

CLEARFIELD CITY COMMUNITY DEVELOPMENT AND RENEWAL AGENCY  
MEETING MINUTES  
6:00 P.M. WORK SESSION

December 8, 2015

*(This meeting was held following a City Council work session and  
prior to a City Council Policy Session.)*

PRESIDING:	Bruce Young	Chair
PRESENT:	Keri Benson	Director
	Kent Bush	Director
	Ron Jones	Director
	Mike LeBaron	Director
	Mark Shepherd	Director
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Stuart Williams	City Attorney
	Scott Hodge	Public Works Director
	Spencer Brimley	Development Services Manager
	Eric Howes	Community Services Director
	Rich Knapp	Administrative Services Director
	Summer Palmer	Human Resource Manager
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: Tim Roper – Planning Commission, Max Roper, Gavin Roper, Mike Arave, Lance Matheson, Harrison Arave, Joseph Barber, Nike Peterson

Chair Young called the meeting to order at 6:31 p.m.

DISCUSSION ON PROPOSED POLICIES AND PROCEDURES

JJ Allen, Assistant City Manager, reminded the Board that last year it had commissioned a Governance Report for the CDRA and one of the recommendations from the report was to adopt formal policies and procedures. He reported the consultant had provided a template which was used to draft the proposed policies and procedures and distributed a copy to the Board. He requested members of the Board review it and indicated it would be before the Board for consideration in a future meeting. He briefly reviewed the draft with the Board highlighting the following:

- The budget
- An Annual Report
- Project Area Creation
- Incentives
- Real Property Acquisitions
- Disposition of Real Property

- Eminent Domain
- Confidentiality and Protected Records
- Procurement

A discussion took place about the language in the eminent domain section of the draft document and Director LeBaron suggested eliminating “when critically necessary” because it was subjective.

The meeting adjourned at 6:38 p.m.

**APPROVED AND ADOPTED  
This 12<sup>th</sup> day of January, 2016**

**/s/Bruce Young, 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, December 8, 2015.

/s/Nancy R. Dean, City Recorder