

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
May 31, 2022

City Building
55 South State Street
Clearfield City, Utah

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush	Councilmember
	Vern Phipps	Councilmember
	Tim Roper	Councilmember
	Karece Thompson	Councilmember
EXCUSED:	Nike Peterson	Councilmember
STAFF PRESENT:	JJ Allen	City Manager
	Shawn Robinson	Assistant City Attorney
	Kelly Bennett	Police Chief
	Spencer Brimley	Community Development Director
	Brad McIlrath	Senior Planner
	Rich Knapp	Finance Manager
	Shaundra Rushton	Communications Manager
	Nancy Dean	City Recorder
	Joannie Strong	Deputy Recorder

VISITORS:

Mayor Shepherd called the meeting to order at 5:59 p.m.

Mayor Shepherd excused Councilmember Peterson.

DISCUSSION ON THE SELECTION OF A NEW AUDITOR

Rich Knapp, Finance Manager, presented Council with a discussion on the selection of a new auditor. He informed the Council that the City was required by State Law (Utah Code §17-36-39) to provide an annual audit of its financial statements by a Certified Public Accountant in accordance with generally accepted auditing standards. The City had received two bids – HBME and Child Richards CPAs. After the bids were rated and references were checked, it was determined that HBME rated highest. Mr. Knapp mentioned HBME's price was low, they received great references, they had experience with the City's software, and their governmental accounting experience was extensive. He highlighted HBME's involvement with Utah Government Finance Officers Association (UGFOA). Mr. Knapp informed Council that the selection of an auditor would be for the current 2022 Fiscal Year with an additional four years and the option to extend if things went well. He suggested keeping using Ulrich and Associates to help prepare financial statements for the audit, especially during the first year. Mr. Knapp

informed Council that there would not be a need to approve the selection of the auditor in a policy session. The consensus was to move ahead with HBME as the City's auditor.

DISCUSSION ON A PROPOSED ORDINANCE ESTABLISHING REGULATIONS ASSOCIATED WITH MICROMOBILITY, (SCOOTERS)

Shawn Robinson, Assistant City Attorney, discussed a proposed ordinance establishing regulations associated with Micromobility with the Council. Mr. Robinson explained that the Council would be asked to consider adopting two new ordinances, amending an existing ordinance, and amending the Consolidated Fee Schedule to allow for the licensing, regulation, and enforcement of policies and procedures related to the limited use of electric bikes and scooters within the City. On May 6, 2022, Hill Air Force Base kicked off an E-Scooter/E-Bike Ride Share Program that provided Airmen and civilians with affordable means to commute around the base. Mr. Robinson stated that the implementation of dockless shared mobility devices within the City would support the ability of Airmen and civilians to travel to and from the base, provide alternative means to the Frontrunner Station, UTA bus stops, housing, employment, and retail shops, and was consistent with the goals of the North Davis Active Transport Implementation Plan (NDATIP).

Mr. Robinson mentioned the importance of implementing the ordinances quickly. He noted that the ordinances were based on other cities' ordinances and State Code. Mr. Robinson explained the ordinances would help avoid potential liabilities by outlining the responsibilities of the City and service provider and addressing the City's actions should problems arise.

Councilmember Phipps inquired about the section of the ordinance that mentioned sharing data. Mr. Robinson and City Manager, JJ Allen, confirmed the data tracking would be for safety and opportunities for collaboration to improve service. There was a discussion regarding the docking station abilities and the restrictions that would be placed on micromobility. Mr. Allen stated the docking stations would not be charging stations and the restrictions would be the same as they were for bicycles.

Shaundra Rushton, Community Relations Manager, relayed the information surrounding Lime's launch party to the Council. The launch party would coincide with the City's glow party and would take place on Saturday, June 4, 2022. She mentioned that from 9:00 p.m. to 11:00 p.m., in the library's parking lot, residents would be able to test drive Lime's products.

DISCUSSION ON A GENERAL PLAN AMENDMENT (GPA) AND REZONE REQUEST FOR PROPERTY LOCATED AT APPROXIMATELY 1200 AND 1204 EAST 1450 SOUTH FROM COMMERCIAL TO RESIDENTIAL AND ZONING CHANGE C-1 (COMMERCIAL) TO R-3 (MULTI-FAMILY RESIDENTIAL)

Josh Hughes and Greg Day with 258 Development had submitted a request for a General Plan Amendment and a zoning map amendment for properties located at approximately 1200 and 1204 East 1450 South. The applicants requested the amendments to redevelop the properties with a commercial building and townhomes. This item was tabled until further notice.

DISCUSSION ON PROPOSED AMENDMENTS TO THE PUBLIC NOTICE
REQUIREMENTS IN THE CITY CODE

Nancy Dean, City Recorder, approached the Council with proposed amendments to the public notice requirements in the City Code. In 2021, the State Legislature made changes to public notice requirements eliminating the requirement to publish notices in newspaper of general circulation for most notices. The City Code had been amended to eliminate the newspaper publication requirement for land use issues. In doing so, other areas of the Code that could possibly be amended to reduce costs had been discovered. Ms. Dean reviewed the proposed amendments with the Council. The Council agreed to proceed with the changes, and Ms. Dean mentioned the changes would be presented to Council for consideration in the policy session on June 14, 2022.

TRAINING ON THE OPEN AND PUBLIC MEETING ACT AND REVIEW OF THE
COUNCIL RULES OF ORDER

Ms. Dean provided the City Council with a training exercise to review and discuss open meeting law in accordance with State Law. The exercise also included a review of the Council Rules of Order.

Councilmember Bush moved to adjourn at 7:02 p.m., seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmember Bush, Phipps, Roper, and Thompson. Voting NO – None.

**APPROVED AND ADOPTED
This 14th day of June 2022**

/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 31, 2022.

/s/ Nancy R. Dean, City Recorder