

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
October 25, 2022

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
	Stuart Williams	City Attorney
	Kelly Bennett	Police Chief
	Adam Favero	Public Works Director
	Eric Howes	Community Services Director
	Spencer Brimley	Community Development Director
	Brad McIlrath	Senior Planner
	Shaundra Rushton	Communications Manager
	Nancy Dean	City Recorder
	Chersty Titensor	Deputy City Recorder

VISITORS: Roman Wallace, Stefani Wallace, Colbie Wallace, Kathryn Murray

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 Peterson led the opening ceremonies.

APPROVAL OF THE MINUTES FROM THE JANUARY 11, 2022 WORK SESSION, AND
AUGUST 23, 2022 WORK SESSION.

Councilmember Roper moved to approve the minutes from the January 11, 2022 work session, and the August 23, 2022 work session, as written, 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 open comments.

APPROVAL OF ORDINANCE 2022-30 AMENDING THE CITY'S PURCHASING POLICY

The City Council approved a new purchasing policy in June 2022. At that time there was some language about minor reallocations within a department the Council removed so it could be reworked.

Rich Knapp, Finance Manager, indicated staff had reworked the section of the purchasing policy the Council asked for clarification to improve efficiency. He stated the Council had discussed the new language in a previous work session.

Councilmember Phipps moved to approve Ordinance 2022-30 amending the City's purchasing policy 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.

UPDATE ON THE FISCAL YEAR 2023 QUARTERLY FINANCIAL STATUS

Rich Knapp, Finance Director, reported to the Council on the quarterly financial status. He stated there was nothing outside of the planned budget to report at this point in the fiscal year. He reviewed the utility fund revenues and expenditures. He noted water revenues were coming in higher than the previous fiscal year and better than the recent rate study predicted. He stated it was still concerning the City won't be hitting the net operating mark; which was hard to project because water was based on consumption. Water Consumption did go down during the summer, however revenues increased twenty-two percent (22%) over prior September because of the higher emergency water rates. He noted the emergency water rates were still in effect. He also reviewed the General Fund revenues and expenditures.

Mr. Knapp mentioned fifty-six percent (56%) of the City's cash is being held in investments through a capital advisor and the rest in Public Treasurers Investment Fund. Higher interest rates will produce higher interest revenue so the City may have to rebate the net amount to the federal government. He noted staff will be watching that closely.

Mr. Knapp reported on national inflation figures, as well as quarterly point of sales tax revenue. He mentioned sales tax was still increasing but appeared to be leveling off.

JJ Allen, City Manager, asked the Council if there is any other type of information the Council is looking to see. The Council appeared to like the way the information was being presented.

COMMUNICATION ITEMS

Mayor Shepherd

1. Reported he was continuing to meet with State Legislators to discuss priorities before the Legislative session.
2. Reported he attended the Community Band Concert and expressed appreciation for the members and their participation.
3. Reported he met with UDOT on traffic concerns for Clearfield Station.
4. Reported Congressman Blake Moore came and spoke to the Youth Commission on Friday, October 21, 2022. He asked Congressman Moore to focus on the heroics of the pilot to stay in the plane until he was sure he would have cleared the hill and missed South Weber City.
5. Announced he would be attending the Aerospace Defense Workforce Summit on October 26, 2022.
6. Speaker Wilson would be sponsoring Arthur Brooks, author of “From Strength to Strength” at the Wasatch Front Regional Council meeting October 26, 2022.
7. Stated he would be out of town October 30, 2022, through November 2, 2022; November 9, 2022 through November 13, 2022 and November 15, 2022 through November 19, 2022.

Councilmember Bush

1. Reported he attended the Utah League of Cities and Towns Convention.
2. Attended the WEFTEC 2022 Conference in New Orleans, Louisiana to get information for the Sewer District.
3. Attended the Pumpkin float last week.
4. Enjoyed the band concert.

Councilmember Peterson

1. Expressed appreciation to the staff for the range of activities between the Pumpkin Float and Boonanza.
2. Welcomed Chersty Titensor as the new Deputy Recorder. Expressed her appreciation to City Recorder.
3. Informed the Council the North Davis Fire District cleared the last hurdle for beginning construction of its new building in Clearfield. She stated groundwork and vertical improvements should be able to start quickly.
4. Thanked staff and acknowledgement all the time spent addressing the needs of the Council.

Councilmember Thompson – Nothing

Councilmember Roper

1. Attended the Great Salt Lake Summit. Participants discussed how the State needs to change how it handles water and the different options that might help.
2. Reported Wasatch Integrated is looking at its future to make it a premier recycling center.

Councilmember Phipps.

1. Reported the Hill AFB Restoration Advisory Board would be meeting October 27, 2022, to talk about the methane issue in the northern Clearfield area.

STAFFS' REPORTS

JJ Allen, City Manager

1. Welcomed Chersty Titensor, Deputy Recorder.
2. Thanked staff for all the events and work during October.

3. Appreciated the Council responding to the information sent for the upcoming retreat. He asked them to save the date of January 27, 2023, for the retreat.
4. Reported the business renovating the old Taipan building had received its building permits.

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

- Work Session on November 1, 2022
- Work and Policy Session on November 8, 2022
- No meeting on November 15, 2022
- Possible Policy Session on November 22, 2022

There being no further business to come before the Council, **Councilmember Bush moved to adjourn the policy session and reconvene in work session at 7:29 p.m., seconded by Councilmember Thompson. All voting AYE.**

APPROVED AND ADOPTED
This 8th day of November, 2022

/s/ Mark 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, October 25, 2022.

/s/ Nancy R. Dean, City Recorder