

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 PM POLICY SESSION
August 27, 2024

City Building
55 South State Street
Clearfield City, Utah

PRESIDING: Mayor Mark Shepherd

PRESENT: Mayor Mark Shepherd, Councilmember Nike Peterson, Councilmember Tim Roper, Councilmember Karece Thompson, Councilmember Megan Ratchford, Councilmember Dakota Wurth

STAFF PRESENT: City Manager JJ Allen, City Attorney Stuart Williams, City Clerk Nancy Dean, Deputy City Recorder Chersty Titensor, Police Chief Kelly Bennett, Community Services Director Eric Howes, Community Development Director Spencer Brimley, Finance Manager Rich Knapp, Communications Manager Shaundra Rushton

VISITORS: Davis County Commissioner Lorene Kamalu, Ashleigh Young – Director of Animal Care of Davis County, Michael Lambert

Mayor Shepherd called the meeting to order at 7:04 p.m.

Councilmember Thompson led the opening ceremonies

UPDATE FROM DAVIS COUNTY COMMISSIONER LORENE KAMALU

Davis County Commissioner Lorene Kamalu introduced Ashleigh Young from the Animal Care of Davis County. She also provided a handout to Council for Davis County 2024 Commission Assignments.

UPDATE FROM ANIMAL CARE OF DAVIS COUNTY DIRECTOR, ASHLEIGH YOUNG

Ashleigh Young, Director of Animal Care of Davis County (ACDC), explained the County had started a feasibility study in 2021 for the need for a new animal shelter. She explained the challenges they faced with their current facility and the shift of philosophy that led to more than 90% of shelter animals having positive outcomes. She said ACDC was looking to build a new estimated 32,000 square foot facility for the approximate 4,500 animals each year. She explained the funds were coming through the County's capital fund. She said the Requests For Proposals were completed and they were hoping to break ground on the facility this year.

She explained that ACDC was asking for a tax increase and there had not been an increase since 2017. She explained that their agency had been struggling with the same budget for many years and the tax increase would see about a \$12/year increase. Commissioner Kamalu

said the cost to build the new building was estimated at \$15M and was an institutional type building. They worked hard to reduce the costs.

Councilmember Peterson asked about the timing of construction. Ms. Young said they were hoping to break ground this year and anticipated two years for the build-out. She explained that they would continue operation at their current facility through the build. Councilmember Wurth expressed appreciation for the County's evolution from catch and kill to being recognized as a no-kill shelter. He asked if any aviary care was planned. Ms. Young said they currently had mix of domestic animals.

OPEN COMMENT PERIOD

Michael Lambert introduced himself as a candidate running for Davis County Commission as an unaffiliated candidate. He offered his background and the issues he was concerned about.

There were no further comments.

APPROVAL OF AND CONSENT TO THE MAYOR'S PROPOSED RE-APPOINTMENT OF JAYLEE BOUWHUIS AS THE YOUTH COMMISSION AMBASSADOR TO THE PLANNING COMMISSION

Mayor Shepherd recommended the re-appointment of Jaylee Bouwhuis as the Youth Commission Ambassador to the Planning Commission. Ms. Bouwhuis addressed the Council and explained her experience on the Planning Commission and her enjoyment of the position.

Councilmember Thompson moved to approve and consent to the mayor's reappointment of Jaylee Bouwhuis as the Youth Commission Ambassador to the Planning Commission with a start date of June 2024 and a term expiration date of June 2025, and authorize the mayor's signature to any necessary documents, seconded by Councilmember Peterson.

RESULT: Passed [5 TO 0]

YES: Councilmember Peterson, Councilmember Roper, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth

NO: None

UPDATE ON THE FISCAL YEAR 2024 YEAR-END FINANCIAL STATUS

Rich Knapp, Finance Manager, said there were continued updates to expenditures, but the numbers reviewed were the most up to date. He reviewed the revenues, expenditures, and net operating of the Water Fund. Councilmember Peterson was concerned about the resident's interpretation of the negative numbers in his presentation. Mr. Knapp explained that he wanted the Net Operating number to be positive, but when the Capital Projects were included, the numbers fell to negative numbers. He explained that the negative number would be covered by funds that were purposely saved up for the one-time projects. He reviewed water consumption. He said there was an 18% increase in consumption from the previous fiscal year. He pointed out that the City was swapping out meters and was capturing usage that had not been captured

before. He said revenue saw an 11% increase from last year.

He reviewed the revenues and expenditures in the General Fund. He said the budget planned to spend down 104% of revenues and 91% of expenses. He anticipated the year-end unrestricted balance to be 33-35% of revenues or \$500k under to \$325k over maximum reserves. He pointed out that the transfers out for future capital projects were not yet completed. He said the FY24 budget planned to bring down reserves to 20% of revenues. He reviewed the Draft Revenue Summary by category and informed Council of key revenue analysis.

He reviewed the expenses that were being tracked for planning purposes which were:

- Clearfield Station – internal funds were floating until sales tax from county received.
- Parks & Open Space – \$226k under budget \$100k part time under budget

He reviewed the history of Programs or Services with direct revenues and the trend of how much was subsidized by the General Fund. He showed the Council the most recent Sales Tax Population calculation. He said the population increased to 34,470 which was 1.009% of the Utah population. He reviewed the Clearfield Quarterly Point of Sale revenue which showed a better picture than the State's portion. He said it was hard to say what that meant but may mean sales activity might be leveling out. He said the final FY24 numbers would be part of audit and would not have until December.

COMMUNICATION ITEMS

MAYOR'S REPORT

Mayor Mark Shepherd

- He toured the Fire Stations at Hill Air Force Base with the Utah Defense Alliance to see how they functioned.
- He said the Clearfield Station Area Plan was certified by the Wasatch Front Regional Council.
- He said he and Councilmember Wurth had attended the 388th Maintenance Group's Change of Command Ceremony. Colonel Kong was the new commander of the Maintenance Group.
- He said the ICBM Director at Hill Air Force Base to inform that they had decided to combine the Minuteman Directorate and Sentinel Directorate due to the unanticipated costs and brought in a new General to run the program – Colonel Robert "Buck" Rogers.
- He said he went to the National Veteran's Golden Age Games at the Salt Palace where he handed out medals. He said some of the events were badminton, table tennis, shuffleboard, and pistol/rifle shooting.
- He had been invited to sit in on a panel with the Mayors and CEOs for U.S. Housing Investment in September.
- He had been invited to California in December to participate with the Mayor's Against Anti-Semitism to represent Clearfield City.
- He expressed his condolences to the family whose child was recently killed in Clearfield.

CITY COUNCIL'S REPORTS

Councilmember Peterson

- She expressed appreciation to Staff for their preparations for the recent retreat.
- She expressed appreciation to the Police Department for their assistance during the recent

tragedy on the south side of the City.

- She acknowledged the efforts of Stuart Williams and Teresa Allen with the Victim Advocate program. She had received positive feedback from an individual that was able to find help with housing within 48 hours through the DAVA and VAWA grants.
- She gave a reminder that the load fees at Wasatch Integrated would be more fully enforced if the load was not covered in a tarp.
- With legislative changes, there were reporting requirements for recycling – twice a year on website and newsletter. She said the requirements would be forthcoming.

Councilmember Thompson

- Nothing to report

Councilmember Ratchford

- She said the Jack in the Box near the west entrance of Hill Air Force Base should be opened by end of September.
- She provided an update on outstanding issues at the North Davis Fire District's new Station #42.

Councilmember Wurth

- He announced that the Parks & Recreation Commission would be hosting the Pet Splash Saturday at the Clearfield Aquatic Center.
- He announced that the Parks & Recreation Commission was hosting a Howl-oween Costume Parade on October 19, 2024 at Barlow Park.
- He informed Council that on September 27, 2024 from 6:00 p.m. to 7:30 p.m. at the Jordan Commons Megaplex, "Strong Towns" would be presenting on the housing theme and innovative ways to address housing on a local level.
- He expressed appreciation to Colonel Kong with the 388th Maintenance and was impressed with the community that rallied around him.

Councilmember Roper

- He announced he had become the Chair of Open Doors and was looking for ways to improve the organization and help it run more efficiently.

CITY MANAGER'S REPORT

JJ Allen, City Manager

- He said a discussion concerning the traffic study completed a few years back would be scheduled on September 17, 2024.
- He expressed his kudos to Shaundra Rushton and the Communications Department for the recent Bridge Party.
- He thanked Council and Staff for their participation at the Council Retreat.
- He informed the Council of some upcoming conferences and vacation that would take him away for much of September.

STAFF REPORTS

Nancy Dean, City Recorder

- No meeting September 3, 2024.
- Work and policy sessions on September 10, 2024.
- Work session on September 17, 2024.

- Work and policy session on September 24, 2024.

Councilmember Thompson moved to adjourn at 7:58 p.m., seconded by Councilmember Wurth.

RESULT: Passed [5 TO 0]

YES: Councilmember Peterson, Councilmember Roper, Councilmember Thompson,
Councilmember Ratchford, Councilmember Wurth

NO: None

**APPROVED AND ADOPTED
This 24th day of September 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, August 27, 2024.

/s/ Nancy R. Dean, City Recorder