wondered if incentives could be given for measures to stop the spread of the virus. He expressed his concern about getting the word out and providing grant opportunities that ensured equal availability and accessibility of funds specifically for minority business owners and residents throughout all sectors of the City.

Councilmember Phipps expressed his desire to set criteria that was focused by policy on small locally owned businesses rather than the first in first out processing of applications. He hoped the pressure of staff could be removed if the Council were to aid in setting the criteria and policies to govern the grant fund distributions. Mayor Shepherd responded the Council could set the policy and allow staff to administer it. There was a discussion on the timeline to ensure a program was rolled out by the time the County rolled out its program on July 6, 2020. Mr. Allen reported a draft could be sent out for the Council's review by next week.

Councilmember Peterson suggested since there were no discussion items scheduled for a work session next week, there could be time to review the criteria and set policy for a grant program if needed. She voiced her opinion it would be good to have the Council set some criteria and then have staff administer the program and provide updates in the monthly report. Mr. Allen

requested the Council provide staff with any ideas for criteria that could be incorporated into the draft document and recirculated for the Council's review.

Councilmember Roper voiced his opinion that the Council could set the criteria, but it should be as simple as possible. Councilmember Peterson agreed. Mayor Shepherd explained it should be simple but the losses would need to be justified to qualify for funding.

Mr. Allen summarized the consensus of the Council was for the COVID Cares Act funding to be divided into three pods; one for internal payroll expenditures; one for internal expenses related to COVID sanitization, remote working, or facilities; and one for external expenses towards grant programs or special projects such as with the Davis Education Foundation. He continued staff would also provide grant procedures to the Council for its review.

Councilmember Thompson wondered if there were any Federal issues with a business submitting a plan to obtain funding for how it would do things safer to avoid the spread of the virus. Mayor Shepherd answered the grant funding was for COVID losses and so preparing for the future would not be a qualifying expense.

Mr. Allen stated in his summary he had failed to mention obtaining a grant administrator. Councilmember Phipps expressed his opinion it would be essential. He also thought it would be good to allow some wiggle room for division of the funds into the three pods by allowing a percentage for discretionary adjustment, perhaps up to twenty percent.

Mayor Shepherd reiterated the importance of timely implementation of a program and justification of expenditures to allow the City a better chance to receive the second phase of CARES Act funding at the end of August.

Once the public hearing was closed Mayor Shepherd asked for the public comments to be shared.

There were no public comments received.

Councilmember Thompson moved to close all public hearings at 7:37 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.

OPEN COMMENT PERIOD

Mayor Shepherd acknowledged time had been provided for the open comment period and asked if any comments had been submitted. Kelli Bybee, Communications Coordinator, replied there had been no comments received.

There were no public comments.

APPROVAL OF RESOLUTION 2020R-09 AUTHORIZING AMENDMENTS TO THE FISCAL YEAR 2020 (FY20) BUDGET

Councilmember Peterson moved to approve Resolution 2020R-09 authorizing amendments to the Fiscal Year 2020 budget 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.

COMMUNICATION ITEMS

Mayor Shepherd

1. Attended a meeting at Hill Air Force Base about the ground water contamination issues. He reported the testing was completed and results would be publicized shortly. He mentioned there were many wells affected throughout the area, but only two were in Clearfield. He reported letters would be sent out shortly and the City was not concerned but it had previously been an issue for the City.
2. Reported there had been increases in COVID cases and numbers were continuing to climb. He mentioned the governor was not planning to lock down the State again. He added there were some cities that would mandate wearing masks. He explained many of the County health regulations had been misinterpreted by businesses. He mentioned the City had masks available for residents or local businesses.

Councilmember Bush – drove around the City earlier in the day and noticed lots of good things going on. He saw the pickleball courts at Steed Park and the star stencils in some of the parks in preparation for the Fourth of July activities. He thanked staff members for their efforts in keeping things going during difficult times. He noticed the new library was beginning construction and the old Golden Corral/Black Velvet building on State Street was undergoing demolition. He voiced his excitement with seeing things happening all around the City.

Councilmember Peterson – nothing to report.

Councilmember Phipps

1. Reported the Hill Air Force Base Restoration Advisory Board had not been able to meet since the beginning of the year; however, he had been aware of the progress with the testing the mayor highlighted.
2. Announced Wasatch Integrated had its new facility working and tours could be scheduled. Mayor Shepherd requested staff to coordinate a tour for the Council.

Councilmember Roper – nothing to report.

Councilmember Thompson

1. Attended a Juneteenth event which was a good experience and thanked Councilmember Peterson for her attendance. He stated one of the key things addressed was the more people fell upon common ground the better things would be.
2. Encouraged better relations in the City regarding policing. He suggested the Clearfield Aquatic and Fitness Center explore police community athletic leagues as an option for additional services it provided. He felt more police services integrated into the community could create synergy for the police community. He suggested staff could reach out to South Salt Lake to see how the police athletic leagues had worked successfully there.

3. Participated in the inaugural meeting of the Davis County Multicultural Committee. He thanked the County for creating the committee and said the group shared ideas at its meeting about having an inclusionary County. He reported the group would be briefing the Council of Governments (COG) about ideas to create better relations between first responders and the public.

STAFF REPORTS

JJ Allen, City Manager

1. Attended a webinar earlier in the day about the Ground Based Strategic Deterrent (GBSD) program. He stated it was fascinating what impact that project would have on the local region for jobs, housing, and all trickledown effect. He pointed out that the project was anticipated to ramp up in just six years and it would be massive. He acknowledged the City's efforts regarding redevelopment should bear fruit.

2. Announced he and Chief Rogers would participate in discussions with others in the County about dispatch services and the possibility of moving toward consolidation either through virtual or physical measures.

Summer Palmer, Assistant City Manager – updated the Council on the progress of the Clearfield Station project. She thanked the Council for its participation in the joint work session with the Planning Commission on June 16, 2020. She expressed her opinion the development partners were professionals and produced good work. She expressed appreciation to the development partners for their willingness to work in partnership and help the City achieve the vision it was looking for through development. She indicated it had been a long process but things were going well. Ms. Palmer reported one of the current projects underway was crafting a joint letter from the City, Utah Transit Authority, and the development partners to the Utah Department of Transportation (UDOT) about the importance of the configuration at that site.

Ms. Palmer noted the Council had received the Master Development Plan (MDP) for Clearfield Station. She mentioned staff wanted to incorporate the Council's feedback on the MDP into development meetings going forward. She encouraged the Council to share its feedback with staff as it reviewed the MDP.

Mayor Shepherd reported UDOT had agreed to meet with the City on Thursday to begin discussions on having a master plan configuration of the City's corridor so long term solutions could be discussed for State Street as the City attempted to develop its downtown not only at Clearfield Station but with the Lotus project.

Eric Howes, Community Services Director

1. Updated the Council on the Fourth of July events which included the following:
 - June 26, 2020 at 7:00 p.m. – Paint the Parks Patriotic: Fox Hollow, Barlow and Steed Parks had stencils spaced along the walking trails for community members to decorate.
 - July 2, 2020 at 7:00 p.m. – Virtual Patriotic Concert: The Clearfield Community Band concert would be recorded and broadcast over the City's social media outlets.
 - July 3, 2020 at 9:00 p.m. – Two Drive-In Movies would be held: one at the parking lot of Fisher Park and the other in the church parking lot to the west. These would be free of charge but reservations were necessary for each vehicle.
 - July 4, 2020 at 9:00 a.m. – City Council parade through Clearfield: City vehicles would be used and ready for the Council to decorate on July 3, 2020. He indicated the route would be made available to the Communications team shortly. Staff was filling 1,300 bags of giveaway items that would be available to pass out along the route.

- July 4, 2020 – Mini air parade arranged for cities in Davis County beginning at 9:00 a.m. starting in the south heading north with one or two skydivers landing in multiple cities along the route.
- July 4, 2020 at 10:00 p.m. – Broadcast of the National Anthem and encouraging residents to hold their own firework shows within the neighborhoods.

Councilmember Bush asked where the skydivers were planning to land. Mr. Howes responded the plan was for them to land at Fisher Park.

2. Reported on the progress of the construction of the pickleball courts. He anticipated everything would be completed by the end of next week. He stated plans were to hold the grand opening with a tournament including the Mayor and Council on July 15, 2020 and wondered if that date worked for the group. There was a discussion on the timing and date for the tournament. The consensus of the Council was to hold the tournament on the evening of July 15, 2020 after 6:00 p.m. Councilmember Bush wondered if there would be bleachers available by the tournament date. Mr. Howes answered there would not. He explained it was the City’s responsibility for signage, benches, minor amenities, and landscaping and after the landscaping there would not likely be any funds remaining for bleachers. He indicated the next plans included working with the Public Works department to prepare a parking lot with a large pile of millings in hopes that it could be used as a sub base for the future parking lot. There was a discussion about trees and landscaping plans for shading.

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 policy session at 8:10 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 14th day of July, 2020**

/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 23, 2020.

/s/Nancy R. Dean, City Recorder