

CLEARFIELD CITY COUNCIL MEETING MINUTES  
6:00 P.M. WORK SESSION  
October 13, 2020

City Building  
55 South State Street  
Clearfield City, Utah

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush Vern Phipps Tim Roper Karece Thompson	Councilmember Councilmember Councilmember Councilmember
EXCUSED:	Nike Peterson	Councilmember
STAFF PRESENT:	JJ Allen Summer Palmer Stuart Williams Kelly Bennett Adam Favero Eric Howes Curtis Dickson Spencer Brimley Brad McIlrath Trevor Cahoon Nancy Dean Wendy Page	City Manager Assistant City Manager City Attorney Police Chief Public Works Director Community Services Director Community Services Deputy Dir. Community Development Director Senior Planner Communications Coordinator City Recorder Deputy Recorder

Mayor Shepherd called the meeting to order at 6:05 p.m.

DISCUSSION ON THE FINAL SUBDIVISION PLAT FOR THE ALVEY SUBDIVISION  
LOCATED AT APPROXIMATELY 2305 SOUTH MAIN STREET (TIN: 12-075-0081)

Brad McIlrath, Senior Planner, stated the City had received an application for a three-lot subdivision which included two flag lots. He indicated the Planning Commission reviewed the Final Subdivision Plat for the Alvey Subdivision on October 7, 2020. He explained the Planning Commission did not find any issues and recommended approval. He mentioned the only public comments received so far were those pertaining to curiosity specifically about what would happen to the cats residing on the property.

Mayor Shepherd indicated many of the cats had been relocated.

DISCUSSION ON THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
2019/2020 CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT  
(CAPER)

Brad McIlrath, Senior Planner, stated the Consolidated Annual Performance Evaluation Report (CAPER) was an overview of the accomplishments during the 2019/2020 program year. He explained the report would be submitted to Housing and Urban Development (HUD) by the end of the year. He noted there was a 15-day public comment period allowed so once the comment period ended the Council could consider its adoption during policy session.

Mr. McIlrath indicated with the funds the City received from its Community Development Block Grant (CDBG) many people were assisted; however, some of the programs were affected during the 2019/2020 program year due to the COVID-19 pandemic. He reported the Davis Community Learning Center had experienced a downturn and changed much of its outreach efforts when there were school closures in the spring. He noted the Open Doors CIRCLES program did really well serving 550 people which was much more than anticipated. He continued Open Doors reported serving 343 people with its food bank. Mr. McIlrath indicated those numbers were much less than those included on the initial application; but, Open Doors may have been using general numbers of those expected to be served in its entire system rather than locally.

He mentioned the Davis Community Learning Center's number of clients served was down from prior years about 750. He acknowledged Safe Harbor had a record number of people served which totaled 123. Mr. McIlrath explained the Down Payment Assistance Program had many people begin applications; but since there was only \$4,050 allocated from program income available, no applications were completed. He acknowledged there were changes made to the program recently which could help in future years.

Councilmember Bush asked what would happen to the unspent funds planned for the Davis Community Learning Center. Mr. McIlrath responded any money not spent in a program year would need to be reallocated. He explained the hope would be to reallocate any remaining funds from prior years to various needs during the 2020/2021 program year.

Mayor Shepherd commented the Davis Community Learning Center would continue to have challenges without kids in school. Mr. McIlrath reported the funds could be used to acquire equipment such as iPads to help in connecting with people; but, the equipment could only be used by family support specialists. He noted many of the challenges were related to outreach events which were not able to be hosted during the COVID-19 pandemic. He explained that made it difficult and was affecting how residents were educated about opportunities available at the center.

Mr. McIlrath stated none of the reports from HUD were included in the agenda packet because he was still working to finalize all the information; however, those would be included with the final draft and available to the Council prior to its consideration during policy session. He asked if there were any questions about the information that was included in the CAPER.

Councilmember Bush wondered if there were still funds available for the purchase of a vacant lot. Mr. McIlrath answered yes. He pointed out that it had been difficult to acquire a vacant lot because staff time had been allocated towards land use items. He mentioned it would be a valuable way to spend funds and in the future hoped to continue those efforts.

Councilmember Thompson questioned if the Davis Community Learning Center was having issues with internet access for students and if there was any policing of it. Mr. McIlrath responded he was not sure. He reported the Davis Community Learning Center received grants from the City's CDBG to help Clearfield residents but many of their services assisted the entire school district. He continued other monies were provided to the center from organizations like the Davis Education Foundation. He added the center was really remarkable at servicing the community needs, but was not sure what it was doing when it came to online education efforts.

Councilmember Thompson expressed his opinion it would be good if funds could be used towards helping students who did not have internet access and suggested finding out what the Davis Community Learning Center was doing in that regard. Mr. McIlrath stated if desired he could reach out and ask about it.

Councilmember Bush reported the Kiwanis Club of North Davis had donated coats for the past few years to the Davis Community Learning Center.

**Councilmember Roper moved to adjourn at 6:18 p.m., seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Phipps, Roper, and Thompson. Voting NO – None.** Councilmember Peterson was not present for the vote.

**APPROVED AND ADOPTED  
This 27<sup>th</sup> day of October, 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, October 13, 2020.

/s/Nancy R. Dean, City Recorder