

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
September 26, 2017

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

VISITORS: Brady Jugler – Planning Commission Chair, Koral Vasquez, Kathryn Murray, Robert Stotts, Bob Bercher

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

Mayor Shepherd informed the audience that if they would like to comment during the Open Comment Period there were forms to fill out by the door.

Councilmember Bush led the opening ceremonies.

APPROVAL OF THE MINUTES FROM THE SEPTEMBER 12, 2017 POLICY SESSION

Councilmember Peterson moved to approve the minutes from September 12, 2017 policy session as written, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Roper, and Young. Voting NO – None. Councilmember Phipps was not present for the vote.

PUBLIC HEARING (RESET ANEW FROM AUGUST 8, 2017) TO RECEIVE PUBLIC COMMENT ON THE REQUEST BY SUNSET CITY TO BE ANNEXED INTO THE NORTH DAVIS FIRE DISTRICT BOUNDARIES

On May 16, 2017, the Sunset City Council petitioned the North Davis Fire District (NDFD) for annexation into the District's service area for fire protection and emergency medical services. The NDFD subsequently passed a resolution requesting Clearfield City take all necessary and appropriate action to annex Sunset City and all real property within its corporate limits into the NDFD. The Clearfield City Council acted as the Governing Body for the North Davis Fire District and as such initiated the process on behalf of NDFD.

Mayor Shepherd stated the public hearing was scheduled originally for August 8, 2017, and was reset to meet the necessary notice provisions as outlined in Utah State Code. He acknowledged the City was aware there was a petition from a number of Sunset City registered voters regarding the structure of its fire department and pointed out that receiving public comment was a statutory requirement for a potential future annexation, and thus proceeded to receive public comment.

Mayor Shepherd declared the public hearing open at 7:04 p.m.

There were no public comments.

Councilmember Young moved to close the public hearing at 7:05 p.m. seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Roper, and Young. Voting NO – None. Councilmember Phipps was not present for the vote.

PUBLIC HEARING TO CONSIDER AMENDMENTS TO THE FISCAL YEAR 2017/2018 BUDGET

Rich Knapp, Finance Manager, stated there were some identified expenditures necessary for City operations which were not included in the current budget. He indicated some proposed amendments were prepared for the 2017/2018 fiscal year budget and were projects that needed to be rolled over from the prior year totaling \$87,520. He identified the following projects for the 2017/2018 budget:

- Spillman Mapping Update
- 3M Finger Print Scanner
- Eventide Recorder System
- Re-key City Hall
- Arts Center Architectural Design

He explained the only new project which was not a rollover from previous budget money was for the Spillman Mapping Update totaling \$8,800. He stated the update would allow the software used in the City's dispatch center to receive mapping updates. He acknowledged the computer aided dispatch (CAD) system with updated maps and address locating tools would be beneficial and help decrease the response time for Police and Fire.

Mayor Shepherd declared the public hearing open at 7:07 p.m.

There were no public comments.

Councilmember Roper moved to close the public hearing at 7:08 p.m. seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Roper, and Young. Voting NO – None. Councilmember Phipps was not present for the vote.

OPEN COMMENT PERIOD

There were no public comments.

APPROVAL OF RESOLUTION 2017R-16 ADOPTING AMENDMENTS TO THE 2017/2018 FISCAL YEAR BUDGET

Councilmember Young moved to approve Resolution 2017R-16 adopting amendments to the 2017/2018 fiscal year 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, Peterson, Roper and Young. Voting NO – None. Councilmember Phipps was not present for the vote.

APPROVAL OF CLEARFIELD CITY’S COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT FOR PROGRAM YEAR JULY 1, 2016 TO JUNE 30, 2017

JJ Allen, Assistant City Manager, explained the Consolidated Annual Performance Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) was an annual report reflecting the performance year dated 2016/2017. He mentioned the report was required by HUD to determine if the funds allocated were used to meet the objectives as outlined in the annual action plan. He acknowledged there was also a public comment period held as part of the process from September 1, 2017 to September 18, 2017 and no public comments were received. Mr. Allen stated staff met with Councilmembers Peterson and Roper to review comments and incorporate feedback prior to meeting with the Council in work session on September 19, 2017 where additional feedback was received. He expressed his opinion the feedback received from Council had been incorporated into the report and asked if there were any additional questions.

Councilmember Peterson moved to approve Clearfield City’s Community Development Block Grant (CDBG) Consolidated Annual Performance Evaluation Report for program year July 1, 2016 to June 30, 2017 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, Peterson, Roper and Young. Voting NO – None. Councilmember Phipps was not present for the vote.

COMMUNICATION ITEMS

Mayor Shepherd

1. Attended the pushup challenge held at Antelope Elementary on September 18, 2017 in honor of Duchenne Muscular Dystrophy (DMD) day. He thanked Officer Drumm and Fireman King who participated at the school event. He mentioned being very sore after completing 225 pushups at a fundraising event held in Kaysville that evening where approximately \$3,500 were raised for continued research.
2. Reported attending the Ogden Interfaith Concert on Sunday, September 24, 2017 which had a large representation from many faiths.
3. Announced there was a change in command Monday, September 25, 2017 for the honorary commanders at Hill Air Force Base. His term ended as the honorary commander of the 388th which was close to a four year term. He recognized his focus moving forward would be on the 419th which was those living locally.

Councilmember Bush

1. Reported attending the US Leadership Conference on Thursday, September 21, 2017 with several elected officials and school board members. Mayor Shepherd asked if the tribe meeting was worthwhile. Councilmember Bush indicated the meeting was primarily an introductory meeting, but the group planned to meet three to four times each year.
2. Announced he would be attending the Water Conference during the week beginning October 2, 2017 so he would be absent from the work session on October 3, 2017.

Councilmember Peterson

1. Noted North Davis Fire District (NDFD) recently promoted three captains to acting battalion chiefs. She added Councilmember Roper had been a part of the screening committee and the promotion occurred just prior to the Weber/Uintah fires where he was able to witness the performances of those selected and understand how the District would be better able to respond as it continued to grow in the area.
2. Reported NDFD added two new ambulances which would be stationed in Clearfield and allowed better service and responses to all cities within the District.
2. Stated on Saturday, September 23, 2017 there was a player who sustained injury during a recreation football game held at Clearfield High School. She mentioned receiving complimentary feedback about the immediate responses given by City Staff and the North Davis Fire District during a difficult situation.

Councilmember Roper – Announced the application link for Youth Council was available and encouraged interested youth ages 14 to 18 still attending high school to apply. He complimented Trevor Cahoon, Communications Coordinator, for working hard to spread the word. He stated some applications had already been received and the enrollment period would be open until October 11, 2017.

Councilmember Young – nothing to report.

STAFF REPORTS

Adam Lenhard, City Manager – nothing to report.

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

- Work Session on October 3, 2017 (Mayor out of town)
- Work and Policy Sessions on October 10, 2017

- Work Session on October 17, 2017
- Work and Policy Sessions on October 24, 2017
- No Meetings scheduled for October 31, 2017 and November 7, 2017

There being no further business to come before the Council, **Councilmember Roper moved to adjourn at 7:20 p.m., seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Roper, and Young. Voting NO – None.** Councilmember Phipps was not present for the vote.

**APPROVED AND ADOPTED
This 10th day of October, 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, September 26, 2017.

/s/Nancy R. Dean, City Recorder