

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
November 27, 2018

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

VISITORS: Jared Hadley, Kathryn Murray, Bob Bercher, Jason Earl, Brandon Earl, Ryan Earl

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 Public Hearing or Open Comment Period there were forms to fill out by the door.

Councilmember Phipps led the opening ceremonies.

APPROVAL OF THE MINUTES FROM THE NOVEMBER 13, 2018 POLICY SESSION

Councilmember Roper moved to approve the minutes from the November 13, 2018 policy session; as written, seconded by Councilmember Bush. 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.

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON A REQUEST TO REZONE THE PROPERTIES LOCATED AT 320, 340, AND 360 WEST ANTELOPE DRIVE (TINs: 12-787-0003, 12-787-0002, AND 12-787-0001) FROM M-1 (MANUFACTURING) TO C-2 (COMMERCIAL)

Brad McIlrath, Senior Planner, stated the properties at 320, 340, and 360 West Antelope Drive were adjacent to Freeport West and currently zoned for manufacturing use. He indicated an application was received requesting the rezone of the properties from M-1 (Manufacturing) to C-2 (Commercial) so they could be used to develop commercial uses. He mentioned the request was consistent with the General Plan. Mr. McIlrath noted the Planning Commission held a public hearing on November 7, 2018, and forwarded a recommendation of approval.

Mayor Shepherd opened the public hearing at 7:06 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

Councilmember Bush moved to close the public hearing at 7:07 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.

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON REPROGRAMMING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FROM THE 2017/2018 PROGRAM YEAR FOR THE CONTINUATION OF THE HOUSING REHABILITATION PROGRAM DURING THE 2018/2019 PROGRAM YEAR

Brad McIlrath, Senior Planner, mentioned the Council had discussed making amendments to the Community Development Block Grant (CDBG) One Year Action Plan for 2018/2019 during its work session on October 16, 2018. He explained making changes required a 30 day open comment period that would begin and end with a public hearing. He noted the public hearing to open the comment period was planned for October 23, 2018; however, to allow for proper noticing the current public hearing would begin the 30 day comment period instead and the ending public hearing would be held on January 8, 2019.

Mr. McIlrath stated there were unspent funds from the 2017/2018 CDBG Program Year which included \$6,515.39 from administrative funds, \$30,000 from the emergency home repair program, and \$3,494 from the housing rehabilitation program. He commented there appeared to be little interest from the community for the emergency home repair program; yet, the housing rehabilitation program appeared to be successful having spent \$105,801.10 of the \$109,571 allocated for the program in 2017/2018. He mentioned the emergency home repair program expired on June 30, 2018. Mr. McIlrath continued staff recommended reprogramming the remaining funds from 2017/2018 program year to the housing rehabilitation program for the 2018/2019 program year.

He stated Davis County administered the housing rehabilitation program and had shared photos of some projects completed in the City, which were possible because of the CDBG funding. Mr. McIlrath reviewed the before and after photos of projects that had used funds to replace windows, siding, a roof, deck, or even a combination. He commented each showed the impacts of the CDBG funding and how many times fixing one problem area led to improvement in other areas of the yard as well. He noted the allotted funds for housing rehabilitation in 2018/2019 would be spent by the end of November.

Mr. McIlrath stated staff recommended reprogramming unspent funds to continue the success of the housing rehabilitation program which then could be used through June 30, 2019. Councilmember Bush asked if there was a limit on the amount of funding for each project. Mr. McIlrath responded the limit was \$8,000 per project with every dollar spent by the qualifying applicant being matched with four dollars of CDBG funds.

Councilmember Bush wondered if most projects used the maximum amount of funding. Mr. McIlrath answered most projects were below the \$8,000 limit; however, it varied by project and only a few had reached the limited amount.

Mayor Shepherd questioned how the deck project qualified for housing rehabilitation funding. He mentioned he thought the program parameters were for improvements to the front of the homes which would be more noticeable and improve the overall look of the neighborhood. Mr. McIlrath expressed appreciation to the Mayor for bringing it to his attention and indicated he would follow up with program's administrator at the Davis Community Housing Authority.

Mayor Shepherd opened the public hearing at 7:17 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

Councilmember Thompson moved to close the public hearing at 7:18 p.m. seconded by Councilmember Bush. 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

There were no public comments.

APPROVAL OF ORDINANCE 2018-27 REZONING THE PROPERTIES LOCATED AT 320, 340, AND 360 WEST ANTELOPE DRIVE FROM M-1 (MANUFACTURING) TO C-2 (COMMERCIAL)

Councilmember Bush moved to approve Ordinance 2018-27 rezoning the properties located at 320, 340, and 360 West Antelope Drive from M-1 (Manufacturing) to C-2 (Commercial) and authorize the Mayor's signature to any necessary documents, 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.

APPROVAL OF RESOLUTION 2018R-16 TO CONSIDER THE NORTH DAVIS FIRE DISTRICT’S (NDFD) REQUEST TO ANNEX SUNSET CITY INTO ITS SERVICE AREA

Mayor Shepherd stated in May 2017, the Sunset City Council petitioned the North Davis Fire District for annexation into the District’s service area for fire protection and emergency medical services. He mentioned the process was initiated but halted because of a Petition for Referendum that was filed with Sunset City regarding its fire department ordinance. He explained the issues surrounding the filed Petition for Referendum had been rendered moot and the issue withdrawn; therefore, Sunset City had again petitioned NDFD to consider its annexation into the District’s service area. He noted over the past year NDFD had been servicing Sunset City; additionally, Sunset had its mayor and a councilmember serving as non-voting members of the NDFD Board.

Mayor Shepherd continued the proposed resolution would announce the intent to consider the request; begin a public notice period; and specify a public hearing would be held on January 8, 2019 to receive public comment on the matter. Councilmember Phipps requested clarification on the consideration process for the annexation. Nancy Dean, City Recorder, stated Resolution 2018R-16 would announce the intent of the City Council to consider the annexation request of Sunset City; however, the annexation itself would be considered at a later date following required noticing and public comment periods.

Councilmember Roper moved to approve Resolution 2018R-16 to consider the North Davis Fire District’s (NDFD) request to annex Sunset City into its service area 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 Thompson. Voting NO – None. Councilmember Peterson was not present for the vote.

APPROVAL OF RESOLUTION 2018R-17 ADOPTING THE 2018 BIENNIAL REVIEW OF CLEARFIELD CITY’S MODERATE INCOME HOUSING REPORT

Spencer Brimley indicated the Moderate Income Housing Report had been reviewed and discussed by the City Council during work sessions on October 16, 2018 and November 13, 2018. He stated it was a report that would need to be updated every two years and would be tied to the City’s General Plan, which would be updated every five years. He mentioned the report was consistent with the data reported by the State of Utah and if approved would be submitted to the State and posted for public review.

Mr. Brimley clarified the staff report had mentioned staff’s request for funding to be allocated for the creation of a plan in the Spring of 2019 that would be a substantive moderate income housing plan for the City consistent with State requirements.

Councilmember Thompson moved to approve Resolution 2018R-17 adopting the 2018 biennial review of Clearfield City's Moderate Income Housing Report 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 Thompson. Voting NO – None. Councilmember Peterson was not present for the vote.

COMMUNICATION ITEMS

Mayor Shepherd

1. Participated in the City's tree lighting ceremony on November 26, 2018.
2. Attended the ribbon cutting ceremony for the Have a Heart home on November 26, 2018 with Councilmembers Bush, Peterson, and Thompson. He stated the couple able to purchase the home had been living in Clearfield and now would have an opportunity to have a great place suited for their disabled children and be able to stay in the City. He expressed gratitude for the CDBG funding which helped make the project a reality.
3. Thanked G4CE for its donation of donuts at the tree lighting ceremony. He recognized G4CE would be a great asset to the City.
4. Announced some of the City's upcoming events including the Community Choir's holiday concert on December 10, 2018 and the Community Band's holiday concert on December 11, 2018.
5. Mentioned Falcons Are Fabulous was working towards raising funds to locate a food pantry inside Clearfield High School. He invited anyone or local businesses interested in supporting the efforts to contact him.
6. Expressed his appreciation to members of Scout Troop 674 for their attendance at the meeting.

Councilmember Bush

1. Thanked staff and all involved in the tree lighting ceremony and the Have a Heart ribbon cutting.
2. Attended the Wasatch Choice Phasing Workshop held on November 14, 2018 at Syracuse Police Department. He was able to see what was planned for the future bike trails and streets. He noted Wasatch Front Regional Council did not have the bike trail along the northern Clearfield Station area to Depot Street added to its map so he informed them about it and asked to have it added.
3. Announced the North Davis Kiwanis Club would be donating 24 coats for Christmas to the Davis Community Learning Center for high school aged children in its effort to help children in the community.

Councilmember Phipps – commented the bond process mentioned last policy session for Wasatch Integrated had been delayed to allow the bidders more time to respond to a Request for Proposals. He reviewed the new adjusted timeline for consideration of the parameter resolution, bond resolution, and issuance of bonds. He pointed out the two dollar per can increase would be effective in Fiscal Year 2020 beginning in July 2019. He noted fees would begin about the same time period for mattresses deposited at the landfill.

Councilmember Roper – announced the City's Youth Commission would be organizing a sub for Santa for a family in need. He stated the family had been selected and a list of needs was available for anyone interested in participating by providing gifts or monetary donations which could be used to supply a family with Christmas this year.

Councilmember Thompson

1. Thanked Kent's Market for donating pies to Wingers for its annual Thanksgiving dinner meal served to underprivileged families in the community. He noted the owners of those Clearfield businesses were dedicated to the community.

2. Attended the ribbon cutting ceremony for the Have a Heart home and expressed appreciation to all those involved with the project.

STAFF REPORTS

JJ Allen, City Manager

1. Echoed appreciation for staff and those participating in the Have a Heart home and City's tree lighting ceremony on November 26, 2018.

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

- **Work Session on December 4, 2018**
- **Policy Session on December 11, 2018**
- **Policy Session on December 8, 2019**
- **Plan to attend the employee holiday party on January 4, 2019 at Weber State University**

Summer Palmer, Assistant City Manager – explained that City employees had been donating funds to be able to dress casually at work during the holiday season. She commented the contributed funds could be used by the Youth Commission towards its sub for Santa efforts. She invited Councilmember Roper to coordinate with Audrey Curtis, HR Manager, to obtain the funds. Councilmember Roper expressed his appreciation as well as that of the Youth Commission.

Councilmember Bush moved to adjourn the policy session and reconvene in work 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.

**APPROVED AND ADOPTED
This 11th day of December, 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, November 27, 2018.

/s/Nancy R. Dean, City Recorder