



CLEARFIELD COMMUNITY DEVELOPMENT AND RENEWAL AGENCY
AGENDA AND SUMMARY REPORT
January 23, 2024 - POLICY SESSION

Meetings of the City Council of Clearfield City may be conducted via electronic means pursuant to Utah Code Ann. § 52-4-207 as amended. In such circumstances, contact will be established and maintained via electronic means and the meetings will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.

55 South State Street
Third Floor
Clearfield, Utah

CALL TO ORDER:

Chairman Karece Thompson

APPROVAL OF MINUTES:

May 9, 2023 – CDRA minutes

June 27, 2023 – CDRA Minutes

SCHEDULED ITEMS:

1. **ELECT THE CHAIR AND VICE-CHAIR FOR THE COMMUNITY DEVELOPMENT AND RENEWAL AGENCY (CDRA)**

BACKGROUND: The Bylaws adopted by the Clearfield Development and Renewal Agency (CDRA) specify the Board elect the chair and vice-chair.

RECOMMENDATION: Elect the chair and vice-chair for the Clearfield Development and Renewal Agency (CDRA) and authorize the Chair's signature to any necessary documents.

****ADJOURN AS THE COMMUNITY DEVELOPMENT AND RENEWAL AGENCY (CDRA)****

Dated this 18th day of January 2024.

/s/Chersty Titensor, Deputy City Recorder

The City of Clearfield, in accordance with the 'Americans with Disabilities Act' provides accommodations and auxiliary communicative aids and services for all those citizens needing assistance. Persons requesting these accommodations for City sponsored public meetings, service programs or events should call Nancy Dean at 801-525-2714, giving her 48-hour notice.

The complete public notice is posted on the Utah Public Notice Website - www.utah.gov/pmn/, the Clearfield City Website - clearfield.city, and at Clearfield City Hall, 55 South State Street, Clearfield, UT 84015. To request a copy of the public notice or for additional inquiries please contact **Nancy Dean** at Clearfield City, Nancy.dean@clearfieldcity.org & 801-525-2714.

CLEARFIELD CITY COMMUNITY DEVELOPMENT AND RENEWAL AGENCY
MEETING MINUTES
7:00 PM POLICY SESSION

May 9, 2023

(This meeting was held following a City Council Policy Session)

City Building
55 South State Street
Clearfield City, Utah

PRESIDING: Vice-Chair Kent Bush

PRESENT: Director Nike Peterson, Director Tim Roper, Director Vern Phipps, Director Kent Bush, Director Mark Shepherd (via Teams)

ABSENT: Director Karece Thompson

STAFF PRESENT: City Manager JJ Allen, Assistant City Manager Summer Palmer, Communications Manager Shaundra Rushton, Community Services Director Eric Howes, Public Works Deputy Director Braden Felix, CDBG Coordinator Allison Barnes, City Attorney Stuart Williams, Police Chief Kelly Bennett, Deputy Recorder Chersty Titensor, City Recorder Nancy Dean

VISITORS: Megan Ratchford

Vice Chair Bush called the meeting to order at 8:30 p.m.

APPROVAL OF MINUTES

January 17, 2023 – CDRA policy session

January 24, 2023 - CDRA policy session

April 4, 2023 – CDRA policy session

Director Bush pointed out one error in the January 17, 2023 minutes that needed to be revised.

Director Peterson moved to approve the minutes from the January 17, 2023 policy session with the proposed revision; the January 24, 2023 policy session and the April 4, 2023 policy session, as written; and authorize the Chair's signature to any necessary documents, seconded by Director Roper.

RESULT: **Passed [4 TO 0]**

YES: Director Peterson, Director Roper, Director Phipps, Director Bush

NO: None

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON THE FISCAL YEAR 2024
TENTATIVE BUDGET

Summer Palmer, Assistant City Manager, reviewed the tentative budget and said final adoption of

the budget was scheduled for June 27, 2023.

Vice Chair Bush opened the public hearing 8:31pm

There were no public comments.

Director Peterson moved to close the public hearing at 8:31 p.m., seconded by Director Phipps.

RESULT: Passed [4 TO 0]

YES: Director Peterson, Director Roper, Director Phipps, Director Bush

NO: None

APPROVAL OF THE FISCAL YEAR 2024 TENTATIVE BUDGET

Director Peterson moved to approve the Fiscal Year 2024 Tentative Budget and authorize the Chair's signature to any necessary documents, seconded by Director Roper.

RESULT: Passed [4 TO 0]

YES: Director Peterson, Director Roper, Director Phipps, Director Bush

NO:

There being no further business to come before the Community Development and Renewal Agency, **Director Roper moved to adjourn at 8:32 p.m., seconded by Director Peterson.**

RESULT: Passed [4 TO 0]

YES: Director Peterson, Director Roper, Director Phipps, Director Bush

NO: None

**APPROVED AND ADOPTED
This day of 2023**

/s/ Karece Thompson, Chair

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 May 9, 2023.

/s/ Nancy R. Dean, City Recorder

CLEARFIELD COMMUNITY DEVELOPMENT AND RENEWAL AGENCY
MEETING MINUTES
7:30 PM POLICY SESSION
June 27, 2023

City Building
55 South State Street
Clearfield City, Utah

PRESIDING: Chairman Karece Thompson

PRESENT: Director Nike Peterson, Director Tim Roper, Director Vern Phipps, Director Kent Bush, Director Mark Shepherd

STAFF PRESENT: City Manager JJ Allen, Assistant City Manager Summer Palmer, Assistant City Attorney Shawn Robinson, Finance Manager Rich Knapp, Accountant Lee Naylor, Community Services Director Eric Howes, Community Development Director Spencer Brimley, Police Chief Kelly Bennett, Public Works Director Adam Favero, City Recorder Nancy Dean, Deputy Recorder Chersty Titensor

VISITORS: Dakota Wurth, Ben Peterson

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON AMENDMENTS TO THE
FISCAL YEAR 2023 (FY23) BUDGET

Rich Knapp, Finance Manager, reviewed amendments to the FY23 budget. The developer incentives were higher than projected and were offset by the increment received from the County.

Chair Thompson opened for public comments at 7:58 p.m.

There were no public comments.

Director Shepherd moved to close the public hearing at 7:58 p.m., seconded by Director Peterson.

RESULT: Passed [5 TO 0]

YES: Director Peterson, Director Roper, Director Phipps, Director Bush, Director Shepherd
NO: None

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON THE PROPOSED FISCAL
YEAR 2024 (FY24) BUDGET

Rich Knapp, Finance Manager, reviewed the final CDRA budget for fiscal year 2024. The budget included total revenues and transfers in the amount of \$3,132,165 and total expenditures and appropriations equal to \$2,497,733. He pointed out that he rolled the ATK incentive for FY23 into the FY24 budget because they didn't make it in time.

Chair Thompson opened for public comment at 7:57 p.m.

There were no public comments.

Director Peterson moved to close the public hearing at 7:57 p.m., seconded by Director Bush.

RESULT: Passed [5 TO 0]

YES: Director Peterson, Director Roper, Director Phipps, Director Bush, Director Shepherd

NO: None

APPROVAL OF RESOLUTION 2023R-02 ADOPTING THE FISCAL YEAR 2024 (FY24) BUDGET

Director Roper moved to approve Resolution 2023R-02 adopting the fiscal year 2024 (FY24) budget, as written; and authorize the Chair's signature to any necessary documents, seconded by Director Bush.

RESULT: Passed [5 TO 0]

YES: Director Peterson, Director Roper, Director Phipps, Director Bush, Director Shepherd

NO: None

APPROVAL OF RESOLUTION 2023R-03 AUTHORIZING AN AMENDMENT TO THE FISCAL YEAR 2023 (FY23) BUDGET

Director Shepherd moved to approve Resolution 2023R-03 authorizing an amendment to the fiscal year 2023 (FY23) budget, as written; and authorize the Chair's signature to any necessary documents, seconded by Director Phipps.

RESULT: Passed [5 TO 0]

YES: Director Peterson, Director Roper, Director Phipps, Director Bush, Director Shepherd

NO: None

*****ADJOURN AS THE CDRA*****

Director Shepherd moved to adjourn at 8:00 p.m., seconded by Director Phipps.

RESULT: Passed [5 TO 0]

YES: Director Peterson, Director Roper, Director Phipps, Director Bush, Director Shepherd

NO:

APPROVED AND ADOPTED
This day of 2023

/s/ Karece Thompson, Chairman

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 6/27/2023.

/s/ Nancy R. Dean, City Recorder

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