

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. SPECIAL SESSION
December 15, 2020

City Building
55 South State Street
Clearfield City, Utah

No physical meeting location was available for the public due to the statewide public health emergency which might present a substantial risk to the health and safety of others. The meeting was held for the public electronically via Zoom Meeting address:

Zoom Meeting
<https://us02web.zoom.us/j/83884191300>
Meeting ID: 838 8419 1300

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Tim Roper	Councilmember
PRESENT VIA ZOOM:	Kent Bush	Councilmember
	Karece Thompson	Councilmember
STAFF PRESENT:	JJ Allen	City Manager
	Summer Palmer	Assistant City Manager
	Stuart Williams	City Attorney
	Kelly Bennett	Police Chief
	Hunter Miller	Police Officer
	Eric Howes	Community Services Director
	Adam Favero	Public Works Director
	Braden Felix	Engineer/PW Deputy Director
	Kenny England	Utility Superintendent
	Spencer Brimley	Community Development Director
	Rich Knapp	Finance Manager
	Trevor Cahoon	Communications Coordinator
	Nancy Dean	City Recorder

VISITORS PRESENT VIA ZOOM: Greg Nelson

VISITORS PRESENT: Holden Miller, Todd Miller, Karrie Miller, Kendee Miller

Mayor Shepherd called the meeting to order at 7:03 p.m.

Pursuant to the State of Utah Public Health Order 2020-17, dated October 14, 2020, and in conjunction with the State of Utah's ongoing declaration of a statewide public health emergency,

Mayor Shepherd read a declaration made on December 10, 2020 that resulted in the following: (1) the City would not be providing an anchor location for City Council or other board meetings for the next 30 days, (2) Although no other physical meeting location would be available for the general public, the City Council or other board members might or might not appear in person at the City building subject to compliance of social distancing and mask requirements, (3) the public's participation in the City Council or other board meetings might present a substantial risk to the health and safety of others, and (4) the public's participation in the City Council or other board meetings would only be available through Zoom and/or Facebook Live.

Councilmember Peterson led the opening ceremonies.

APPROVAL OF THE MINUTES FROM THE NOVEMBER 24, 2020, POLICY SESSION

Councilmember Phipps requested an amendment to his comments on page four of the draft minutes from *"He felt the commercial would flow within the development"* to *"He felt the commercial would flow with the development."*

Councilmember Peterson requested the November 24, 2020 policy session minutes be tabled until additional comments could be added for the discussion on the step back to the northern portion of the property adjacent to the cemetery because there appeared to be consensus but no details of how the Council had discussed the matter. Nancy Dean, City Recorder, stated the work session meeting had been where the Council had discussed the details for including a step back in building height on the northern end of the property. She pointed out that the work session minutes were not yet prepared for review. Councilmember Peterson expressed appreciation for the clarification. She suggested tabling the policy session minutes until the work session minutes were prepared and could be reviewed in tandem.

Councilmember Peterson moved to table the minutes from the November 24, 2020 policy session until a future policy session; as amended, seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Thompson. Voting NO – None.

Mayor Shepherd informed those present via the Zoom meeting if they wanted to comment during the Open Comment Period they could do so through the Zoom meeting chat option as outlined on the agenda from 7:00 p.m. until 7:10 p.m. He explained all comments would be shared during the meeting once the public had been allowed sufficient time to participate.

SWEARING-IN OF NEW CLEARFIELD POLICE OFFICER HUNTER MILLER

Police Chief Kelly Bennett stated Officer Hunter Miller had recently graduated from the police academy. He pointed out that field training would be the next accomplishment and thanked Officer Miller's family for entrusting him to the care of the department. He acknowledged the City was fortunate to have Officer Miller as a new officer.

Nancy Dean, City Recorder, administered the Oath of Office to the new Clearfield Police Officer, Hunter Miller.

OPEN COMMENT PERIOD

Mayor Shepherd acknowledged time had been provided for the open comment period and asked if any comments had been submitted. Trevor Cahoon, Communications Coordinator, replied there had been no comments received on Zoom or Facebook.

There were no public comments.

APPROVAL OF THE AWARD OF PROPOSAL AND CONTRACT FOR THE ENGINEERING SERVICES FOR THE CLEARFIELD STATION TRANSIT-ORIENTED DEVELOPMENT

Braden Felix, City Engineer/Deputy Public Works Director, stated the City recently advertised a request for proposal (RFP) to hire an engineering consultant to perform the site engineering services for the Clearfield Station Transit-Oriented Development (TOD). He acknowledged the City received five proposals which were reviewed and scored by a six-member selection committee from various departments, City management, and Councilmember Bush. He indicated CRS Engineers was the highest scoring vendor for the project and the proposed contract totaled \$342,564. Mr. Felix reported CRS Engineers' scheduling was aggressive and overall best.

Councilmember Peterson acknowledged contingency was not included in the total award for the proposed project. She stated the scope and scale of the project was such that there could be some changes needed. She asked if changes would be addressed through budget amendments or what process could be expected if any were necessary. JJ Allen, City Manager, responded the City Code specified a certain percentage that could not be exceeded before it would need to come back to the Council for approval. He continued since the contract did not specify a contingency amount it would default to the City's policy for any needed changes.

Councilmember Roper moved to approve the award of proposal and contract for the engineering services for the Clearfield Station Transit-Oriented Development to CRS Engineers for \$342,564; 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, Phipps, Roper and Thompson. Voting NO – None.

COMMUNICATION ITEMS

Mayor Shepherd

1. Announced he recently had COVID-19 and was currently out of quarantine.
2. Reported he and JJ Allen would be attending the Utah Transit Authority (UTA) work session regarding the Master Development Agreement (MDA) and Master Development Plan (MDP) for Clearfield Station.
3. Wished everyone a Merry Christmas and Happy New Year.
4. Warned the Council about the upcoming Legislative Session and the potential efforts to modernize plan checks, limit the role of government, and blame elected officials for housing issues and

affordability according to a letter he read from Representative Paul Ray written to the Northern Wasatch Home Builders Association.

Councilmember Bush – reported on the Davis North Kiwanis Club donations provided to the Davis Learning Center of coats and boots. He expressed appreciation for its members and the donations received.

Councilmember Peterson

1. Extended a Merry Christmas and expressed appreciation for those who would have to work.
2. Welcomed Hunter Miller to the City's Police department.
3. Announced a community partner was offering Christmas dinner bags for those who needed it which would be available at the Nations for Christ Church on Monday, December 21, 2020 from 4:00 p.m. to 6:00 p.m.

Councilmember Phipps

1. Spotlighted the Coronavirus Aid, Relief, and Economic Security (CARES) Act funding and how the City was able to provide the benefit to its residents, businesses, and assisted the schools located in the City. He recognized it was widely appreciated by those that were recipients of funding assistance. Mayor Shepherd read a thoughtful letter from a teacher of Antelope Elementary.
2. Out of town the week of December 22, 2020.

Councilmember Roper

1. Reported the Youth Commission's Sub for Santa was wrapping up and would support two families. He stated the youth commissioners had worked hard. He thanked residents who had contributed.
2. Wished everyone a Merry Christmas.

Councilmember Thompson

1. Expressed appreciation for Governor Gary Herbert's efforts towards racial equity, diversity, and inclusion.
2. Attended the National Association for the Advancement of Colored People (NAACP) - Ogden Branch meeting on December 14, 2020.
2. Wished all a safe, happy and Merry Christmas and New Year.

STAFF REPORTS

JJ Allen, City Manager

1. Reported on the Fourth Quarter All-Employee Meeting held virtually where awards were presented to employees that were recognized for accomplishments achieved in 2020. He thanked staff, mayor, and the council for their support.
2. Announced he would be gone for the next few days.

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

- Work session on January 5, 2021
- Policy session on January 12, 2021
- Retreat work session on Friday, January 29, 2021
- Wished the Council a Merry Christmas

Councilmember Roper moved to adjourn the special session and reconvene in closed session at 7:35 p.m., seconded by Councilmember Phipps. Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Thompson. Voting NO – None.

**APPROVED AND ADOPTED
This 26th day of January, 2021**

/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, December 15, 2020.

/s/Nancy R. Dean, City Recorder