

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
May 8, 2018

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush	Councilmember
	Vern Phipps	Councilmember
	Tim Roper	Councilmember
	Karece Thompson	Councilmember
EXCUSED:	Nike Peterson	Councilmember
STAFF PRESENT:	JJ Allen	City Manager
	Summer Palmer	Assistant City Manager
	Stuart Williams	City Attorney
	Greg Krusi	Police Chief
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Spencer Brimley	Community Development Director
	Brad McIlrath	Senior Planner
	Lee Naylor	Accountant
	Trevor Cahoon	Communications Coordinator
	Nancy Dean	City Recorder
	Wendy Page	Deputy Recorder

VISITORS: Bob Bercher, Ruth Kjar, Daniel Hansen, Michael Dyer, Levi Cook, Jason Felix, Mason Gardner, Matthew Villatoro, Kathryn Murray

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 MARCH 27, 2018 WORK SESSION AND THE APRIL 24, 2018 POLICY SESSION

Councilmember Bush moved to approve the minutes from the March 27, 2018 work session and the April 24, 2018 policy session, as written, seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Phipps, Roper and Thompson. Voting NO – None. Councilmember Peterson was not present for the vote.

OPEN COMMENT PERIOD

Ruth Kjar, resident, stated she was a small business owner in the City running a pet grooming center from her home. She explained her desire to expand her business and offer kenneling services as well. She indicated there was a need for kenneling services and identified kenneling services were available through various means including “Rover.” Ms. Kjar stated some pet owners were even illegally home kenneling pets. Ms. Kjar expressed her opinion she had a disadvantage because of the restrictions placed on her as a home based business associated with costs of insurance and licensing requirements. She wondered if the City was doing anything to make sure those individuals running businesses illegally came into compliance with regulations and would be penalized appropriately.

Mayor Shepherd expressed appreciation for the comments. He stated staff was already aware of the issue and had been instructed to research it to see if there was a problem and if something ought to be changed.

Councilmember Roper commented it could be time to review the City ordinance relating to pets so proper controls were in place since many residents had pets which exceeded the allowed number. He suggested Farmington City had an ordinance which might be worth reviewing. JJ Allen, City Manager, indicated both questions were related and could be discussed in a future work session once more research was completed.

ADOPTION OF THE TENTATIVE BUDGET FOR FISCAL YEAR 2018/2019 AND SET A PUBLIC HEARING FOR JUNE 12, 2018 TO RECEIVE PUBLIC INPUT ON THE BUDGET

Lee Naylor, Accountant, thanked City staff for efforts which began in January to prepare the Fiscal Year 2019 (FY19) budget. He advised during the budget process many hours were spent analyzing the data and all of the requests from each department were reviewed. He indicated the City had a balanced budget with a healthy reserve and it was also fiscally responsible. Mr. Naylor explained the budget expenditures for FY19 were approximately \$46,000,000 and the City planned to spend about 1.4 million dollars in reserve monies to complete one-time capital projects. He stated staff recommended adopting the tentative budget for FY19 and setting a public hearing to receive public input on June 12, 2018.

Mayor Shepherd acknowledged the proposed budget assumed the City was accepting Davis County’s certified tax rate and using a portion of reserves to bridge the gap between projected revenues and expenditures. He stated there had been many discussions about whether or not the City should accept the certified tax rate set by Davis County or maintain its current certified tax rate. He commented he was still not settled with the Council’s desire to accept the certified tax rate as calculated by the County. He expressed his concern about using reserves during favorable economic times and felt maintaining the current certified tax rate would have been a better option. He acknowledged the City did not have much new growth and he worried accepting the County’s certified tax rate could lend to the necessity for a large tax increase in future years.

Councilmember Thompson asked if the tentative budget held the City’s financial reserve at 17.3 percent of the General Fund’s annual budgeted amount. Mr. Allen noted the Spillman migration

was cut from the budget after the last discussion during work session on May 1, 2018 which increased the reserve funds to 17.7 percent of the General Fund's annual budgeted amount. Mr. Naylor agreed. Mr. Allen added the tentative budget could continue to change prior to its final adoption as the actual numbers for health insurance costs and property tax amounts had not yet been received; however, he anticipated once the budget was finalized the General Fund balance could be slightly higher than estimated which could bring the reserves to 18 percent.

Councilmember Phipps stated he realized the time and effort provided by staff regarding budget planning as he reviewed each line item. He expressed his appreciation for staff's toleration of a Council which was very engaged in the process and thanked staff for its patience and responsiveness during the budget preparations.

Councilmember Bush asked when the County would notify the City of its certified tax rate. Mr. Allen acknowledged it would be available in June near the date scheduled for budget adoption. Councilmember Bush wondered if the numbers would be available by June 12, 2018 when the budget was scheduled for a public hearing. Mr. Allen anticipated the numbers would be available; however, suggested an alternative meeting schedule could be arranged to adopt the budget if the number was not available by the public hearing on June 12, 2018.

Councilmember Phipps moved to adopt the tentative budget for Fiscal Year 2018/2019 and set a public hearing for June 12, 2018 at 7:00 p.m., seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Phipps, Roper, and Thompson. Voting NO – None. Councilmember Peterson was not present for the vote.

AWARD THE BID FOR THE CLEARFIELD AQUATIC AND FITNESS CENTER POOL PLAY STRUCTURE TO CEM.

Eric Howes, Community Services Director, stated \$150,000 of PARAT tax revenue had been budgeted to replace the pool play structure at the Aquatic Center. He mentioned two bids were received and much higher than the original cost estimate. He noted CEM was the lowest responsible bidder with a bid amount of \$234,978. Mr. Howes acknowledged staff reduced the scope of the project in an attempt to bring the cost within budget and with that reduction the total project cost would be \$201,209. He indicated staff recommended the budget for the pool play structure replacement be increased \$51,209 and the bid be awarded to CEM.

Councilmember Thompson moved to award the bid for the Clearfield Aquatic and Fitness Center Pool Play Structure to CEM for the amount of \$201,209, 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 Thompson, Voting NO – None. Councilmember Peterson was not present for the vote.

COMMUNICATION ITEMS

Mayor Shepherd

1. Met with Clearfield Job Corps Community Relations Group earlier in the day. He noted Job Corps was making adjustments to the programs it offered and experiencing challenges because of it. He

indicated Job Corps was looking to help with any of the City's projects or any known within its boundaries.

2. Reported the next Fourth of July planning meeting was May 9, 2018. He mentioned scout troops had taken care of the pancake breakfast at past celebrations; however, City staff planned to take the lead during the 2018 festivities. He encouraged Council's participation with the pancake breakfast and the float. Councilmember Bush asked if the breakfast would still be held in the Kent's Market parking lot. Mayor Shepherd confirmed it would be held in the Kent's Market parking lot.

3. Expressed his appreciation to staff for the City's cultural event held on May 3, 2018 and thanked the local schools for painting the plows.

4. Attended the Utah League of Cities and Towns Midyear Conference held in St. George April 25 to 27, 2018.

5. Thanked staff for getting dumpsters placed on the south end of the City to assist residents with clean-up efforts on May 5, 2018. He acknowledged dumpsters would be placed on the north end of town soon and encouraged residents to use them before they were full.

6. Reported he would be out of town for the next meeting on May 15, 2018 and Mayor Pro Tem Peterson would be taking care of any business during his absence.

7. Attended with Councilmember Bush, the first meeting for the Clearfield and Syracuse Communities Who Care Coalition. He mentioned the coalition was comprised of residents, social and behavioral health professionals, and community leaders. He acknowledged the main topic of concern was opioid addiction. Councilmember Bush noted the coalition planned to expand including other neighboring cities such as Clinton, West Point and Sunset.

8. Announced an invitation was received from the Faith Baptist Church for the God Bless America service to be held on July 1, 2018. He instructed any interested in participating to let him know so he could report back with the names of those planning to attend.

Councilmember Bush

1. Expressed his appreciation for efforts with the cultural outreach event held on May 3, 2018.

2. Reported attending the Water Environment Association of Utah's Annual Conference and expressed his desire to share more information during a future work session.

3. Attended the Clearfield Community Choir Concert on May 7, 2018. He expressed his gratitude to the City for its support of the choir and band desiring to see it continue in the future.

Councilmember Phipps

1. Attended the Utah League of Cities and Towns Midyear Conference held April 25 to 27, 2018 in St. George. He expressed the desire to share the notes he had and pass along the information in a future meeting.

2. Reported Take Pride in Clearfield Day was great and it was exciting to be a part of the event.

Councilmember Roper

1. Attended the Davis Education Gala with Councilmember Peterson on April 25, 2018 and hosted principals from some local elementary schools. He stated the fundraiser helped raise money for underprivileged children and combating homelessness in the community.

2. Thanked the Youth Commission for helping with the cultural outreach event on May 3, 2018.

3. Attended the Court of Honor for Kelson Gardner, Ikaika Van Haften, and Jeremy Sattler on May 6, 2018 and recognized their efforts in achieving the rank of Eagle Scout.

Councilmember Thompson – thanked the owner of Axteca and the Latinos in Action club which helped sponsor the Cultural Event held on May 3, 2018. He stated he was encouraged by the event and indicated those residents he spoke to felt welcomed and enjoyed it.

STAFF REPORTS

JJ Allen, City Manager

1. Announced the next Community Leader Luncheon would be May 15, 2018 at noon in the Multi-purpose room. He mentioned the meeting was intended to help create a connection with those within the community and provide information which could be shared with other associations within the community.
2. Stated the monthly report was sent out earlier in the evening.
3. Expressed appreciation to Trevor Cahoon for the idea which drew a variety of events together into a week full of celebration throughout the City. He thanked staff for the hard work and dedication with the festivities which began on April 27, 2018 and included Arbor Day, the Summer Blitz, Take Pride in Clearfield Day, Painting the Plows, and culminating with the Cultural Event at the Aquatic Center on May 3, 2018.
4. Commended staff and first responders who saved a child from nearly drowning at the Aquatic Center on May 7, 2018 and expressed well-wishes to the family.

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

- **Work Session May 15, 2018**
- **Work and Policy Session on May 22, 2018**
- **No meeting planned at this time for May 29, 2018**

Councilmember Roper moved to adjourn as the City Council and reconvene as the CDRA in policy session at 7:34 p.m., seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Phipps, Roper, and Thompson. Voting NO – None. Councilmember Peterson was not present for the vote.

The minutes for the CDRA are in a separate location

**APPROVED AND ADOPTED
This 22nd day of May, 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, May 8, 2018.

/s/Nancy R. Dean, City Recorder