

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
May 11, 2020

City Building
55 South State Street
Clearfield City, Utah

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

VISITORS: Kathryn Murray, Mike LeBaron, Debbie LeBaron, Scotlyn LeBaron, Kyle Weaver, Shelly Eskelson

VISITORS PRESENT VIA ZOOM: Jonathan Ward – Zions Public Finance

Mayor Shepherd called the meeting to order at 7:00 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 Thompson led the opening ceremonies.

APPROVAL OF THE MINUTES FROM THE APRIL 13, 2021 POLICY SESSION

Councilmember Bush moved to approve the minutes from the April 13, 2021 policy session; as written, seconded by Councilmember Roper. The motion carried upon the following

**vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Thompson.
Voting NO – None.**

**PRESENTATION TO SCOTLYN LEBARON FOR RECOGNITION OF RECEIVING THE
CITY’S 2021 SCHOLARSHIP AWARD**

Mayor Shepherd stated each year the City awarded a \$1,000 scholarship to a student within the City and typically that award was presented during an awards assembly at Clearfield High School (CHS). He noted due to the COVID-19 pandemic, the school was not holding its traditional event. He explained a qualified applicant was selected by CHS on the City’s behalf. Mayor Shepherd announced Scotlyn LeBaron had been selected to receive the City’s scholarship for her academic excellence and contribution of service provided to the City. He presented her with a certificate and letter about obtaining her scholarship award. Mayor Shepherd and the City Council congratulated Scotlyn LeBaron on her achievement.

**PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON THE 2021/2022 COMMUNITY
DEVELOPMENT BLOCK GRANT (CDBG) ONE-YEAR ACTION PLAN**

Brad McIlrath, Senior Planner, stated the One-Year Action Plan was necessary for Clearfield City to qualify for Community Development Block Grant (CDBG) funds through the Department of Housing and Urban Development (HUD). He acknowledged the plan covered the program year July 1, 2021 to June 30, 2022. He reviewed the 2021/2022 One-Year Action Plan.

Mr. McIlrath indicated the entitlement amount for the program year was \$206,947 and along with \$120,467.36 from prior years that would be reprogrammed; a total of \$327,414.36 would be allocated to programs in the 2021/2022 plan year. He highlighted the following funding summary for the 2021/2022 plan year:

- Open Doors - \$14,042; Circles Program for low-income families to obtain job skills.
- Davis Community Learning Center - \$12,000; The funds would help fund two part-time Family Support Specialists (FSS) at Holt and Wasatch Elementary. Those positions work directly with school principals and families in need or crisis to address needs and provide assistance.
- Safe Harbor - \$5,000; Case management, self-sufficiency support, educational and supportive groups, life skills classes, and connections to other resource agencies.
- Open Doors - \$10,000; The funds would support upgrades to the Family Support Program playground. Funds were also being provided by Davis County and Layton City for the upgrades.
- Housing Rehabilitation - \$122,492; Funds would be used towards a housing rehabilitation program for Clearfield residents.
- Down Payment Assistance - \$122,491.36; Funds would be used towards the down payment assistance program for Clearfield residents.
- Administration - \$41,389; Administrative expenses for staffing, noticing, and advertising of programs.

Mr. McIlrath mentioned the four goals and objectives of the 2020-2024 Five Year Consolidated Plan included housing affordability and rehabilitation; facility improvements; public services;

and administration. He explained a 30-day comment period commenced April 11, 2021 and residents were given the opportunity to review and comment, though no written comments had been received.

Councilmember Peterson asked him to speak to the high dollar amount allocated for the Down Payment Assistance Program. Mr. McIlrath responded because there was a large amount of funding that needed to be reprogrammed from the prior year plus the new requests received which the committee reviewed. He stated the committee allocated the funds to help create a smooth transition of the CDBG program into the City's legal department where the housing advocate could assist and have oversight, making sure the funds were utilized and better advertised. He noted there had been shifts in the housing market in recent months and the City had amended its Down Payment Assistance Program to help applicants; however, there were still challenges that had been noticed. He pointed out that the City would continue to work with Davis County as it administered the program and additional changes might be necessary to reduce barriers allowing the needed funds to be utilized. There was a discussion about the possibility of amending the City's Down Payment Assistance Program again after a review of the challenges and barriers so any could be addressed.

Councilmember Peterson wondered if it would be good to look at the City's internal thresholds for the programs. Mr. McIlrath commented that would be good to evaluate; however, the more people knew about what programs were available the better the City would be able to distribute the funding it received. There was a discussion about how the limits might need to change so more people could qualify for assistance. Councilmember Peterson agreed with the higher allocation and funding available advertising would be necessary to help distribute the funds. Mr. McIlrath remarked the transition of grant oversight to the legal department would also help in utilizing the City's expertise with housing advocacy.

Councilmember Thompson wondered if there was flexibility to receive funding for purchasing homes other than single-family. Mr. McIlrath answered the City's policy was funding could be applied to purchasing single-family detached. He mentioned if this were a concern it could be addressed when other modifications were reviewed. Councilmember Thompson suggested it would be good to address barriers to entry.

Councilmember Phipps recognized there was a cap on the amount of funding which could be donated towards public services. He wondered if the donation of \$10,000 for playground equipment to Open Doors impacted the City's ability to fund other public services. Mr. McIlrath responded the City had a cap of donating 15 percent towards public services and Open Doors, Davis Community Learning Center and Safe Harbor received those funds. He noted the \$10,000 donation for the playground equipment was separated from the public services because it was for facility improvements.

Mayor Shepherd opened the public hearing at 7:18 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

Councilmember Bush moved to close the public hearing at 7:19 p.m. seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Thompson. Voting NO – None.

OPEN COMMENT PERIOD

There were no public comments.

APPROVAL OF THE 2021/2022 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ONE-YEAR ACTION PLAN

Councilmember Peterson moved to approve the 2021/2022 Community Development Block Grant (CDBG) One-Year Action Plan and authorize the Mayor’s signature to any necessary documents, seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

APPROVAL OF RESOLUTION 2021R-08 OF THE CITY COUNCIL OF CLEARFIELD CITY, UTAH AUTHORIZING THE ISSUANCE AND SALE OF NOT MORE THAN \$19,500,000 AGGREGATE PRINCIPAL AMOUNT OF SALES TAX REVENUE BONDS, SERIES 2021; AND RELATED MATTERS

JJ Allen, City Manager, stated the City desired to start the process to issue “Series 2021” Sales Tax Revenue Bonds in the future for infrastructure at Clearfield Station and some funds would be used towards beautification of the interchanges located in the City. He noted Resolution 2021R-08 would authorize designated officers to proceed with the bond issuance process under certain parameters. He explained the bonds would be tax-exempt. He reviewed the parameters that were set by Resolution 2021R-08. Mr. Allen indicated the debt for the infrastructure would be paid back using tax increment collected from the Clearfield Station project and the debt for the beautification of the interchanges would be paid using monies from the General Fund.

Jonathan Ward, Zions Public Finance, mentioned the parameters set the outside limits and it also authorized a designated person to finalize the terms and conditions that fit within the set parameters. He noted the best rates would be utilized within the parameters set and finalized at a later date.

Mayor Shepherd pointed out that there was a lengthy discussion during the Council’s work session on May 4, 2021.

Councilmember Roper moved to approve Resolution 2021R-08 of the City Council of Clearfield City, Utah authorizing the issuance and sale of not more than \$19,500,000 aggregate principal amount of Sales Tax Revenue Bonds, Series 2021; and related 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, Phipps, Roper, and Thompson. Voting NO – None.

APPROVAL OF RESOLUTION 2021R-09 OF THE CITY COUNCIL OF CLEARFIELD, UTAH DECLARING ITS INTENTION TO ISSUE ITS REVENUE BONDS TO BE USED TO FINANCE ISSUER UTILITY INFRASTRUCTURE IMPROVEMENTS AND ALL RELATED IMPROVEMENTS, IN THE PRINCIPAL AMOUNT OF NOT TO EXCEED \$10,000,000; AND RELATED MATTERS

JJ Allen, City Manager, stated the City desired to declare its intention to bond for utility capital projects. He mentioned Resolution 2021R-09 would allow the City to reimburse itself with tax exempt bond money. He noted the resolution did not commit the City to sell bonds; however, the City anticipated issuing those type of bonds and then could reimburse itself with a tax advantage. Mr. Allen explained there were current utility capital project needs such as storm, water, and sewer projects; however, the primary purpose would be for water projects to be completed with the tax-exempt funds.

Councilmember Phipps stated he was surprised at the \$10,000,000 amount and wondered why such a large number. Jonathan Ward, Zions Public Finance, responded there was no real precise reasoning for it, but because there was no limit on the amount it would be a nice round number that was wide enough to cover any needs the City might have for utility projects.

Councilmember Peterson expressed her trepidation on having that high of a dollar amount. She wondered if there was an argument for not being more cautious about the high dollar amount. She felt there would not be any scenario where the City could even use half of that amount. Mr. Ward answered the only rationale to argue for the higher amount would be so the City could reimburse itself with tax exempt money up to that amount and choosing a lower threshold may be short sighted. He pointed out that the resolution did not authorize any issuance of bonds or any expenditures of City funds but only addressed the amount of funds the City could reimburse itself for at some point in the future. He noted the Council could choose to reduce the number to \$5,000,000, but in the future the option for reimbursement could only reach that amount even if more were spent.

Mr. Allen asked if there were any time limit to the reimbursement. Mr. Ward explained there was a three-year limit from the time the expense was incurred or 18 months from the time the project was completed. Councilmember Phipps commented based on the City's current fiscal position he could not imagine hitting a situation where that amount of money would be expended and need reimbursement. Councilmember Peterson voiced her opinion spending that amount of money in such a short time period seemed unfathomable.

Councilmember Roper stated he would like to see the City cover its bases and not end up in a position where it regretted not getting additional money to reimburse itself with tax exempt funds. Councilmember Peterson reiterated it would not be likely the City would spend more than \$5,000,000 in three years and that amount was substantially larger than any project the City had done including the Clearfield Station project.

Councilmember Phipps moved to approve Resolution 2021R-09 of the City Council of Clearfield, Utah declaring its intention to issue its revenue bonds to be used to finance issuer utility infrastructure improvements and all related improvements, in a modified

principal amount of not to exceed of \$5,000,000; and related matters; and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Peterson.

Councilmember Thompson commented his issue with a decision was that it would be difficult to make a judgment for either amount without data to support what amount might be needed. Mr. Allen explained it would give the City time to determine which projects should be included in the bond package and what the costs might be which would help to better determine how much the bond issuance should be. He noted some projects were already in design but it would allow time to look at all the projects and costs and know what amount could be utilized. He acknowledged the City would need to reimburse itself but currently was not sure how much; therefore, the upper limit would be set by the Council's Reimbursement Resolution.

Councilmember Roper noted the number was a moving target. Mr. Ward agreed the number was very preliminary. He explained there was a lack of data, but the purpose of the reimbursement resolution was to mark the limit and then do the planning and engineering to further determine what needed to be done. Mr. Allen suggested if the resolution were not passed and the City continued to spend money in designing projects, it would not be able to reimburse itself for the cost of the project from bond proceeds.

Councilmember Thompson questioned if the \$5,000,000 would take into consideration the costs of inflation and related aspects. Mr. Allen answered the \$5,000,000 was not the amount of debt that would be issued; rather, it was only that amount the City could reimburse itself. He pointed out that the debt issuance actual amount would be determined at a future date and would be a separate issue to come before the Council once that data could be compiled and reviewed. Councilmember Roper clarified debt, projects, and bids would all come to the Council for consideration. Mr. Allen confirmed any capital projects and all bid processes would need to be considered by the Council.

Mayor Shepherd called for a vote on the motion. **The motion failed upon the following vote: Voting AYE – Councilmembers Peterson and Phipps. Voting NO – Councilmembers Bush, Roper, and Thompson.**

Mayor Shepherd acknowledged the motion failed and wondered if it was due to the reduced dollar amount. Councilmember Thompson stated yes and expressed his comfort in having the dollar amount set around \$7,000,000.

Councilmember Peterson moved to approve Resolution 2021R-09 of the City Council of Clearfield, Utah declaring its intention to issue its revenue bonds to be used to finance issuer utility infrastructure improvements and all related improvements, in the principal amount of not to exceed modify to \$10,000,000; and related matters; 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, Phipps, and Roper. Voting NO – Councilmember Thompson.

APPROVAL OF THE FINAL SUBDIVISION PLAT FOR WEAVER MEADOWS LOCATED AT APPROXIMATELY 50 WEST 200 SOUTH (TIN: 12-020-0062)

Brad McIlrath, Senior Planner, stated the Weaver Meadows Subdivision was located at 50 West 200 South next to Hamblin Park. He indicated the property was recently rezoned from R-1-8 to R-1-6 and it was a nine-lot single-family subdivision. He mentioned preliminary subdivision approval was granted in April of 2020.

Mr. McIlrath acknowledged the Planning Commission reviewed the plat at its meeting on April 7, 2021 and recommended approval based on the following six conditions which were included with the staff report:

- 1) Plans shall be revised to address Clearfield City engineering requirements prior to the resubmittal of the plat and plans for final land use approval.
- 2) Lots 5 and 6 shall be revised to have a minimum frontage width of fifty feet (50') as required by ordinance.
- 3) A six foot (6') tall non-climbable fence shall be installed along the railroad right-of-way as required by ordinance.
- 4) If a retaining wall for the grade change is necessary, the wall shall be engineered and constructed in accordance with approved engineering and construction standards.
- 5) The applicant is responsible for the replacement or repair of deteriorated, damaged or missing surface improvements surrounding the perimeter of the subdivision. This includes, but is not limited to curb and gutter, sidewalks, landscaping park strip improvements, driveways, etc.
- 6) An Escrow agreement will be subject to approval by the City Engineer and City Attorney and an escrow account shall be established prior to obtaining any permits being issued for the properties or plat being recorded. Installation of required improvements or an escrow account shall be established prior to recordation of the Final Plat as outlined in City Code § 12-4-6.

Mr. McIlrath reviewed the zoning and subdivision plat. He stated a work session discussion was held with the Council on April 27, 2021 and as discussed, the lot frontages of lots five and six had already been amended by the developer but those would be submitted for engineering and public works approvals once final subdivision plat approval was received by the Council. He mentioned a six-foot non-climbable fence would need to be installed on the east property lines adjacent to the railroad tracks and what that entailed had also been discussed but mainly it would be an attempt to provide safety because unfortunately there was not guarantee a fence of any type was not climbable.

Councilmember Bush asked if the developer had redrawn another plat with the proper frontages for lots five and six. Mr. McIlrath answered yes the developer had shown staff those plans and some of the lot lines for others lots were also adjusted so that each met the 50 foot requirement.

Councilmember Bush wondered if all of the engineer's concerns had been addressed. Mr. McIlrath responded staff had met with the developer after the work session discussion to review

the concerns line by line. He noted the developer was very close to completely addressing all the concerns. He mentioned staff also had time to review the new plans with lot width updates during that meeting.

Mayor Shepherd acknowledged it was good to see that the square footages were well under the requirements that were allowed in the R-1-6 Zone.

Councilmember Peterson moved to approve the Final Subdivision Plat for Weaver Meadows located at approximately 50 West 200 South with the six conditions recommended by the Planning Commission and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

APPROVAL OF THE AWARD OF BID FOR THE PARK OUTDOOR COURT RESURFACING PROJECT

Curtis Dickson, Community Services Deputy Director, stated the City's capital budget for FY21 had monies budgeted to resurface the tennis and basketball courts at Kiwanis Park and basketball courts at Fisher Park. He noted staff solicited bids for costs to resurface all outdoor courts and one bid was submitted by Parkin Tennis Courts. He acknowledged the Council discussed the project during its work session on May 4, 2021. Mr. Dickson pointed out that Mayor Shepherd and the City Council felt it was in the best interest of the City to resurface all of the basketball and tennis courts in the parks system and utilize PARAT Tax revenue towards costs that exceeded the budgeted amount. He reviewed the parks that would have courts resurfaced.

Mr. Dickson noted staff recommended to award the bid for the Park Outdoor Court Resurfacing Project to C&C Contractor's Inc. dba Parkin Tennis Courts for the amount of \$76,500 with a contingency of \$3,500 for a total project cost of \$80,000. He explained it would be necessary to amend the budget prior to the end of the fiscal year so PARAT Tax revenue could be allocated appropriately to the project.

Councilmember Peterson expressed her excitement for the project.

Councilmember Roper moved to approve the award of bid for the Park Outdoor Court Resurfacing Project to C&C Contractor's Inc. dba Parkin Tennis Courts for the amount of \$76,500 with a contingency of \$3,500 for a total project cost of \$80,000; 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.

APPROVAL OF THE AWARD OF BID FOR THE CLEARFIELD CITY COMMUNITY ARTS CENTER REMODEL PROJECT

Curtis Dickson, Community Services Deputy Director, stated the Arts Center Remodel had been a phased project over the last eight years. He reviewed past phases and indicated the current phase would be the third phase. He noted staff solicited bids to remodel the first and second floors and replace the roof.

He mentioned the City received four bids and the lowest responsible bid was from Cinnamon Creek Construction for \$512,108. Mr. Dickson acknowledged the Council discussed the project during work session on May 4, 2021 and planned to use budgeted funds as well as PARAT Tax revenue to help finance the entire project. He explained a budget amendment could be necessary to allow for additional funds to be allocated for contingency purposes.

Councilmember Phipps asked if the bid award included the work for the roof. Mr. Dickson answered yes. He explained the construction period would be about five months; therefore, arts staff had been working hard to coordinate for places and space for the arts classes and programs to be held during the construction period.

Councilmember Phipps moved to approve the award of bid for the Clearfield City Community Arts Center Remodel Project to Cinnamon Creek Construction for the amount of \$512,108 with a contingency of \$81,522 for a total project cost of \$593,630; 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.

APPROVAL OF RESOLUTION 2021R-10 AUTHORIZING THE 2021 POLLING LOCATION AND VOTE CENTERS FOR THE UPCOMING MUNICIPAL ELECTIONS

Wendy Page, Deputy City Recorder, explained the City was holding its Municipal Election by mail; however, polling locations and vote centers would be available for those wishing to vote or deliver ballots in person. She explained the City contracted with Davis County for its election services. She noted Utah Code required the County to designate any changes to the designated polling location and vote centers since last year's election at least 90 days prior to an election. Ms. Page mentioned Resolution 2021R-10 authorized the 2021 Polling Location at Clearfield City Hall and vote centers throughout the County for the upcoming municipal elections. She apologized there had not been time to have a work session discussion since the County had recently asked the cities to designate the polling location and vote centers no later than May 12, 2021 because there might be a need to hold primary elections in August. She asked if there were any questions.

Councilmember Phipps moved to approve Resolution 2021R-10 authorizing the 2021 Polling Location and vote centers for the upcoming Municipal Election and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

ADOPTION OF THE TENTATIVE BUDGET FOR FISCAL YEAR 2022 AND SET A PUBLIC HEARING FOR AUGUST 10, 2021 TO RECEIVE PUBLIC INPUT ON THE BUDGET

Lee Naylor, accountant, noted there were many hours and budget meetings that had been ongoing since January to prepare for the tentative budget adoption. He reviewed the Tentative Budget for Fiscal Year 2022 with the Council. He explained State law required a tentative budget be adopted; however, the following items were still unknown:

- Certified tax rate and assessed valuation
- Final property and liability insurance
- Final bond amounts for infrastructure and water
- American Rescue Plan uncertain when funds would arrive either FY21 or FY22
- FY21 projects that might need to be reallocated to FY22
- Beginning fund balances

Mr. Naylor highlighted where the City's money came from and how funds were spent. He reviewed the revenues, operating expenditures, capital expenditures, and the changes in available cash for the General Fund, Community Development Renewal Agency (CDRA), Debt Service Funds, Capital Projects, Enterprise/Utility Funds for Water, Sewer, Storm Water, and Garbage. He acknowledged the American Rescue Plan (ARP) funds currently were not included in the amounts of available cash for the Enterprise/Utility Funds; however, the expenditures for the Maintenance and Operation Center Phase 3 were included.

Mr. Naylor reviewed the following major changes from the FY21 Budget to FY22:

- Increase to sales tax projection - \$1,450,000
- Increase to operating property tax - \$440,000
 - Staff recommends the City maintain same rate as last year
- Seven percent increase in health insurance premiums
- Personnel market/merit increases included
- New police officer, new full-time public works inspector
- New part-time parks maintenance and three seasonal
- Part-time to full-time planner, Part-time to full-time facility maintenance
- New part-time community services administrative assistant

He summarized the following major projects that were included in the FY22 Budget:

- Maintenance and Operation Center Phase 3 - \$5,300,000
 - Partially funded with ARP federal funds
- Street surface treatment - \$500,000
- Street reconstruction future projects set aside - \$300,000
- Cemetery expansion - \$795,000
- Arts Center renovation - \$550,000
- Replace Jacobson Park playground - \$130,000
- Restroom in Central Park - \$90,000

Mr. Naylor stated Government Finance Officer Association (GFOA) recommended the City maintain two months of operation expenditures in its unrestricted funds. He noted the available General Fund cash by the end of FY22 was planned to exceed the two months of operating expenditures by \$683,000. He added another security measure would be to have available General Fund cash by the end of FY22 at 19.5 percent of revenues. Mr. Naylor pointed out that the City's measure for sustainability ensured the General Fund ongoing revenue minus operating expenses had a net surplus of \$75,000.

Mr. Naylor thanked Mayor Shepherd, the City Council and staff for their time and efforts that contributed to a successful budgeting process. He stated August 10, 2021 was the date set for a public hearing and final adoption of the budget, but it could be subject to change. Wendy Page, Deputy Recorder, noted if the City were to have a primary election the date would be August 10, 2021; therefore, the public hearing and budget adoption date could be amended if necessary so there were no conflicts. She explained the City would not know if there would be a need to hold a primary election until after the declaration of candidacy period ended on June 7, 2021. She acknowledged if the City were to have a primary election, then the City could amend the date scheduled for the public hearing and meet the County's deadline in July for noticing those municipalities which were having a truth in taxation hearing. She noted the deadline for budget adoption was August 30, 2021. Mr. Naylor asked if there were any questions about the Tentative FY22 budget.

Councilmember Phipps worried that silence would imply consent and people might think he had changed his mind. He indicated there were no questions for Mr. Naylor and expressed appreciation for the work. He acknowledged the City had talented staff and those skills and efforts were apparent when reviewing the budget each year.

Councilmember Phipps mentioned he had reviewed many budgets over the years, and each time there had been something he did not like but generally had dealt with it. He pointed out that in the past he had expressed concerns about maintaining the tax rate. He recognized there were arguments for doing it. He stated he was concerned and intrigued at the presentation provided during a work session discussion recently where it was reported the City was understaffed. He noted following the discussion there was some juggling of funds and a few of the Tier 1 and Tier 2 positions were funded for staffing but it appeared the City would remain understaffed. He expressed his concern that as the City grew it would continually increase that problem of understaffing. He felt the City was taking an approach which was not sustainable with increases in salaries and personnel costs which were seventy percent of the budget. He expressed his struggle with it and did not feel it was fiscally prudent.

Councilmember Bush moved to adopt the Tentative Budget for Fiscal Year 2022 and set a public hearing on the budget for August 10, 2021 at 7:00 p.m., seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Roper, and Thompson. Voting NO – Councilmember Phipps.

COMMUNICATION ITEMS

Mayor Shepherd

1. Received guidance from the US Treasury about what the American Rescue Plan (ARP) funds could be used for and felt it was in line with those things that had been discussed previously. He noted the City's amount of funding was reduced from what was initially anticipated but would be about \$5.1 million. He explained there were some cities which were left out of the initial calculations and so adjustments were made to include them which reduced the City's total amount.
2. Participated in multiple meetings during the week with the National League of Cities and the Council of Mayors.

3. Attended the City's centennial committee meeting on May 10, 2021. He acknowledged there had been a challenge with attendance. He noted during the next meeting on June 10, 2021 the spring event would be finalized so it would be important for those on the committee to attend or replacements might be needed. He acknowledged there were many plans being discussed and there would likely be three major events planned for the centennial year.
4. Reported the North Davis Fire District had sent out notices explaining the tax increases for the District. He felt pleased about the reception of the notice from the Citizens Facebook Page and felt people understood why it was necessary to have the paramedics close by.
5. Held Morning with the Mayor at the Philadelphia Sub Shop.
6. Visited the new site near Jordanelle Reservoir for Military Installation Development Authority's (MIDA's) military recreational facility. He reported the development was moving along quickly for the approximately 6,000-acre project.
7. Announced Nations for Christ had received more food than planned and so if there was anyone that could benefit from it they should let them know. Councilmember Roper stated he would be there at 10 a.m. on May 12, 2021 to help with distributions.

Councilmember Bush

1. Thanked the finance division and staff for their work on the budget.
2. Attended the Utah League of Cities and Towns (ULCT) Conference on April 21 through 23, 2021 and enjoyed it.
3. Participated in the Communities That Care meeting a couple of weeks ago. He reported Sunset, Clinton, and West Point cities had all joined the group. He reported the group wanted to be involved in helping get the word out about the organization by participating with fire district open houses, police department open houses or events and perhaps securing a booth at the City's Fourth of July events.

Councilmember Peterson

1. Echoed Councilmember Bush's sentiments on the budget. She indicated she had some concerns with a few items but was happy to hit the first benchmark with the Tentative Budget adoption.
2. Reported there were some resident issues which had come to her attention recently and she thanked staff of the Parks division and Public Works departments for the quick responses even though short staffed for the season.
3. Thanked the Council for letting her step back for the past few weeks and take care of her family.

Councilmember Phipps

1. Attended the ULCT Conference and felt it was a good use of time. He expressed a willingness to share information obtained from the presentation about the State's current water situation. He felt the community should start paying attention to water conservation efforts because it was a crisis of concern. Mayor Shepherd mentioned Lifetime Products was planning to alter its landscaping plan and would be coordinating with staff to see what could be done to keep it beautiful yet set trends for better water conservation with landscaping efforts. He encouraged community members and businesses to do their best to help with water conservation. He highlighted some of the other classes he learned from at the Conference.
2. Updated the Council on the information received during the Restoration Advisory Board's quarterly meeting. He mentioned there had been some asbestos issues where the ground became contaminated, so mitigation efforts were used to rid the asbestos in the ground that was associated with old railroad shop. He noted ground water contamination was associated with the area near the planned 1800 North freeway off ramp. He explained there were a couple of dozen monitoring wells located where the off ramp and intersection would go so that would need to be addressed.
3. Reported that Wasatch Integrated passed its budget. He mentioned Wasatch Integrated was struggling to sell some recycled materials, so the facility was not producing much in revenues for recycling. He reported Wasatch Integrated was not hurting financially. He added the fees were raised for

commercial haulers because it had been the lowest fee which attracted many outside of the area. He notified staff that the tipping fee was raised to \$38 per ton; however, any municipality that was part of the District would be able to get a cheaper rate of \$30 per ton if identification was known by the landfill either by using a marked City vehicle or making arrangements in advance.

Councilmember Roper

1. Thanked Mayor Shepherd for his recommendation of the Philadelphia Sub Shop in the live stream earlier in the day. He reported having met there earlier in the day for lunch to discuss community building with representatives from CIRCLES and Nations For Christ.
2. Reported the Youth Commission was working hard to get others to participate. He announced recently the Commission had met with Representative Karianne Lisonbee and the next meeting was planned to have Representative Stephen Handy. He noted the Youth Commission was working on fundraising efforts to be able to attend the National League of Cities (NLC) meetings in Washington D.C.
3. Expressed his enthusiasm the paramedic program was moving forward with the North Davis Fire District. He looked forward to it becoming operational.

Councilmember Thompson – helped the Davis Education Foundation do some outreach regarding the new Teen Center at Clearfield High School (CHS) that helped students in a crisis with a place to shower, dress, and launder clothing. He spent Saturday, May 9, 2021 at CHS sharing his story.

STAFF REPORTS

JJ Allen, City Manager

1. Thanked Lee Naylor and Rich Knapp for their hard work on preparing the budget as well as all others involved in the budget preparation process.
2. Mentioned the monthly report was a little late but it should be sent out in the next day or two.

Eric Howes, Community Services Director, informed the Council that there were not many new updates about the Fourth of July events; however, things were going well with the preparations. Mayor Shepherd commented there was still a need for parade entries because currently there were about ten applications that had been received. Mr. Howes acknowledged parade entries were low compared to prior years but that had been expected. He noted generally many entries arrived closer to the deadline.

Trevor Cahoon, Communications Coordinator, reported information was available on the website ccjuly4.com regarding the City's Fourth of July celebration events.

Wendy Page, Deputy City Recorder –reviewed the Council's schedule:

- Joint Work Session with the Planning Commission on Wednesday, May 19, 2021
- Work Session on May 25, 2021
- Work Session on June 1, 2021
- Policy Session on June 8, 2021
- Retreat Work Session on Friday, June 18, 2021

Councilmember Phipps moved to adjourn as the City Council and reconvene as the CDRA in work session at 8:20 p.m., seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Phipps, Roper, Shepherd and Thompson. Voting NO – None.

The minutes for the CDRA are in a separate location

**APPROVED AND ADOPTED
This 8th day of June, 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, May 11, 2021.

/s/Nancy R. Dean, City Recorder