

CLEARFIELD CITY COUNCIL MEETING MINUTES  
7:00 P.M. POLICY SESSION  
January 8, 2019

City Building  
55 South State Street  
Clearfield City, Utah

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush Nike Peterson Tim Roper Karece Thompson	Councilmember Councilmember Councilmember Councilmember
EXCUSED:	Vern Phipps	Councilmember
STAFF PRESENT:	JJ Allen Summer Palmer Stuart Williams Kelly Bennett Scott Hodge Mark Baird Eric Howes Curtis Dickson Spencer Brimley Brad McIlrath Rich Knapp Trevor Cahoon Nancy Dean Wendy Page	City Manager Assistant City Manager City Attorney Police Chief Public Works Director Deputy Public Works Director Community Services Director Community Services Deputy Dir. Community Development Director Senior Planner Finance Manager Communications Coordinator City Recorder Deputy Recorder

VISITORS: Jared Hadley, Kathryn Murray, Stephen Geckgeuzian, Bob Bercher, Joseph Davenport – BSA, Clearfield Police Officers and Dispatchers, Heath Rogers, Ryan Arbon, Bettina Griffeth

Mayor Shepherd called the meeting to order at 7:02 p.m.

Mayor Shepherd informed the audience that if they would like to comment during the Public Hearing or Open Comment Period there were forms to fill out by the door.

Councilmember Roper led the opening ceremonies.

APPROVAL OF THE MINUTES FROM THE OCTOBER 9, 2018 WORK SESSION; THE OCTOBER 16, 2018 JOINT WORK SESSION; THE OCTOBER 16, 2018 WORK SESSION; THE OCTOBER 23, 2018 WORK SESSION; THE NOVEMBER 13, 2018 WORK SESSION G4CE TOUR; THE NOVEMBER 13, 2018 WORK SESSION, AND THE DECEMBER 11, 2018 POLICY SESSION

**Councilmember Bush moved to approve the minutes from the October 9, 2018 work session; the October 16, 2018 joint work session; the October 16, 2018 work session; the October 23, 2018 work session; the November 13, 2018 work session G4CE tour; the November 13, 2018 work session, and the December 11, 2018 policy session; as written, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Roper and Thompson. Voting NO – None. Councilmember Phipps was not present for the vote.**

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON THE NORTH DAVIS FIRE DISTRICT'S REQUEST TO ANNEX SUNSET CITY INTO ITS SERVICE AREA

Mayor Shepherd stated in May of 2017, the Sunset City Council petitioned the North Davis Fire District (NDFD) for annexation into the District's service area for fire protection and emergency medical services. He explained the process was initiated but halted because of political issues had now been resolved; therefore, Sunset City had again petitioned NDFD to consider its annexation into the District's service area. Mayor Shepherd explained the public hearing would start a 60-day public comment period before the City Council, acting as the Governing Authority of NDFD, could consider action on the request.

Mayor Shepherd opened the public hearing at 7:07 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

**Councilmember Thompson moved to close the public hearing at 7:08 p.m. seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Roper and Thompson. Voting NO – None. Councilmember Phipps was not present for the vote.**

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON REPROGRAMMING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FROM THE 2017/2018 PROGRAM YEAR FOR THE CONTINUATION OF THE HOUSING REHABILITATION PROGRAM DURING THE 2018/2019 PROGRAM YEAR

Spencer Brimley, Community Development Director, indicated Community Development Block Grant (CDBG) funding requirements mandated a public hearing be held and a 30-day comment period was required. He explained staff identified unspent funds from the Emergency Home Repairs program in the amount of \$30,000 and administration costs in the amount of \$6,515.39

during preparation of the Consolidated Annual Performance Evaluation Report (CAPER). He stated there was a lot of success with the Housing Rehabilitation program and recommended its remaining balance from 2017/2018, along with the Emergency Home Repairs program and administration costs, be reallocated to continue the Housing Rehabilitation program in the 2018/2019 program year for a total amount of \$39,544.39. Mr. Brimley mentioned a public hearing was noticed for October 23, 2018 and not held, so notices were provided to open the 30-day comment period with the public hearing held on November 27, 2018 and the current public hearing would conclude the public comment period on the matter. He asked if there were any questions.

Mayor Shepherd opened the public hearing at 7:09 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

**Councilmember Roper moved to close the public hearing at 7:10 p.m. seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Roper and Thompson. Voting NO – None.**  
Councilmember Phipps was not present for the vote.

**APPROVE THE CITY MANAGER'S APPOINTMENT OF KELLY BENNETT AS CLEARFIELD POLICE CHIEF**

Mayor Shepherd mentioned former Police Chief, Greg Krusi, retired and Assistant Chief Kelly Bennett was interviewed and provided the opportunity to make a presentation to the Council on December 11, 2018. He stated JJ Allen, City Manager, recommended the Council approve his appointment of Kelly Bennett as the Clearfield Chief of Police.

**Councilmember Peterson moved to approve the City Manager's appointment of Kelly Bennett as Clearfield City Police Chief, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Roper, and Thompson. Voting NO – None.** Councilmember Phipps was not present for the vote.

Kelly Bennett was sworn in as the Clearfield Chief of Police by City Recorder, Nancy Dean. Chief Bennett expressed appreciation to his family and fellow officers for their support. He acknowledged all the officers were wearing a band over the badge in remembrance of Provo City's Officer Joseph Shinners who was recently killed in the line of duty. He stated he was committed to fulfilling his responsibilities and desired to make sure the officers had the tools to return home safely to their families each day.

Mr. Allen stated Kelly Bennett was a man of integrity and widely respected statewide so Clearfield was lucky to have him as its Police Chief.

Mayor Shepherd thanked Boy Scout Troop 190 for attending the meeting and commented they had been privileged to witness the swearing in ceremony.

## OPEN COMMENT PERIOD

*Stephen Geukgeuzian*, resident, expressed his opinion the City needed better winter parking enforcement. He stated the streets were not able to get the proper snow removal because of the automobiles and trailers parked on the streets overnight. He mentioned there had been difficulty in his neighborhood with code enforcement during the past summer as well. Mayor Shepherd expressed appreciation for the comments. JJ Allen, City Manager, indicated he had received a similar comment about winter parking earlier in the day from one of the other neighbors in his area. He stated the information had been provided to Chief Bennett to address any winter parking violations. He referred him to speak with Spencer Brimley, Community Development Director, about any concerns with code enforcement.

## APPROVAL OF RESOLUTION 2019R-02 MAKING AN APPOINTMENT TO THE MILITARY INSTALLATION DEVELOPMENT AUTHORITY'S (MIDA'S) DEVELOPMENT REVIEW COMMITTEE (DRC)

Mayor Shepherd stated the Military Installation Development Authority (MIDA) leased property from Hill Air Force Base which was being developed as Falcon Hill. He explained the objective of the Development Review Committee (DRC) was to advise MIDA on issues relating to the efficient and timely development of its project areas and to involve cities and counties adjacent to that development in the process. He mentioned the City's past representative on the DRC was no longer employed by the City so it was necessary to appoint a new representative. Mayor Shepherd indicated it was recommended Tyler Seaman, Building Official, be appointed to MIDA's DRC and Brad McIlrath, Senior Planner, serve as an alternate.

**Councilmember Thompson moved to approve Resolution 2019R-02 making an appointment to the Military Installation Development Authority's (MIDA's) Development Review Committee (DRC) and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Roper, and Thompson. Voting NO – None. Councilmember Phipps was not present for the vote.**

## APPROVAL OF REPROGRAMMING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FROM THE 2017/2018 PROGRAM YEAR FOR THE CONTINUATION OF THE HOUSING REHABILITATION PROGRAM DURING THE 2018/2019 PROGRAM YEAR

**Councilmember Thompson moved to approve reprogramming Community Development Block Grant (CDBG) funds from the 2017/2018 program year for the continuation of the Housing Rehabilitation Program during the 2018/2019 program year and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Roper, and Thompson. Voting NO – None. Councilmember Phipps was not present for the vote.**

**RATIFICATION OF THE AWARD OF BID FOR THE 30-INCH STEEL CASING  
INSTALLATION UNDER THE DAVIS AND WEBER COUNTIES CANAL**

Scott Hodge, Public Works Director, reviewed the project which included the installation of a 30-inch steel casing under the canal to help with future extension of the 18-inch waterline replacement projects. He noted phases 1 and 2 had been completed with additional phases being planned for the future until the existing 16-inch waterline was completely replaced. He explained it had become necessary to expedite the installation of a 30-inch steel casing under the canal where the future 18-inch waterline could be placed avoiding the need to bore under the new box culvert that the Davis and Weber Counties Canal Company (DWCCC) would begin constructing from 1500 East to 2000 East in January 2019. Mr. Hodge indicated the City solicited bids for the project and due to timing awarded the bid to Leon Polson which was the lowest responsible bidder for \$30,540 and with contingency and engineering costs the total project cost would be \$48,040. He explained the City anticipated a significant amount of savings by completing the project while the area was already under construction, so he requested the Council ratify the award of bid.

**Councilmember Roper moved to ratify the award of bid for the 30-inch steel casing installation under the Davis and Weber Counties Canal and authorize the Mayor's signature to any documents, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Roper, and Thompson. Voting NO – None.** Councilmember Phipps was not present for the vote.

**APPROVAL OF RESOLUTION 2019R-01 ACTING AS THE GOVERNING AUTHORITY  
OF THE NORTH DAVIS FIRE DISTRICT, A SPECIAL SERVICE DISTRICT, EXPRESSING  
AN INTENT TO REORGANIZE THE DISTRICT AS A LOCAL DISTRICT SERVICE AREA,  
PROVIDING NOTICE OF A PUBLIC HEARING TO RECEIVE PUBLIC INPUT AND  
OTHER SUCH MATTERS**

Mayor Shepherd explained on December 20, 2018, the Administrative Control Board for the North Davis Fire District (NDFD) passed a resolution petitioning Clearfield City, as the Governing Authority for the NDFD, to consider taking all the necessary measures to reorganize it from a special service district to a local district service area. He commented the NDFD was established under the governing authority of Clearfield City because the majority of the assets, resources, and personnel used to organize it at the time were primarily provided by the City. He stated staff believed sufficient time had passed to mitigate that initial investment and with the addition of Sunset City into the Fire District it was recommended to reorganize the NDFD as a local district service area. He noted it would remove the City Council as the governing authority and the board would be reorganized with an Administrative Control Board consisting of members from the participating cities: Clearfield, Sunset, and West Point.

**Councilmember Thompson moved to approve Resolution 2019R-01 acting as the Governing Authority of the North Davis Fire District, a special service district, expressing an intent to reorganize the North Davis Fire District as a local district service area, providing notice of a public hearing to receive public input and other such matters; and authorize the Mayor's signature to any necessary documents, seconded by Councilmember**

**Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Roper, and Thompson. Voting NO – None.** Councilmember Phipps was not present for the vote.

## COMMUNICATION ITEMS

### ***Mayor Shepherd***

1. Recognized the efforts of staff with the City's employee holiday party and felt it was a great time.
2. Attended the legislative priorities lunch with many of the local Legislators on January 2, 2019. He stated concerns were expressed about Clearfield Station and its development. He commented it was a good discussion and sensed support from the Legislators.
3. Reported meeting with members of leadership and the advisory board for Utah Transit Authority (UTA) about Clearfield Station's development and hoped UTA would shorten its timeframe for decisions. Mayor Shepherd said he was invited to speak with the advisory board next week at its meeting.
4. Announced earlier in the day the Clearfield Mobile Home Park sign, which had been a landmark for years, was removed.
5. Met with Senator Romney's staff and indicated cell phone numbers were requested for each members of the Council so he could reach out personally through text.
6. Reported the City had been awarded the opportunity from the Sama School, as one of three selected cities in the Nation, to work towards establishing a gig economy. He noted the City's focus would be primarily on keeping military spouses employed as they shifted from place to place.
7. Requested Councilmember Bush attend the Fourth of July planning meeting next week and asked if he was willing to sit on the committee permanently as a representative of the Council.
8. Announced the ribbon cutting for G4CE would be on January 9, 2019 at 10:00 a.m. and invited the Council to attend. He stated following the ribbon cutting, the City would hold Lunch with the Mayor at that location and the official grand opening would be January 19, 2019.

### ***Councilmember Bush***

1. Congratulated Kelly Bennett on his appointment to Police Chief.
2. Attended the local officials and first responders night at Urban Air on December 28, 2019.
3. Thanked the scouts for coming to the meeting and encouraged them to continue working on scouting.

### ***Councilmember Peterson***

1. Expressed appreciation to employees and recognized many from parks, public works and police departments who worked throughout the holidays. JJ Allen, City Manager, pointed out there was a water leak on New Year's Eve. Councilmember Bush also thanked Scott Hodge and other staff for working late into the night to resolve the issue.
2. Welcomed Kelly Bennett as police chief and thanked all the officers for all they do to keep the City safe. She recognized the loss of Officer Shinners and the brotherhood felt among officers.
3. Expressed excitement for new developments such as Urban Air and G4CE, which provided employment opportunities and brought good wages to the area.

### ***Councilmember Roper***

1. Congratulated Kelly Bennett in his appointment to police chief and voiced he felt the City's police department was one of the best.
2. Expressed appreciation to public works staff for their efforts in taking care of the roads.
3. Reported the Youth Commission had been able to deliver presents to two families on Christmas Eve through its sub-for-Santa efforts and planned to do it again next year.

**Councilmember Thompson** – congratulated Chief Bennett and recognized his hard work and efforts with community policing and integrating with schools and making efforts that helped children feel safe.

## STAFF REPORTS

### ***JJ Allen, City Manager***

1. Reported sign demolition and cleanup efforts were going well at the Clearfield Mobile Home Park site.
2. Announced the monthly report would be sent later in the evening.
3. Encouraged the Council to complete the reading assignment, “The Five Dysfunctions of a Team,” before the retreat on January 17, 2019.
4. Reported the Utah League of Cities and Towns (ULCT) held Legislative Policy Committee (LPC) meetings and there had been discussions about legislation concerning Tier 2 retirement issues; the fire fighter retirement system shortfall and ways to rectify it; and the possibility of mandating secondary water metering which could be costly to the City because it only had a few areas where secondary water was currently available.
5. Mentioned the ULCT had requested to get sound bites scheduled with city officials.
6. Wished the Mayor, Council, and staff a happy new year.

***Nancy Dean, City Recorder*** –reviewed the Council’s schedule:

- Kickoff meeting on Thursday, January 17, 2019 at G4CE beginning at 7:45a.m.
- Work and Policy Sessions on January 22, 2019
- No meeting on January 29, 2019
- Work Session on February 5, 2019
- Work and Policy Sessions on February 12, 2019

**Councilmember Bush moved to adjourn at 7:47 p.m., seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmember Bush, Peterson, Roper, and Thompson. Voting NO – None. Councilmember Phipps was not present for the vote.**

**APPROVED AND ADOPTED  
This 12<sup>th</sup> day of February, 2019**

**/s/Mark R. Shepherd, Mayor**

**ATTEST:**

**/s/Nancy R. Dean, City Recorder**

I hereby certify that the foregoing represents a true, accurate, and complete record of the Clearfield City Council meeting held Tuesday, January 8, 2019.

**/s/Nancy R. Dean, City Recorder**