CLEARFIELD COMMUNITY DEVELOPMENT AND RENEWAL AGENCY
AGENDA AND SUMMARY REPORT
February 25, 2025 - 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

*** The CDRA Policy Session will convene immediately following the City Council Policy Session scheduled at 7:00 p.m. ***

CALL TO ORDER:
Chair Tim Roper

APPROVAL OF MINUTES:
April 30, 2024 – work session
May 14, 2024 – policy session
June 25, 2024 – policy session
July 30, 2024 – closed session

SCHEDULED ITEMS:

1. CONSIDER APPROVAL OF THE DONATION OF A REMNANT PARCEL OF PROPERTY (TIN: 12-020-0144) TO DAVIS COUNTY

   BACKGROUND: Davis County is requesting a donation of an approximate 0.0033 acres (143.78 square feet) remainder parcel identified as Tax ID #12-020-0144. The parcel was created when the CDRA donated land to the county for the Health Department campus. The legal description in the Warranty Deed to Davis County begins 0.07 feet north of the description in the Warranty Deed to the Clearfield CDRA, leaving a small remainder parcel. This portion was not conveyed to Davis County and remains under the CDRA's ownership. At the time of the original conveyance in 2009, this was not a concern. However, due to the county's southward expansion, this remnant parcel now creates a gap and potential boundary issues that need resolution.

   RECOMMENDATION: Approve the donation of a 0.0033 acre remnant parcel of property (TIN:12-020-0144) to Davis County; and authorize the Chair's signature to any necessary documents.

*****ADJOURN AS THE COMMUNITY DEVELOPMENT AND RENEWAL AGENCY*****

Dated February 20, 2025.

/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 & 801-525-2700.

CLEARFIELD COMMUNITY DEVELOPMENT & RENEWAL AGENCY
MEETING MINUTES
6:00 PM WORK SESSION
April 30, 2024

City Building
55 South State Street
Clearfield City, Utah

PRESIDING: Chair Tim Roper

PRESENT: Director Nike Peterson, Director Tim Roper, Director Megan Ratchford, Director Mark Shepherd, Director Dakota Wurth

ABSENT: Director Karece Thompson

STAFF PRESENT: City Manager JJ Allen, Assistant City Manager Summer Palmer, Community & Economic Development Director Spencer Brimley, Community Services Director Eric Howes, City Attorney Stuart Williams, Police Chief Kelly Bennett, Community Relations Director Shaundra Rushton, Senior Planner Brad McIlrath, City Recorder Nancy Dean, Senior Accountant Lee Naylor

Director Wurth moved to appoint Director Tim Roper as Chair, seconded by Director Megan Ratchford.
RESULT: **Passed [5 TO 0]**
YES: Director Peterson, Director Roper, Director Ratchford, Director Shepherd, Director Wurth
NO: None
ABSENT: Director Thomspon

FISCAL YEAR 2025 (FY25) CDRA DRAFT BUDGET REVIEW

Spencer Brimley, Community & Economic Development Director, pointed out the seven active project areas currently within the CDRA and informed the Board of their expiration dates. He reviewed the draft Fiscal Year 2025 Budget with the Board.

He reminded the Board that the CDRA was regulated by State Code. He introduced the Tax Increment Financing (TIF) which was the only way that cities had to incentivize and provide opportunities for economic development through incentives for infrastructure and other items of that nature. He explained that there were base year taxes that went to the taxing agencies, but then as the taxable value of the development area grew the entity benefited from the investment in the property.

He discussed the approximate $580k funds remaining in RDA 7 which needed to be spent in the next few years. He said Staff had discussed using the funds for downtown messaging efforts.

He pointed out the Rocky Mountain Power lines on 700 South from Steve’s Automotive to State Street and saw that area as an opportunity for redevelopment, but the power lines crossed through the middle of the properties instead of at the street. Mr. Brimley said the options were to make an investment as the City to resolve the issue and not expect payback; or, resolve the issue and propose to the property owners some kind of payback. There was currently a general estimate of $240k for the undergrounding of the power lines, and telecom would be an additional approximate $100k. Mr. Brimley asked the Board members for their thoughts. Director Shepherd suggested the City couldn't incentivize commercial to come in but could waive a lien that was on the property. He thought there could be an amount on each of the properties that could be waived after development. He thought the undergrounding of the power lines was crucial to develop the north side of the street. He mentioned the possibility of relocating the lines to the poles installed by Utopia along the back fence line which could possibly save the City some money. Mr. Brimley told the Board that the estimate received from Rocky Mountain Power would change once they received more details on what the City wanted. Director Shepherd said this type of project was exactly the kind of economic redevelopment the money should be used for because they wanted that area to be the entrance to the City. Mr. Brimley said the project would use RDA 9 funds.

Mr. Brimley again asked the Board how it would like to allocate the $580k in RDA 7. Director Peterson mentioned having made such an investment in the corridor, yet the power lines remained. Director Shepherd recommended using funds for improvements to the gas station at 300 North State Street. He said if the City purchased that particular property, the City could do a Quiet Title which would eliminate the current claim or restriction that BP (British Petroleum Company Limited) had on the property. It would put any liability onto the City. JJ Allen, City Manager, pointed out that the 300 North property was located within RDA 8. There was a conversation about recent interest expressed in the property. Mr. McIlrath said the deed restriction was in place until 2031. Mr. Brimley asked if the Board wanted Staff to look at the property for acquisition. Staff would need to look at the RDA 8 budget. Mr. Brimley brought up the fact that Lakeside Square was also part of RDA 8 so it could potentially limit some of the plans that had been intended for Mabey Pond.

Mr. Allen brought up other potential projects that the Board might want to consider applying the funds. He additionally mentioned the overhead utility lines on State Street where the biggest obstacle was not power, but the telecom lines; Zayo and Lumen/Verizon. He did not anticipate they would allow the undergrounding of one section at a time because they had long stretches of line that would need to be completed and the City did not have the money to undertake that big of a project. Director Peterson asked if there was any federal aid for that type of project. Mr. Brimley was not aware of any available programs. Mr. Allen said if there was a bonafide public works project that required the utilities to relocate, then the owners would have to do it at their cost, but that did not include beautification projects. Mr. Brimley said there might be other funds that could be used, but not in the amounts needed to cover the entire cost of undergrounding State Street.

Director Peterson asked if Staff needed direction immediately or if the tentative budget could be passed and the subject revisited. Mr. Allen said the budget could be passed as it was. He also said the Board could consider using some RDA funds that had been budgeted for the landscaping of the interchanges, but the bid came in approximately $675k below budget. Mr. Allen pointed out there was a possible $1.025M that could be used out of RDA 9. Director Shepherd thought the funds should go toward the undergrounding of utilities on 700 South and the landscaping of interchanges.

Mr. Allen said a work session could be scheduled to allow time for the Board to consider options for downtown. Director Shepherd directed Staff to put the funds remaining from the landscaping of interchanges into RDA 9. Mr. Allen asked if any funds should be designated for the 300 North property. The Board did not want to designate funds for 300 North.

Director Shepherd moved to adjourn at 10:00 p.m., seconded by Director Peterson.

RESULT: Passed [5 TO 0]
YES: Director Peterson, Director Roper, Director Ratchford, Director Shepherd, Director Wurth
NO: None

APPROVED AND ADOPTED
This day of 2024

/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 CDRA meeting held Tuesday, April 30, 2024.

/s/ Nancy R. Dean, City Recorder

CLEARFIELD COMMUNITY DEVELOPMENT AND RENEWAL AGENCY
MEETING MINUTES
7:00 PM POLICY SESSION
May 14, 2024

City Building
55 South State Street
Clearfield City, Utah

PRESIDING: Chair Tim Roper

PRESENT: Director Karece Thompson, Director Tim Roper, Director Mark Shepherd, Director Dakota Wurth, Director Megan Ratchford

ABSENT: Director Nike Peterson

STAFF PRESENT: City Manager JJ Allen, Assistant City Manager Summer Palmer, City Attorney Stuart Williams, Attendee Rich Knapp, Deputy Recorder Chersty Titensor, City Recorder Nancy Dean, CBDG Coordinator Allison Barnes

Chairman Tim Roper called the meeting to order at 8:06 p.m.

APPROVAL OF MINUTES
January 23, 2024 – policy session

Director Thompson moved to approve the minutes from January 23, 2024 policy session, seconded by Director Ratchford.

RESULT: **Passed [5 TO 0]**
YES: Director Thompson, Director Shepherd, Director Wurth, Director Ratchford, Director Roper
NO: None
ABSENT: Director Peterson

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON THE FISCAL YEAR 2025 TENTATIVE BUDGET

Rich Knapp, Finance Director, presented the Tentative Budget for the CDRA.

Chair Roper opened the public hearing at 8:08 pm

There were no public comments.

Director Thompson moved to close the public hearing at 8:08 p.m., seconded by Director Shepherd.

RESULT: **Passed [4 TO 0]**
YES: Director Thompson, Director Shepherd, Director Wurth, Director Ratchford

NO: None
ABSENT: Director Peterson

ADOPTION OF THE TENTATIVE BUDGET FOR FISCAL YEAR 2025 AND SET A PUBLIC HEARING FOR JUNE 25, 2024 TO RECEIVE PUBLIC INPUT ON THE BUDGET

Director Ratchford moved to approve the adoption of the CDRA tentative budget for fiscal year 2025 and set a public hearing on the budget for June 25, 2024 at 7:00 p.m., seconded by Director Thompson.

RESULT: **Passed [4 TO 0]**
YES: Director Thompson, Director Shepherd, Director Wurth, Director Ratchford
NO: None
ABSENT: Director Peterson

Director Wurth moved to adjourn at 8:09 p.m., seconded by Director Thompson.

RESULT: **Passed [4 TO 0]**
YES: Director Thompson, Director Shepherd, Director Wurth, Director Ratchford
NO: None
ABSENT: Director Peterson

APPROVED AND ADOPTED
This day of 2024

/s/ Tim Roper, 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 CDRA meeting held Tuesday, May 14, 2024.

/s/ Nancy R. Dean, City Recorder

CLEARFIELD COMMUNITY DEVELOPMENT AND RENEWAL AGENCY
MEETING MINUTES
7:00 PM POLICY SESSION
June 25, 2024

City Building
55 South State Street
Clearfield City, Utah

PRESIDING: Chair Tim Roper

PRESENT: Director Karece Thompson, Director Nike Peterson, Chair Tim Roper, Director Mark Shepherd, Director Dakota Wurth

ABSENT: Director Megan Ratchford

STAFF PRESENT: City Manager JJ Allen, Deputy Recorder Chersty Titensor, City Attorney Stuart Williams, Communications Manager Shaundra Rushton, Police Chief Kelly Bennett

Chair Roper called the meeting to order at 8:37 p.m.

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON THE PROPOSED FISCAL YEAR 2025 (FY25) BUDGET

Rich Knapp, Finance Manager, reviewed the FY25 budget and told the Board it needed to consider its approval.

Chair Roper opened public hearing at 8:38 pm

There were no public comments.

Director Shepherd moved to close the public hearing at 8:38 p.m., seconded by Director Thompson.

RESULT: **Passed [4 TO 0]**
YES: Director Thompson, Director Peterson, Director Shepherd, Director Wurth
NO: None
ABSENT: Director Ratchford

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

Rich Knapp, Finance Manager, reviewed the amendments to the CDRA FY24 budget.

Chair Roper opened the public hearing at 8:39 p.m.

There were no public comments.

Director Peterson moved to close the public hearing at 8:39 p.m., seconded by Director Thompson.

RESULT: **Passed [4 TO 0]**
YES: Director Thompson, Director Peterson, Director Shepherd, Director Wurth
NO: None
ABSENT: Director Ratchford

<u>APPROVAL OF RESOLUTION 2024R-01 AUTHORIZING AND ADOPTING AMENDMENTS TO THE FISCAL YEAR 2024 (FY24) BUDGET AND APPROPRIATING FUNDS FOR THE PURPOSES SET FORTH THEREIN</u>

Director Wurth moved to approve Resolution 2024R-01 approving and adopting amendments to the FY24 budget and appropriating funds for the purposes set forth therein and authorize the Chair's signature to any necessary documents, seconded by Director Shepherd.

RESULT: **Passed [4 TO 0]**
YES: Director Thompson, Director Peterson, Director Shepherd, Director Wurth
NO: None
ABSENT: Director Ratchford

<u>APPROVAL OF RESOLUTION 2024R-02 ADOPTING THE FISCAL YEAR 2025 (FY25) BUDGET</u>

Director Peterson moved to approve Resolution 2024R-02 adopting the FY25 budget and authorize the Chair's signature to any necessary documents, seconded by Director Shepherd.

RESULT: **Passed [4 TO 0]**
YES: Director Thompson, Director Peterson, Director Shepherd, Director Wurth
NO: None
ABSENT: Director Ratchford

Director Wurth moved to adjourn at 8:41 p.m., seconded by Director Thompson.

RESULT: **Passed [4 TO 0]**
YES: Director Thompson, Director Peterson, Director Shepherd, Director Wurth
NO: None
ABSENT: Director Ratchford

APPROVED AND ADOPTED
This day of 2024

/s/ Tim Roper, 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 CDRA meeting held Tuesday, June 25, 2024.

/s/ Nancy R. Dean, City Recorder

CLEARFIELD COMMUNITY DEVELOPMENT AND RENEWAL AGENCY
MEETING MINUTES
6:00 PM CLOSED SESSION
July 30, 2024

City Building
55 South State Street
Clearfield City, Utah

PRESIDING: Chair Tim Roper

PRESENT: Director Nike Peterson, Director Tim Roper, Director Mark Shepherd, Director Dakota Wurth, Director Megan Ratchford

ABSENT: Director Karece Thompson

STAFF PRESENT: City Manager JJ Allen, City Attorney Stuart Williams, Finance Manager Rich Knapp, Senior Accountant Lee Naylor, Community & Economic Development Director Spencer Brimley, City Recorder Nancy Dean

Chair Tim Roper called the meeting to order at 6:25 p.m.

Director Shepherd moved to close the meeting for the purpose of a strategy session to discuss the purchase, exchange, or lease of real property (Utah Code Ann. 52-4-205(1)(d)), seconded by Director Wurth.

RESULT: **Passed [5 TO 0]**
YES: Director Peterson, Director Roper, Director Shepherd, Director Wurth, Director Ratchford
NO: None
ABSENT: Director Thompson

The minutes for the closed session are kept in a separate location.

The meeting adjourned at 6:46 p.m.

APPROVED AND ADOPTED
This day of 2024

/s/ Tim Roper, 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 CDRA meeting held Tuesday, July 30, 2024.

/s/ Nancy R. Dean, City Recorder

STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Spencer Wayne Brimley, Assistant City Manager

MEETING DATE: February 25, 2025

SUBJECT: Remnant Parcel Donation to Davis County

RECOMMENDED ACTION

Discuss possible action for the donation of a remnant parcel to Davis County and authorize the CDRA Chair's signature to any necessary documents.

DESCRIPTION / BACKGROUND

Davis County is requesting a donation of a remainder parcel from Clearfield's CDRA, identified as Tax ID #12-020-0144. The parcel is approximately 0.0033 acres (143.78 SF) and was created when the CDRA donated land to the county for the Health Department campus.

The legal description in the Warranty Deed to Davis County begins 0.07 feet north of the description in the Warranty Deed to the Clearfield CDRA, leaving a small remainder parcel. This portion was not conveyed to Davis County and remains under the CDRA's ownership. At the time of the original conveyance in 2009, this was not a concern. However, due to the county's southward expansion, this remnant parcel now creates a gap and potential boundary issues that need resolution.

Typically, disposing of city-owned property requires a finding of insignificance, but this does not apply to the CDRA. Under Title 17C amendments from the 2017 legislative session, the CDRA is authorized to donate property to another agency without additional findings or disposal processes, requiring only approval from the CDRA board.

CORRESPONDING POLICY PRIORITIES

- Providing Quality Municipal Services

Disposing of this parcel improves the overall land make up of the city, places parcels in the correct management, and reduces small insignificant parcels that would otherwise be the city's responsibility to maintain.

FISCAL IMPACT

There is no impact since disposing of this parcel reduces the city's burden related to insignificant parcels of land.

ALTERNATIVES

During the discussion meeting on February 11, 2025, the CDRA board was presented with alternatives for consideration. During that discussion the CDRA board was unanimous in the decision to dispose of the parcel by donating it to Davis County.

SCHEDULE / TIME CONSTRAINTS

Davis County has not indicated or imposed a timeline on this request. This is what staff would like to resolve for both parties, so as not to forget it later down the road.

LIST OF ATTACHMENTS

- 2025 Aerial Imagery
- Davis County_CDRA Warranty Deed

WHEN RECORDED, MAIL TO:
Davis County
61 South Main St
P.O. Box 618
Farmington, Utah 84025

________________________Space above this line for Recorders use only________________________

WARRANTY DEED

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **CLEARFIELD CITY COMMUNITY DEVELOPMENT AND RENEWAL AGENCY, FKA CLEARFIELD CITY REDEVELOPMENT AGENCY** at 55 South State Street, Clearfield, UT 84015 (hereafter "GRANTOR"), hereby convey in fee and warranty (only as against those claiming by, through or under GRANTOR) to **DAVIS COUNTY**, a political subdivision of the State of Utah at 61 South Main Street, Farmington, UT 84025 (hereafter "GRANTEE"), all of Grantor's interests in the following described real property situated in Davis County, Utah:

BEG AT A PT ON THE W LINE OF A STR WH IS N 0º13'20" E 511.58 FT ALG THE SEC LINE & N 89º46'40" W 33.00 FT FR THE SE COR OF THE NE 1/4 OF SEC 2-T4N-R2W, SLB&M; & RUN TH N 0º13'20" E 0.70 FT, TH N 89º46'40" W 203.10 FT TO THE E'LY R/W LINE OF THE UTAH TRANSIT AUTHORITY (UTA), TH S 30º01'40" E 0.81 FT, TH S 89º46'40" E 202.69 FT TO THE POB. CONT. 0.0033 ACRES

Tax ID 12-020-0144

This instrument is made in pursuance of an action, authorized by the CDRA , made on the _______ day of _____________ 2025, and vesting in the Grantee all of the title in said real property.

WITNESS the hand of the Grantor this _______ day of ______________, 2025.

CLEARFIELD CITY COMMUNITY DEVELOPMENT AND RENEWAL AGENCY, a Utah Political Subdivision, **FKA CLEARFIELD CITY REDEVELOPMENT AGENCY.**

____
Tim Roper, CDRA Chair

Acknowledgment

State of Utah)
)§
County of Davis)

On this _______ day of ____________, in the year 2025, before me ___________________________, a notary public, personally appeared Tim Roper, proved on the basis of satisfactory evidence to be the person whose name are subscribed to in this document, and acknowledged he executed the same in the capacity as Chair of Clearfield City Community Development and Renewal Agency, FKA Clearfield City Redevelopment Agency.

____
Notary Public

Warranty Deed from Clearfield City Community Development and Renewal Agency, FKA Clearfield City Redevelopment Agency; Accepted for Davis County by,

____

Lorene Miner Kamalu, Chair
Board of Davis County Commissioners

ATTEST:

____

Brian McKenzie,
Davis County Clerk

STATE OF UTAH)
)§
COUNTY OF DAVIS)

On this _______ day of _____________, in the year 2025, before me _____________________________, a notary public, personally appeared Lorene Miner Kamalu and Brian McKenzie who duly represented to me that they are the Chair of the Board of County Commissioners of Davis County and the Davis County Clerk, respectively, and that they each signed the above and foregoing instrument in their official capacity and on behalf of Davis County pursuant to action taken by the Board of Commissioners.

____

Notary Public