

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 PM WORK SESSION
December 05, 2023

City Building
55 South State Street
Clearfield City, Utah

PRESIDING: Mayor Mark Shepherd

PRESENT: Councilmember Karece Thompson, Councilmember Nike Peterson, Councilmember Tim Roper, Councilmember Kent Bush, Councilmember Vern Phipps, Mayor Mark Shepherd

STAFF PRESENT: City Manager JJ Allen, Assistant City Manager Summer Palmer, Community Development Director Spencer Brimley, Community Services Director Eric Howes, City Attorney Stuart Williams, Police Chief Kelly Bennett, Community Relations Director Shaundra Rushton, Public Works Director Adam Favero, City Recorder Nancy Dean, Deputy City Recorder Chersty Titensor, Public Works Deputy Director Braden Felix, Finance Manager Rich Knapp

VISITORS: Megan Ratchford, Dakota Wurth, Cole Ross

INTERLOCAL AGREEMENT WITH DAVIS COUNTY FOR THIRD QUARTER SALES TAX FUNDING FOR THE DEPOT STREET AND 1450 SOUTH EXTENSIONS

Braden Felix, Deputy Public Works Director, explained that the City could apply for reimbursement of the \$6M awarded from Third Quarter Sales Tax funding once the last two remaining property acquisitions were complete to Depot Street and 1450 South extensions. Councilmember Bush asked how much of that amount would cover the expense. Mr. Felix stated that the Depot Street and 1450 South extensions would cost more than \$6M. JJ Allen, City Manager, said if the project had sufficient funding or would more be needed. Mr. Felix thought they were currently okay on funding the project.

DISCUSSION OF THE 500 WEST (1ST STREET) CONNECTION TO D STREET

JJ Allen, City Manager, presented the Council with the possibility of an alternative solution to extending the new street at 500 West where the public street ended and met private property in Freeport West, which had been barricaded by property owners. He said the entity that had been most affected was Davis School District, and access had been complicated especially for buses coming out of Freeport West. Mr. Allen met with Davis School District to discuss the option of extending the public street where it dead ended at C Street and then take part of the northeast edge of the City's detention basin in the area to connect it to D Street which would take it to the property line of the Davis School District. He explained that the City would not need to acquire any more property except a small portion of the School District's property. Mr. Allen conveyed the parties' excitement at the alternative. The School District appeared willing to participate financially but currently no figures had been discussed. Braden Felix, Deputy Public Works Director, estimated the project cost at approximately \$800k. Mr. Allen thought with the remaining grant funding from Davis County plus the School District's contribution the financial burden might be lessened. He asked Council if it would Staff to proceed with the design

and make it a priority over other projects, since it was not included in the FY24 budget.

Mayor Shepherd thought this project was crucial. Councilmember Phipps said they needed to solidify the numbers. Councilmember Thompson asked about any potential impact to the effectiveness of the detention pond if a road were built adjacent to it. Adam Favero, Public Works Director, said there was plenty of room on other sides of the detention pond that it could be adjusted if needed, but said a survey would be completed. He further stated that he didn't anticipate any issues. Mr. Allen said there was a possibility in the future of utilizing the detention pond as a soccer field. The street would facilitate that future potentiality.

Councilmember Bush asked about the property line next to the business called Tech Steel. Mr. Allen said the property owner had been notified that they had been encroaching on City property. Mr. Allen stated that curb and gutter would be installed as part of the road to further delineate the City's property from the adjacent property. He continued that the City could look into adding a fence as well. Councilmember Bush asked about whether it would be a problem to use D Street. Mr. Allen said if tenants/property owners of the properties decided to block off access to 500 West it wouldn't affect the School District's access. Mr. Allen said there would need to be a budget amendment but asked if it should be made a top priority. The Council appeared to agree that it should be made a priority.

COUNCIL INITIATIVE BRANDING UPDATE – LOGO FEEDBACK

Shaundra Rushton, Communications Manager, provided an update on the City's branding initiative. She asked the Council for its feedback on how well the slogan fit with the overall logo, and for opinions on the design elements of the logo. There was a discussion of the Council's preferences. In a previous meeting the Council determined to pursue the slogan, "Where Dreams Take Flight." Ms. Rushton asked how the Council saw the presented logo designs playing into a theme of "Utah's Military City." Councilmember Phipps said his first reaction was to have it integrated into the logo. Councilmember Thompson agreed that it should be included with the logo and theme. Councilmember Roper said it was bulky and needed to be separated. Mayor Shepherd agreed.

There was a discussion on how the theme and logo should play off each other and whether they should be combined. The consensus appeared to be that the logo be kept separate from the slogan. It was determined the slogan could be used for special messaging.

Ms. Rushton then received Council's feedback for which type of plane it most liked in the logo. A majority of the Council liked a medium hyper-realistic plane. Ms. Rushton asked if black should be introduced in the logo or whether the Council preferred to keep the current blue and green colors. After some discussion, the majority agreed to the city name in black.

COMMUNICATIONS UPDATE ON THE FOUR COUNCIL INITIATIVES

Shaundra Rushton, Communications Manager, offered an update on the four council initiatives: Bridge Party, Plane Program, Management of Outsourced Branding Projects, and Supporting Local Businesses. She reminded the Council that the budget for the Four

Initiatives was \$15,000 and she allotted five hours per week toward them. She said the branding project was given \$100,000 in FY24 and the Plane Program was allocated \$50,000 from “Council Love Notes” to purchase more planes.

Bubble Party

The Bubble Party included bubble cannons, slide, carnival games, DJ, food trucks and swag. She spent \$7,000 and there were approximately 1,000 individuals in attendance. It was held August 12, 2023 from 7:00 p.m. to 9:30 p.m. She had received feedback to schedule it earlier in the evening because people got cold; allow local businesses as vendors on the bridge during the event.

Plane Program

She gave an overview of what efforts had been made so far and presented the next steps:

- Finish sponsorship program for planes.
- Work with UDOT about feasibility to put in park strips.
- Purchase, paint, and place planes. Goal to have them purchased and painted in the park for the 4th of July. She suggested the City place the planes in parks if it takes too long to get approval from UDOT, then move them once approvals were obtained.

Supporting Businesses

She reviewed the efforts undertaken to support local businesses through the Lunch & Learn, the creation of local ad packages with Connection Magazine, the creation of a “Letter from the Mayor” to use in advertising pitches, the inclusion of more Clearfield businesses in City events, gave social media shoutouts to Clearfield businesses, included Clearfield businesses in the “Search the City” event, wrote three business spotlight articles for Connection magazine, created a business directory on the City’s website, created an emailing list with all retail businesses in the City and used that list to communicate events and how to get involved.

Councilmember Roper informed them of the “Lunch and Learn” type monthly event Kaysville City had been doing. It was a networking meeting where they invited people to attend and invited four local business owners to present on their businesses. He said the Chamber of Commerce was involved to inform local businesses of the resources available through the Chamber.

Ms. Rushton asked for further guidance or ideas from the Council. Councilmember Roper said consistency was the best strategy. Mayor Shepherd thought the initiatives were intentionally vague to give her latitude in coming up with ideas. Councilmember Thompson suggested working local businesses more and more toward connectivity with the culture that was being established. The more the local businesses felt supported the better the economic development. Councilmember Roper suggested getting the local businesses connected with each other.

DISCUSSION OF THE INTERLOCAL AGREEMENT FOR JOINT EMERGENCY MANAGEMENT SERVICES WITH CLINTON AND WEST POINT

JJ Allen, City Manager, presented the Interlocal Agreement for Joint Emergency Management Services with Clinton City and West Point City. He outlined the basic terms of the agreement:

1) Clearfield would be host city – the Emergency Manager would be a Clearfield Employee with input from participating cities, 2) reimbursed by participating cities based on population counts. He said there would need to be an amendment to FY24 budget. He asked if Council had any questions.

Councilmember Bush asked if there were attempts to get other cities to participate. Mr. Allen said Syracuse had shown interest, but was not able to at this time. He said Sunset had not responded. Councilmember Bush asked if as population changed would it change the percentage? Mr. Allen said it would be based on most recent census estimates.

Councilmember Peterson pointed out that population was the easiest way to split it, but still needed three separate emergency plans, so there was a portion of the workload that would be equal to all three cities and Clearfield would pay the brunt of it. She suggested a one-time cost for initial creation of plans and then annual maintenance. Summer Palmer, Assistant City Manager, thought some of the cities' emergency plans were more updated than others. Councilmember Peterson did not want to sabotage the efforts.

Councilmember Thompson asked who would be served if all three cities had an emergency. Mr. Allen clarified that the Emergency Manager helped to prepare the organization but was not the incident commander. Councilmember Thompson asked what defined the Emergency Manager's priority. Mr. Allen explained that in a regional emergency affecting multiple jurisdictions there would be one Jurisdictional Informational Center. Mr. Allen thought having training and a refresher course for staff to participate in would be helpful. He said the Emergency Manager could coordinate the training. Mr. Allen said the Agreement would be up for approval in the policy session on December 12, 2023.

TRAINING ON THE OPEN AND PUBLIC MEETING ACT AND REVIEW OF COUNCIL RULES OF ORDER

Nancy Dean, City Recorder, presented the State Auditor's training video for the Open and Public Meeting Act (OPMA). She gave a copy of the Rules of Order and Procedures to each councilmember and asked each of them to read them. She reminded them that if three councilmembers commented on social media posts it became a quorum so be mindful of whether other councilmembers had already commented. She reminded them that every communication they created as a council member was subject to GRAMA. She gave guidance as to which method of communication, text/email, would be more appropriate for GRAMA requirements.

There were no questions from the Council. Ms. Dean anticipated the need to amend the Rules of Order and Procedures to revise the completion of the agenda from noon on Thursday to different wording and encouraged the Council to contact her if they noticed any other needed changes.

Councilmember Thompson moved to adjourn at 7:32 p.m., seconded by Councilmember Bush.

RESULT: Passed [5 TO 0]

YES: Councilmember Thompson, Councilmember Peterson, Councilmember Roper,
Councilmember Bush, Councilmember Phipps

NO: None

**APPROVED AND ADOPTED
This 23rd day of January 2024**

/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, December 05, 2023.

/s/ Nancy R. Dean, City Recorder