

CLEARFIELD CITY COUNCIL MEETING MINUTES  
7:00 P.M. POLICY SESSION  
March 14, 2017

PRESIDING:	Kent Bush	Mayor Pro Tem
EXCUSED:	Mark Shepherd	Mayor
PRESENT:	Nike Peterson Vern Phipps Tim Roper Bruce Young	Councilmember Councilmember Councilmember Councilmember
STAFF PRESENT:	JJ Allen Stuart Williams Spencer Brimley Greg Krusi Scott Hodge Summer Palmer Trevor Cahoon Nancy Dean	Assistant City Manager City Attorney Development Services Manager Police Chief Public Works Director Administrative Services Director Communications Coordinator City Recorder
EXCUSED:	Adam Lenhard	City Manager

VISITORS: Craig Walbridge, Nicholas Draper, Koral Vasquez, Nathan McKnight, Daniel Brennan, Kristine Kunzler, Brock Kunzler, Bob Bercher, Sawyer Jones, Kirby Lish, Garret Summers, Zach Dashnaw, Jennifer Flackman, Brady Jugler- Planning Commission, Emily Wright, David Duocl, Seth Hardy, Dylan Fenske, Brandee Stadner, Katelynn Delegam, Ethan Huntington, Blake, Evan Shepard, Hunter Johnson, Debora Shepard

Mayor Pro Tem Bush informed those present if they wanted to comment during the Public Hearing or Citizen Comments there were forms to fill out by the doors.

Mayor Pro Tem Bush called the meeting to order at 7:00 p.m.

APPROVAL OF THE MINUTES FROM THE FEBRUARY 21, 2017 WORK SESSION, FEBRUARY 21, 2017 SPECIAL SESSION AND FEBRUARY 28, 2017 POLICY SESSION

Nancy Dean, City Recorder, informed the Council that the February 28, 2017 work session minutes were being removed from the Council’s consideration.

**Councilmember Peterson moved to approve the minutes from the February 21, 2017 work session, February 21, 2017 special session and February 28, 2017 policy session, as written, seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Young. Voting NO – None.**

PUBLIC HEARING TO RECEIVE COMMENT ON THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ONE YEAR ACTION PLAN FOR PROGRAM YEAR JULY 1, 2017 TO JUNE 30, 2018.

The Council received a copy of the proposed 2017-2018 Community Development Block Grant (CDBG) One Year Action Plan. Citizens were being given the opportunity to review the One Year Action Plan in the Community Development Department from March 15, 2017 through April 13, 2017. The final copy would be presented to the Council on April 25, 2017

Stacy Millgate, CDBG Coordinator, reviewed the allocations for the CDBG grant with the Council. She explained Clearfield City was an entitlement jurisdiction so it received annual funding through the grant. She indicated the City had not yet been notified of its exact funding allocation for the upcoming year but it was expected to be approximately \$196,000. She stated the City would be funding the public service agencies at the 15 percent cap allowed by the grant. She indicated those public service agencies were the Family Connection at \$10,000 funding, Davis Community Learning Center at \$14,416, and Safe Harbor at \$5,000. She explained if the funding amount came in higher than the projected \$196,000, the funds being given to those public agencies would be adjusted proportionately. She also explained the City would fund 20 percent of the grant funds for CDBG administration costs, set aside \$50,000 to purchase a vacant lot in the City with the intent of working with another agency to build a home for a qualifying family, establish an emergency home repair program with \$30,000 and then use the remaining \$66,692 for the City's housing rehabilitation program. She added the public hearing began a 30-day comment period for the grant.

Councilmember Peterson asked how successful the housing rehabilitation program had been in the past. Ms. Millgate responded there was a lot of paperwork to complete to get approved for using the CDBG funds for that program. She stated the program was approved and the City would be working to get the word out that the funding was available.

Councilmember Phipps asked how the funding amounts were determined for the public service agencies. Ms. Millgate explained the City advertised it was accepting funding requests and the agencies applied asking for specific amounts. She indicated the City funded agencies that would provide the greatest benefit for its residents. She acknowledged that sometimes the agencies asked for unusual amounts. JJ Allen, Assistant City Manager, informed the Council that the requirements of the grant only allowed 15 percent of the funding to be funneled to the public service agencies.

Councilmember Phipps commented he noticed there was a lot of information in the Plan about communications and publicity. He asked if getting the word out was part of the Plan. Ms. Millgate replied part of the Plan was to advertise the 30-day comment period and identify the funding allocations so the public and Council could review the Plan and make a determination if there needed to be any changes. Mr. Allen added when the Council opened the public hearing it would be left open to receive comment for 30 days.

Councilmember Phipps suggested with the City's new emphasis on communication there might be more ways to inform residents of the Plan and its proposed funding allocations. Mr. Allen agreed and stated Trevor Cahoon, Communications Coordinator, would assist in soliciting public input on all counts. Ms. Millgate added the City also notified the public about the Plan through its utility bill and its e-newsletter.

Mayor Pro Tem Bush declared the public hearing open at 7:11 p.m.

### PUBLIC COMMENT

*Craig Walbridge*, resident, stated he had reviewed the Plan on the City's website. He expressed concern about the City's proposed plan to spend \$50,000, which was 25 percent of the funding, to purchase a parcel of property to build a home that would benefit only a few individuals.

JJ Allen, Assistant City Manager, explained that historically the City had allocated the full 15 percent allowed by the grant to public agencies. He continued the City had used the remaining funding, in the past, to fund public infrastructure project such the replacement of old infrastructure in older neighborhood which benefitted a significant number of residents. He explained the City had taken a new approach with its CDBG funding in the current and upcoming year. He continued one of the proposals was to purchase the parcel of property and build a new home in an effort to lift the neighborhood property values. He stated the City had not yet seen the results of its efforts because the program was new.

Mr. Walbridge asked where the proposed parcel of property was located. Mr. Allen responded the parcel of property was located on 450 South by the Davis County library.

Mr. Allen explained the City was expecting to help a greater number of residents through the Emergency Home Repair program and Home Rehabilitation program. Mr. Walbridge asked if those two programs would be administered by the Davis Housing Authority. Mr. Allen responded they would be administered by the Davis Housing Authority. Mr. Walbridge asked how people would know about the availability of those funds. Mr. Allen replied the City would use its marketing tools to notify the residents.

Mr. Walbridge indicated he was the president of a Homeowners Association (HOA) with 40 units which was looking for funding for an infrastructure project. Councilmember Bush commented the eligibility requirements for projects and recipients were established by HUD and included specific income levels and/or the determination of blight in some instances.

Mr. Walbridge asked how the City would decide a partner for the designated project of purchasing a parcel and building a home. Mr. Allen commented the City would be reaching out to Habitat for Humanity and Have a Heart.

*Nicholas Draper*, resident, informed the Council that he had filled out an application to receive funding earlier in the year and been told his project would not be approved for funding. He stated most of his questions were about how a Homeowners Association (HOA) could be considered to receive funding for a specific project. He indicated he had contacted HUD about the issue and received some conflicting information. Mr. Allen indicated that question was best answered by

staff and suggested staff could meet individually with Mr. Draper about the specifics. Councilmember Young added that HUD had different requirements depending on the type of project so qualifying for funds would depend on the specifics of the area and the project itself.

APPROVAL OF THE DeMOLAY PROCLAMATION DECLARING THE MONTH OF MARCH 2017, DeMOLAY MONTH IN CLEARFIELD CITY

DeMolay was a character-building organization consisting of young men between the ages of 12 to 21 who were seeking to prepare to become better leaders within the community. The organization carried out civic services for over eighty years.

Councilmember Phipps mentioned he had been a member of DeMolay in his youth. He stated it was a character building organization that did a lot of good service.

Debora Shepard, parent advisor for the DeMolay group, informed the Council that DeMolay celebrated its establishment in March each year because it was the birth month of its founder. She explained the organization espoused seven cardinal virtues: filial love, reverence for sacred things, courtesy, comradeship, fidelity, cleanliness and patriotism. She stated the young men associated with the program have activities and assignments where they can practice and live the seven cardinal virtues and one of those was to attend a city council meeting and ask for the consideration of the Proclamation. She added the young men hold meetings at least twice a month where they take minutes, take turns speaking, keep a budget and learn about planning and leadership skills. She also explained the young men participated in a service project quarterly.

**Councilmember Phipps moved to approve the DeMolay Proclamation declaring the month of March 2017, DeMolay month in Clearfield City and authorize the Mayor’s signature to any necessary documents, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Young. Voting NO – None.**

CITIZEN COMMENTS

There were no citizen comments.

COMMUNICATION ITEMS:

***Mayor Pro Tem Bush***

1. Reported the North Davis Sewer District was continuing its pipe lining project in the coming year and part of it would take place in Clearfield. He stated the 2000 West portion would be completed first so it wouldn’t be in the way of the State’s road widening project.
2. Announced the City Council would be holding its annual Neighborhood Open houses in the next few week with the first one being at Antelope Elementary on March 21, 2017 at 6:00 p.m. He commented that he looked forward to getting out and visiting the residents in their neighborhoods.

***Councilmember Peterson*** – nothing to report.

***Councilmember Phipps***

1. Reported the Wasatch Integrated Waste Management District Board of Directors voted recently to close the energy recovery facility (burn plant). He stated the employees of the facility were being offered a generous severance package. He announced the last day of operations for the facility was May 31, 2017, but the facility would quit receiving waste two weeks before that. He explained there would be a transfer station built in the next couple of years to transfer waste to Lakeview Landfill in Utah County. Councilmember Bush asked if the ownership of the property would remain the same. Councilmember Phipps responded it would remain the same. He continued the site of the plant was Layton City property.
2. Wished everyone Happy PI day.
3. Mentioned he would not be at the April 11, 2017 meeting.

**Councilmember Roper** – reported he would be participating on a leadership panel at Clearfield Job Corps in the next few weeks.

**Councilmember Young** – reported he attended the Davis County Mosquito Abatement board meeting. He announced there were seasonal job opportunities available. He also announced it was mosquito season and residents could call and schedule the spraying of a particular street before an event.

## STAFF REPORTS

### ***JJ Allen, Assistant City Manager***

1. Reported the monthly report had been emailed Monday, March 13, 2017.
2. Informed the Council that Assistant Police Chief Mike Stenquist announced he would be retiring in June.
3. Informed the Council that a letter had been mailed to residents in the Doxey Elementary area announcing a community open house about the 800 North project on Thursday, March 23, 2017 at 6:30 p.m. He explained the letter indicated the mayor and city councils of Clearfield and Sunset would be present at the meeting.

**Nancy Dean, City Recorder** – reviewed the Council’s schedule:

- Neighborhood Meeting at Antelope Elementary followed by a work session at City Hall scheduled for Tuesday, March 21, 2017.
- Work and policy session on March 28, 2017.
- No meeting scheduled for April 4, 2017.
- Work and policy session on April 11, 2017.

There being no further business to come before the Council, **Councilmember Peterson moved to adjourn at 7:40 p.m., seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Young. Voting NO – None.**

**APPROVED AND ADOPTED  
This 28<sup>th</sup> day of March, 2017**

**/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, March 14, 2017.

/s/Nancy R. Dean, City Recorder