CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 PM POLICY SESSION
November 14, 2023

City Building
55 South State Street
Clearfield City, Utah

PRESIDING: Mayor Pro Tem Tim Roper

PRESENT: Councilmember Kent Bush, Councilmember Nike Peterson, Councilmember Vern Phipps, Councilmember Karece Thompson

ABSENT: Mayor Mark Shepherd

STAFF PRESENT: City Manager JJ Allen, Assistant City Manager Summer Palmer, Public Works Director Adam Favero, City Attorney Stuart Williams, Police Chief Kelly Bennett, Assistant Police Chief Devin Rogers, Community Services Director Eric Howes, Community Development Director Spencer Brimley, Finance Manager Rich Knapp, Communications Manager Shaundra Rushton, Lieutenant Scott Manookin, Bettina Griffeth, Annie Bradshaw, City Clerk Nancy Dean, Deputy City Recorder Chersty Titensor

VISITORS: Angela Kracht and Brent Andrus – American Legion 134, Lee and Sue Allen, Dakota Wurth, Cole Ross, Paige Young

Mayor Pro Tem Roper called the meeting to order at 7:03 p.m.

Councilmember Phipps led the opening ceremonies.

APPROVAL OF MINUTES
October 24, 2023 – work session
October 24, 2023 – policy session

Councilmember Bush moved to approve the October 24, 2023 – work session, and October 24, 2023 – policy session minutes, seconded by Councilmember Thompson.

RESULT: **Passed [5 to 0]**
YES: Councilmember Bush, Councilmember Peterson, Councilmember Phipps, Mayor Pro Tem Roper and Councilmember Thompson.
NO: None

SWEARING IN OF NEW CLEARFIELD CITY POLICE OFFICER KATHRYN PAIGE YOUNG

Kelly Bennett, Police Chief, introduced officer Paige Young. Nancy Dean, City Recorder, administered the Oath of Office to the new Clearfield City Police Officer. Her mother pinned on her badge. Chief Bennett welcomed Officer Young to the Police Department.

OPEN COMMENT PERIOD

Angela Kracht and Brent Andrus, from the American Legion inquired about the proposed property acquisitions on 350 South wanting to know why the acquisition price for their property was the lowest. JJ Allen, City Manager, directed them to Adam Favero, Public Works Director, to discuss further.

UPDATE ON THE FISCAL YEAR 2024 FIRST QUARTER FINANCIAL STATUS

Rich Knapp, Finance Manager, gave an overview of the financial status for the first quarter of the 2023-2024 fiscal year. He provided a historical comparison of water consumption and informed the Council that consumption was higher than last year but not as high as 2021. Water revenue had increased sixteen percent (16%) from the prior year. He reviewed the General Fund position at the end of the first quarter which showed a negative change in balance due to seasonal revenues and one-time expenditure projects. He reminded the Council that it was intentional to spend down reserves to achieve the budgeted year-end unrestricted balance of twenty percent (20%) of revenues which was 74 days of cash. He pointed out an increase to the Justice Court revenues and Interest Earnings. He showed items that were projected to be higher than budget and items that were projected to be lower than budget. He reviewed the first quarter expenditure summary and said all categories were at or below projections. He reviewed anticipated budget amendments:

- Police video service – WatchGuard – $175k
- Replace police vehicle $63k
- New mower additional funding $5,500
- small lift rollover from FY23 – $7,500
- City Hall chiller replacement $500k
- 700 South Reservoir additional funding $38k in water fund
- Dispatch

Mr. Allen brought up that he anticipated the completion of the agreement for an Emergency Manager shared with Clinton City and West Point City, which would likely require an additional budget amendment. Mr. Knapp presented information about the National and State economies. He reviewed the Clearfield Quarterly Point of Sale which showed growth.

COMMUNICATION ITEMS

CITY COUNCIL REPORTS

Mayor Pro Tem Roper

- He informed the Council that earlier this month the Wasatch Integrated Waste Management District Board passed Resolution 23-15 to begin district-wide recycling. He explained that the District encouraged each city to implement a residential fee structure with one fee that included one garbage can and one recycling can. Additional cans could be provided with an additional charge. If residents did not want a recycling can they would still pay the same bundled fee. Cities were encouraged to develop a fee structure for hardship conditions. They anticipated rolling out the first penalty July 1, 2025 then there would be penalties in 2026 for cities not implementing

the new plan. He said the District was working on financial assistance to the cities for cans. The District would be working on educating residents about the need to preserve the landfill and would conduct tours. He said representatives from Wasatch Integrated could attend City Council meeting to address any questions.

- Wished election candidates good luck in the upcoming election on November 21, 2023.
- Announced he was serving on the Board for Open Doors and that they were collecting gift cards for turkeys and getting ready for the Toys for Tots event.

Councilmember Bush

- Attended the recent Clearfield Community Band concert which was really good. He said more people were joining all the time.
- He reported that the Sewer District was on a calendar year budget and issued their preliminary FY24 budget at the last meeting. He said there would be a Public Hearing on December 14, 2023. The budget for the coming year was $21M less than the currnet year due to some equipment replacement and pipeline projects that were completed.

Councilmember Peterson

- Informed the public of a community resource through Open Doors which provided many resources through the County. Open Doors recently announced it received special grant funding from the County whereby they were able to give an allotment for a month's worth of diapers to income-qualified applicants. Contact them at 801-773-0712 ext 204.
- Interfaith Community – Nations for Christ Church was reaching out to make sure families knew about their upcoming food and winter coat drive at the old library on Saturday, November 18, 2023 from 9:00 a.m. to 11:00 a.m.
- North Davis Fire District was sad to see Deputy Fire Chief Darren Williams leave to be the new Chief in Roy. His vacancy of the position opened employment opportunities within the District and after a nationwide search, they extended an offer in-house to Curt King to be the Deputy Fire Chief. She told the Council of further advancements made within the Fire District based on the in-house promotion. The District would be celebrating rank advancement on Thursday, November 16, 2023 at 6:00 p.m.

Councilmember Thompson

- Looked forward to the National League of Cities (NLC) conference in Atlanta this week. He looked forward to seeing a water facility and hoped to learn something to bring back to the City.

Councilmember Phipps

- Nothing to report

CITY MANAGER'S REPORT

JJ Allen, City Manager

- Pointed out the Dignity Index Cards on the dais that were provided by the Utah League of Cities and Towns (ULCT) as a reminder to encourage civil discourse.
- He expressed good luck to all election candidates.
- He expressed appreciation to the veterans in the City.
- Happy Thanksgiving

STAFF REPORTS

Nancy Dean, City Recorder

- Election Day, November 21, 2023. No council meeting but the City would host a preliminary results party at 8:00 p.m. for anyone who wanted to join.
- November 28, 2023 – work & policy sessions
- December 5, 2023 and/or December 6, 2023 – due to the later election date and the Thanksgiving holiday, the election would not be canvassed until December 6, 2023. She informed the Council of the possibility of the work session being moved to the 6th. Once that was determined she would let everyone know.
- December 12, 2023 – work & policy sessions
- January 2, 2024 – Oath of Office Ceremony at noon in the Council Chambers. After the Oath of Office Ceremony, a luncheon would be provided on the second floor in the multi-purpose room for newly elected Council members, mayor and staff.

APPROVED AND ADOPTED
This 28th day of November 2023

/s/ Mark R. Shepherd, Mayor

ATTEST:

/s/ Nancy R. Dean, City Recorder

I hereby certify that the forgoing represents a true, accurate, and complete record of the Clearfield City Council meeting held Tuesday, November 14, 2023.

/s/ Nancy R. Dean, City Recorder