

CLEARFIELD CITY COUNCIL  
AGENDA AND SUMMARY REPORT  
January 10, 2017 – POLICY SESSION

*Meetings of the City Council of Clearfield City may be conducted via electronic means pursuant to Utah Code Ann. § 52-4-207 as amended. In such circumstances, contact will be established and maintained via electronic means and the meetings will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.*

Executive Conference Room  
55 South State Street  
Third Floor  
Clearfield, Utah

**6:00 P.M. WORK SESSION**

Update on the Victim Services Program  
Discussion on the Award of Bid for Z Street Improvements in Freeport Center  
Discussion on Snow Removal and Winter Parking Enforcement  
Update on the Good Landlord Program  
Update on the Mabey Pond Improvements  
Discussion on Gateway Signage  
Discussion on the Maintenance and Operations Center

*(Any items not fully addressed prior to the Policy Session will be addressed in a Work Session immediately following the Policy Session)*

City Council Chambers  
55 South State Street  
Third Floor  
Clearfield, Utah

**7:00 P.M. POLICY SESSION**

CALL TO ORDER:	Mayor Shepherd
OPENING CEREMONY:	Councilmember Peterson
APPROVAL OF MINUTES:	December 13, 2016 – Policy Session

***PRESENTATION:***

1. **PRESENTATION OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDING JUNE 30, 2016**

**BACKGROUND:** Heather Christopherson of Ulrich and Associates, P.C. will present Clearfield City's draft Comprehensive Annual Financial Report (CAFR) for the year ending June 30, 2016 and to address any questions the Mayor and Council may have concerning the report.

***SCHEDULED ITEMS:***

2. **CITIZEN COMMENTS**
3. **AMENDMENT TO MAYORAL APPOINTMENTS**

**RECOMMENDATION:** Approve and Consent to the Mayor's appointments and authorize his signature to any necessary documents.

***COMMUNICATION ITEMS:***

Mayor's Report  
City Council Reports  
City Manager's Report  
Staff Reports

***\*\*ADJOURN AS THE CITY COUNCIL\*\****

Dated this 5<sup>th</sup> day of January, 2017.

/s/Nancy R. Dean, City Recorder

The City of Clearfield, in accordance with the 'Americans with Disabilities Act' provides accommodations and auxiliary communicative aids and services for all those citizens needing assistance. Persons requesting these accommodations for City sponsored public meetings, service programs or events should call Nancy Dean at 525-2714, giving her 48-hour notice.

CLEARFIELD CITY COUNCIL MEETING MINUTES  
7:00 P.M. POLICY SESSION  
December 13, 2016

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush Vern Phipps Tim Roper Bruce Young	Councilmember Councilmember Councilmember Councilmember
EXCUSED:	Nike Peterson	Councilmember
STAFF PRESENT:	Adam Lenhard JJ Allen Stuart Williams Scott Hodge Spencer Brimley Greg Krusi Eric Howes Curtis Dickson Summer Palmer Rich Knapp Terrence Jackson Trevor Cahoon Nancy Dean	City Manager Assistant City Manager City Attorney Public Works Director Development Services Manager Police Chief Community Services Director Community Services Deputy Dir. Administrative Services Director Finance Manager IT Manager Communications Coordinator City Recorder
EXCUSED:	Kim Read	Deputy City Recorder

VISITORS: Kenneth McDaniel, Amaree McDaniel, Azavier McDaniel – Football Team, Moriah Hastie – Football Team, Shelby Atkins – Football Team, Hayden Knigh – Football Team, Ominae Toafe – Football Team, Savanah & Ryan Bergeson – Football Team, Anthony Solis – Football Team, Suka Hanisi – Football Team, JJ Hastie – Football Team, Tony Belford – Football Team, Kelly Franklin – Orbital ATK, Bob Bercher, Stuart Jones, Marley Toafe – Football Team

Mayor Shepherd called the meeting to order at 7:00 p.m.

Mayor Shepherd informed the citizens present that if they would like to comment during the Public Hearing or Citizen Comments there were forms to fill out by the door.

Councilmember Bush conducted the Opening Ceremony.

APPROVAL OF THE MINUTES FROM THE OCTOBER 11, 2016, OCTOBER 18, 2016, OCTOBER 25, 2016, NOVEMBER 8, 2016, AND THE NOVEMBER 22, 2016 WORK SESSIONS, THE NOVEMBER 22, 2016 POLICY SESSION AND THE DECEMBER 6, 2016 SPECIAL SESSION

**Councilmember Young moved to approve the minutes from the October 11, 2016, October 18, 2016, October 25, 2016, November 8, 2016, and the November 22, 2016 work sessions, the November 22, 2016 policy session, and the December 6, 2016 special session as written, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Phipps, Roper and Young. Voting NO – None.** Councilmember Peterson was not present for the vote.

RECOGNITION OF CLEARFIELD’S YOUTH FOOTBALL TEAM

Clearfield City’s Junior Mites Football Team consisting of seven and eight year olds had a successful season and advanced to the Wasatch Front Football League (WFFL) Mini-Bowl Championship game at Weber State University on Saturday, October 29, 2016. Mayor Shepherd and the City Council recognized the players and coaches for their achievement. Members of the team were presented with Certificates of Achievement.

**Councilmember Bush moved to adjourn as the City Council and reconvene as the Community Development and Renewal Agency (CDRA) at 7:15 p.m., seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Phipps, Roper and Young. Voting NO – None.** Councilmember Peterson was not present for the vote.

*\*\*The minutes for the CDRA are in a separate location\*\**

The City Council reconvened at 7:23 p.m.

PUBLIC HEARING TO AMEND THE FISCAL YEAR 2017 BUDGET

State Law required a public hearing before the City Council approved amendments to the City budget. Rich Knapp, Finance Manager, presented amendments for the Fiscal Year 2017 Budget.

Mr. Knapp reminded the Council of a previous discussion which took place during a work session in which the amendments to the budget had been discussed in great detail. He announced he would briefly summarize the amendments and mentioned the General Fund amendments would spend down excess reserves by an additional \$248,125:

- Hardware in IT
- Software
- Overtime adjustments
- Full time Communications Coordinator position
- Part time Marketing/Graphic Design Specialist in Community Services
- Energy Savings project

- Backhoe lease
- Vehicle replacement
- Mabey Pond – Park Impact Fee
- Vehicle replacement – Water Fund

Mayor Shepherd opened the public hearing at 7:24 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

**Councilmember Young moved to close the public hearing at 7:25 p.m. seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Phipps, Roper and Young. Voting NO – None.** Councilmember Peterson was not present for the vote.

#### CITIZEN COMMENTS

There were no citizen comments.

#### APPROVAL OF RESOLUTION 2016R-27 ADOPTING AMENDMENTS TO THE FISCAL YEAR 2017 BUDGET

**Councilmember Phipps moved to approve Resolution 2016R-27 adopting amendments to the Fiscal Year 2017 budget and authorize the Mayor’s signature to any necessary documents, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Phipps, Roper and Young. Voting NO – None.** Councilmember Peterson was not present for the vote.

#### APPROVAL OF THE FINAL SUBDIVISION PLAT FOR DOLLAR TREE LOCATED AT 567 AND 585 NORTH MAIN STREET

Spencer Brimley, Development Services Manager explained the Planning Commission previously approved the Site Plan for the Dollar Tree subdivision located at 567 and 585 North Main. The applicant desired to adjust the lot line farther north to increase the size of the southernmost parcel. The adjustment of the property line required approval through a legal subdivision process. Conditions of approval for the final plat are identical to those which were imposed and approved by the Planning Commission for the preliminary plat. The Planning Commission heard the request at its meeting on December 7, 2016 and recommended approval. He mentioned an easement would be put in place for the sewer line which would accommodate the development of both parcels. He emphasized the request was consistent with the General Plan and the zoning on the property.

**Councilmember Bush moved to approve the Final Subdivision Plat for Dollar Tree located at 567 and 585 North Main Street 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, Phipps, Roper and Young. Voting NO – None.** Councilmember Peterson was not present for the vote.

**APPROVAL OF ORDINANCE 2016-10 AUTHORIZING THE AMENDMENT NO. 1 TO THE ATK EDA PROJECT AREA PLAN**

The Project Area Plan for the ATK Economic Development Area (EDA) was adopted on July 25, 2011, to facilitate an expansion project by ATK’s aerospace structures division. However, the original boundaries of the Project Area did not currently match the properties that ATK actually came to occupy with its project, leaving the CDRA unable to capture the intended tax increment generated by the project. The primary purpose of the amendment was to match the boundaries of the Project Area with the properties that ATK actually occupied- removing two parcels from the Project Area and adding two others. The CDRA considered Amendment No. 1 to the ATK EDA Project Area Plan earlier in the meeting.

**Councilmember Young moved to approve Ordinance 2016-10 authorizing the Amendment No. 1 to the ATK EDA Project Area Plan and authorize the Mayor’s signature to any necessary documents, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Phipps, Roper and Young. Voting NO – None.** Councilmember Peterson was not present for the vote.

**APPROVAL OF RESOLUTION 2016R-28 AUTHORIZING THE INTERLOCAL COOPERATIVE AGREEMENT WITH LAYTON CITY FOR INSTALLATION OF A HIGH INTENSITY ACTIVATED CROSSWALK SIGNAL (HAWK) LOCATED AT 1287 NORTH 2200 WEST, LAYTON**

Scott Hodge, Public Works Director, explained Layton City had approached the City expressing its desire to install a pedestrian crossing on the Rail Trail using a High Intensity Activated crosswalk signal (HAWK) near 1287 North 2200 West, Layton. He stated the equipment needed to operate the HAWK on the west side of 2200 West would be installed in the street right-of-way which was in Clearfield City’s park strip area on the west side of 2200 West, Layton, known as 1000 East in Clearfield. The Interlocal Cooperative Agreement acknowledged that Clearfield City desired to cooperate with Layton City and allow the necessary use and access to Layton City in the Clearfield City right-of-way. Layton City would install and maintain all of the HAWK signal equipment.

**Councilmember Roper moved to approve Resolution 2016R-28 authorizing the Interlocal Cooperative Agreement with Layton City for use of Clearfield City right-of-way for a HAWK Crossing Signal Pole and Associated Improvements near 1287 North 2200 West, Layton; and authorize the Mayor’s signature to any necessary documents, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Phipps, Roper and Young. Voting NO – None.** Councilmember Peterson was not present for the vote.

APPROVAL OF RESOLUTION 2016R-29 AUTHORIZING A SPONSORSHIP FOR THE FALCONS ARE FABULOUS CAMPAIGN AT CLEARFIELD HIGH SCHOOL

The student-body of Clearfield High School conducted a spirit week every year known as Falcons Are Fabulous in which different school activities were combined with a fund raising opportunity to benefit the Davis Education Foundation Child Spree every fall. Clearfield High approached the City requesting use of the Aquatic Center as part of its campaign. This would be an in-kind sponsorship for use of the City's facility.

Mayor Shepherd reported CHS recently started its annual Falcons are Fabulous campaign. He stated the school requested use of the Aquatic Center on Wednesday, December 21, 2016. He expressed his opinion the sponsorship would be a worthwhile donation and suggested anything the City could do to help would be a huge benefit for the school. He announced its fund raising goal was \$25,000, which was a lofty goal. Councilmember Phipps inquired if the facility would be dedicated for student use and Mayor Shepherd responded in the affirmative. Councilmember Phipps asked if the students would be raising funds during the use of the Aquatic Center. Mayor Shepherd stated the use would be more of a party celebrating what the students' accomplishments during the campaign.

**Councilmember Bush moved to approve Resolution 2016R-29 authorizing a sponsorship for the Falcons Are Fabulous campaign at Clearfield High School and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Phipps. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Phipps, Roper and Young. Voting NO – None.** Councilmember Peterson was not present for the vote.

COMMUNICATION ITEMS

*Mayor Shepherd* – Wished a Merry Christmas to everyone.

*Councilmember Bush* – Expressed Merry Christmas and encourage everyone to be safe during the Holidays.

*Councilmember Phipps*

1. Thanked the staff and encouraged them to enjoy the holidays with their families.
2. Informed the Council that he would be out of town from Tuesday, December 20, 2016 until Tuesday, January 3, 2017.
3. Announced the Parks & Recreation Commission's Holiday Lighting contest had 18 nominations. He announced the Commission would be meeting on the 21<sup>st</sup> to judge the event.

*Councilmember Young* – Wished everyone a Merry Christmas and thanked staff for its good work.

*Councilmember Roper* –

1. Expressed appreciation for the opportunity to serve on the City Council.
2. Wished everyone a Merry Christmas and stated he was looking forward to next year.
3. Thanked staff for everything it did.

## STAFF REPORTS

*Adam Lenhard, City Manager* – Stated the monthly update would be emailed to the Council following the meeting.

*Nancy Dean, City Recorder*

1. Reminded the Council of the City's Christmas party scheduled for Friday, December 16, 2016 at 6:30 p.m.
2. Informed the Council that there were no meetings scheduled until Tuesday, January 10, 2017.

There being no further business to come before the Council, **Councilmember Bush moved to adjourn as the City Council and reconvene as the Community Development and Renewal Agency (CDRA) at 7:37 p.m., seconded by Councilmember Phipps. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Phipps, Roper and Young. Voting NO – None.** Councilmember Peterson was not present for the vote.

*\*\*The minutes for the CDRA are in a separate location\*\**



## 2017 MAYOR AND COUNCIL ASSIGNMENTS

### **Mayor Mark Shepherd**

North Davis Fire District Board Member  
Davis County Council of Governments (COG)  
Utah Economic Development Corporation Board Member  
Utah Defense Alliance Board Member  
Military Installation Development Authority (MIDA) Board Member  
Weber State Davis Campus Advisory Council Member  
Family Connection Center Board Member  
Davis County Business Development Fund Committee Board Member  
Davis Community Learning Center Board Member  
Clearfield Job Corps Community Relations Council  
Community Development and Renewal Agency (CDRA) Member  
Building Authority Member

### **Council Member Kent Bush**

Mayor Pro-Tem  
North Davis Sewer District Board Member  
Affordable Housing Liaison (various agencies as required)  
Tax Entity Committee Representative  
Community Development and Renewal Agency (CDRA) Vice-Chair and Member  
Building Authority Member  
Kiwanis Club Member  
Clearfield Foundation for Arts, Parks and Recreation Board Member

### **Council Member Vern Phipps**

Wasatch Integrated Board Member  
Tax Entity Committee Representative  
Parks and Recreation Commission Liaison  
Community Development and Renewal Agency (CDRA) Member  
Building Authority Member  
Clearfield Foundation for Arts, Parks and Recreation Board Member

### **Council Member Bruce Young**

Mosquito Abatement Board Member  
Tax Entity Committee Alternate Representative  
Community Development and Renewal Agency (CDRA) Chair and Member  
Building Authority Chair and Member

**Council Member Tim Roper**

North Davis Fire District Board Member

~~Planning Commission Liaison~~

Community Development and Renewal Agency (CDRA) Member

Building Authority Member

**Council Member Nike Peterson**

North Davis Fire District Board Member

Community Development and Renewal Agency (CDRA) Member

Building Authority Vice-Chair and Member