

CLEARFIELD CITY COUNCIL MEETING MINUTES  
7:00 P.M. POLICY SESSION  
February 13, 2018

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush	Councilmember
	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Tim Roper	Councilmember
	Karece Thompson	Councilmember
STAFF PRESENT:	JJ Allen	City Manager
	Summer Palmer	Assistant City Manager
	Stuart Williams	City Attorney
	Scott Hodge	Public Works Director
	Greg Krusi	Police Chief
	Eric Howes	Community Services Director
	Spencer Brimley	Community Development Director
	Rich Knapp	Finance Manager
	Trevor Cahoon	Communications Coordinator
	Nancy Dean	City Recorder
	Wendy Page	Deputy Recorder

VISITORS: Clinton Andreason – Troop 486, Doug Jacobson – Troop 486, Bob Bercher, Kathryn Murray, Jacob Martin, Keeley Wilson, Mariah Wilson, Mallory Call, Ruth Jones, Nicole Bigelow, Levi Lloyd

Mayor Shepherd called the meeting to order at 7:00 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 Thompson led the opening ceremonies.

APPROVAL OF THE MINUTES FROM THE NOVEMBER 28, 2017 WORK SESSION, THE DECEMBER 5, 2017 WORK SESSION, THE JANUARY 9, 2018 POLICY SESSION AND THE JANUARY 23, 2018 POLICY SESSION

**Councilmember Peterson moved to approve the minutes from the November 28, 2017 work session, the December 5, 2017 work session, the January 9, 2018 policy session, and the January 23, 2018 policy session, as written, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Thompson. Voting NO – None.**

OPEN COMMENT PERIOD

There were no public comments.

APPROVAL AND CONSENT TO THE MAYOR'S PROPOSED APPOINTMENTS OF INDIVIDUALS TO THE PLANNING COMMISSION

Mayor Shepherd stated the candidates for the Planning Commission were interviewed during work session on January 23, 2018. He acknowledged there were many good applicants and it was a difficult decision. Mayor Shepherd recommended appointing Mallory Call, current alternate member, and Levi Lloyd to fill the regular member vacancies, and Nicole Bigelow and Ruth Jones to serve as alternate members of the Planning Commission.

**Councilmember Roper moved to approve and consent to the Mayor's appointment of Mallory Call as a regular member of the Planning Commission with a term expiring in February 2023; Levi Lloyd as a regular member of the Planning Commission with a term expiring in February 2020; Nicole Bigelow as an alternate member of the Planning Commission with a term expiring February 2023; and Ruth Jones as an alternate member of the Planning Commission with a term expiring February 2022, 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 Thompson. Voting NO – None.**

APPROVAL OF THE CITY MANAGER'S APPOINTMENT OF SUMMER PALMER AS THE ASSISTANT CITY MANAGER

Mayor Shepherd stated during the policy session on January 23, 2018 JJ Allen was appointed as the City Manager. He indicated Mr. Allen had conducted interviews and asked that Summer Palmer be appointed as the Assistant City Manager.

Councilmember Phipps expressed his support of Mr. Allen's appointment as it was now his responsibility to staff the City with individuals which would best meet the needs of the City.

**Councilmember Phipps moved to approve the City Manager's appointment of Summer Palmer as the Assistant City Manager, seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Thompson. Voting NO – None.**

APPROVAL OF THE CITY MANAGER'S APPOINTMENT OF SPENCER BRIMLEY AS THE COMMUNITY DEVELOPMENT DIRECTOR

JJ Allen, City Manager, informed the Council that with the appointment of Summer Palmer as the Assistant City Manager her position as Administrative Services Director would be dissolved as many of those responsibilities carried with her. He explained the shift of responsibility lent to the need for reorganization especially among the executive team. He noted the position of Community Development Director existed previously in the organization and he desired to

reinstitute that position and appoint Spencer Brimley who had been serving as the Development Services Manager as the natural choice to fill that role. He indicated Mr. Brimley would assume additional responsibilities with community development including planning and zoning, permits, business licensing, and all the responsibilities of the customer service center and its functions.

**Councilmember Thompson moved to approve the City Manager’s appointment of Spencer Brimley as the Community Development Director, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Thompson. Voting NO – None.**

#### FINANCIAL UPDATE

Rich Knapp, Finance Manager, updated the Council with data for the first half of fiscal year (FY) 2018 ranging from July through December of 2017. He reviewed the revenues; expenses; net changes; three year historic trends from FY16, FY17, and F718; budget performance; as well as economic trends.

He explained the City had planned to spend down almost two million dollars during the fiscal year for capital projects so it would be in compliance with State law. He indicated State Law limited the City to 25 percent of its revenues in reserve; however, if budget funds were spent as projected the City would still have \$230,000 over the 25 percent allowed by the end of the fiscal year. He continued revenues were coming in higher than expected so there was a chance it could be even higher.

Mr. Knapp highlighted sales tax revenue was much higher than budgeted. He mentioned charges for services revenue was lower due to a change in legislation for 911 funding. He explained the monies received from 911 funding changed from number of lines to call volume and the City did not know how that update would affect the budget; however, the revenues had been lower than previous years for the charges for services category. Mr. Knapp summarized the City’s General Fund was trending according to budget based on the data showing 51 percent spent within the first half of the budget year.

He noted the fund expenditures provided in the agenda packet were summary data; however, the data for expenditures by each division could be obtained by contacting the City. Mr. Knapp reviewed other funds revenues and expenditures including the Community Development Renewal Agency (CDRA), Water, Sewer, Storm and Garbage. He noted water consumption was slightly lower and there was a slight increase to the fee. He commented impact fees were down significantly due to a large decrease in the fees last year and less building activity for the first half of the fiscal year. Mr. Knapp explained operationally the City was in good shape even though the fund balances were lower because it was reflecting the plan to spend down excess reserve monies.

He reviewed the national, state and local economy trends. He stated nationally the annual wage growth had increased 2.4 percent over the last 10 years. Mr. Knapp noted in January of 2018 it bumped up 2.9 percent which was the highest rate since 2009. He indicated the Utah consumer prices were higher than those of the nation based on the Consumer Price Index (CPI).

Councilmember Phipps asked if the data reflected that it was more expensive to live in Utah. Mr. Knapp responded it was becoming more expensive to live in Utah; however, there were more benefits which balanced the expense value. He stated Utah had the strongest year over year employment growth in the nation and in November was at 2.8 percent which was double the national average. He highlighted Utah was ranked third in the nation in population growth rate. He explained 61 percent of that total was from natural increase and 39 percent was from net migration.

Mr. Knapp indicated point of sale revenue was the best data to review for determining how the City's economy was doing. He stated the growth in Clearfield's point of sales revenues was higher than the growth of the State.

Councilmember Phipps questioned if there was a better understanding for why the change in point of sales revenue for Clearfield. Mr. Knapp answered he didn't know why the change and wondered if it had to do with online sales but had not had time to study it for more in depth details. He concluded overall everything was tracking according to budget and offered to share more details if he were contacted.

Mayor Shepherd thanked Mr. Knapp for the report.

## COMMUNICATION ITEMS

### ***Mayor Shepherd***

1. Met at Antelope Elementary to learn more about the needs of the Head Start program.
2. Spoke with a second grade class at Wasatch Elementary about economic development. He learned the second grade children would like to have a toy store and a candy store in the City.
3. Reported the Utah Defense Alliance held meetings with the legislature and had all of the military components from Utah represented.
4. Participated in a webinar for the National League of Cities (NLC) about the purpose, functions and uses of enhanced use leases (EUL) similar to the one created for Falcon Hill through Utah's Military Installation Development Authority (MIDA).
5. Attended the 75<sup>th</sup>, 388<sup>th</sup>, and 419<sup>th</sup> fighter wings' award ceremonies.

### ***Councilmember Bush***

1. Congratulated the Planning Commissioners on their appointments.
2. Appreciated having the joint meeting with Syracuse City Council on January 30, 2018.
3. Reported the joint meeting with the Planning Commission on February 6, 2018 was informative.
4. Expressed his excitement for the new playground equipment at the 200 South Park. He wondered when the swings would be attached. Eric Howes, Community Services Director, responded the swings were currently in place and could be used.

***Councilmember Peterson*** – mentioned North Davis Fire District was continuing to grow its safety and education program for elementary schools. She stated a new fire pal with the stage name of Siren was added to help with the presentations. She noted NDFD had been nationally recognized for its safety program and the presentations had been attributed to saving lives. She continued having the education component was important and helpful for the elementary aged children in the community.

### ***Councilmember Phipps***

1. Recognized the work and preparation of staff and expressed appreciation for its efforts with recent meetings. He mentioned specifically the off-site meeting on February 2, 2018 was well thought out, organized and a good effective use of time.
2. Expressed his excitement to see the 200 South Park coming together.

***Councilmember Roper*** – thanked the Planning Commission (PC) for its efforts. He attended the meeting on February 7, 2018 and expressed appreciation for the opportunity given to youth for PC participation. He indicated it would be a good way for youth to learn more about local government.

***Councilmember Thompson*** – participated in the Point-in-Time (PIT) Count. He stated he was able to go out with a group in effort to identify the estimated number of people without safe, stable housing in the Layton area. He said it was a good eye opening experience; however, he had the impression many were embarrassed by their situation. He expressed his desire to share information about available services in a way which might help them not feel ashamed.

## **STAFF REPORTS**

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

1. Reported after reorganization, staff was settling into the new roles.
2. Agreed the budget retreat on February 2, 2018 was successful.
3. Expressed appreciation for the Council's input on the monthly reports. He announced the reports would resume in March of 2018 and planned to keep it more concise.
4. Shared his personal highlight of the week was when one of the school kids asked how to fire the Mayor during Lunch with the Mayor held earlier in the month.
5. Announced budget meetings would begin next week on a staff level to prepare the draft budget.
6. Planned to watch legislative bills carefully during the session and share any that would be of concern to the City.
7. Reported the Community Reinvestment Area (CRA) process for Lifetime Products was underway. He indicated meetings went well with Davis County and the Davis County School Board and the process for preparing the project area would begin shortly. He stated the CRA would be presented to Council and the Community Development and Renewal Agency's Board for consideration in the near future.

***Eric Howes, Community Services Director*** – reported on the progress of the installation of new playground equipment at 200 South Park and Central Park. He noted the swings were in place; the gravity rail had been tested; and wood chips would be delivered by Friday, February 16, 2018 for installation at the 200 South Park. He indicated once the proper surfacing was in place and safe for the public, the gravity rail playground equipment would be completed. He stated woodchips were scheduled to arrive at Central Park the same day and both parks should be completed early next week.

Councilmember Phipps questioned if there would be any help needed to spread the wood chips. Mr. Howes responded if the chips arrived early in the day staff would likely complete the work by the end of day or at the latest next week.

Councilmember Phipps suggested the 200 South Park be renamed. Mayor Shepherd said it may be necessary to solicit help from the public.

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

- Work Session on February 20, 2018 - tour developments in West Haven and Farmington
- Work and Policy Sessions on February 27, 2018
- Work Session on March 6, 2018 - open house meeting at the Clearfield Aquatic Center

**Councilmember Phipps moved to adjourn and reconvene as the CDRA at 7:32 p.m., seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE: Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.**

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

**APPROVED AND ADOPTED  
This 27<sup>th</sup> day of February, 2018**

**/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, February 13, 2018.

/s/Nancy R. Dean, City Recorder