

CLEARFIELD CITY COMMUNITY DEVELOPMENT AND RENEWAL AGENCY  
MEETING MINUTES  
6:00 P.M. WORK SESSION

January 17, 2023

*(This meeting was held following the City Council work session)*

City Building  
55 South State Street  
Clearfield City, Utah

|                |                  |                                |
|----------------|------------------|--------------------------------|
| PRESIDING:     | Karece Thompson  | Chair                          |
| PRESENT:       | Kent Bush        | Director                       |
|                | Nike Peterson    | Director                       |
|                | Vern Phipps      | Director                       |
|                | Tim Roper        | Director                       |
|                | Mark Shepherd    | Director                       |
| 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    |
|                | Spencer Brimley  | Community Development Director |
|                | Brad McIlrath    | Senior Planner                 |
|                | Shaundra Rushton | Communications Manager         |
|                | Nancy Dean       | City Recorder                  |

Chair Thompson called the meeting to order at 8:15 p.m.

DISCUSSION ON BUDGET AMENDMENTS FOR THE FISCAL YEAR 2023 BUDGET

Rich Knapp, Finance Director, presented proposed expenditures that did not have budget authority, or which exceeded fiscal year 2023 budget authority and required budget amendments.

Discussion was held to explain the recently added line item for the ATK Development Area. Mr. Allen explained ATK qualified last year for the \$714,000 but did not have all its paperwork in order to submit to the State to get the State incentive. He explained that was a prerequisite from Clearfield City before the incentive was paid out to it. Nothing was paid last year however, it rolled over, but the CDRA had not budgeted for it. Mr. Knapp informed the Council that it decreased every year. Mr. Allen said there was a cap. Once the tax increment hit a total of \$14M then it would be complete. He stated if ATK did not start investing more in additional equipment there was so much depreciation on the equipment that they would not hit their max on the incentive.

Mr. Allen gave an update on the purchase of the two homes on 450 South. He had received a bid

of \$12,000 minimum to get it in rental condition but anticipated it would be higher. The property management company said they could likely get \$1,800/month in rent. Mr. Allen wanted the Board to know they would likely see additional budget amendments in the June budget amendment cycle. Summer Palmer, Assistant City Manager related a suggestion that the City could use the home for a temporary emergency relocation as part of victim services if people had to relocate quickly. Director Shepherd liked the idea of having an emergency location. He conceded that it would cost more because it would need to be furnished. Chair Thompson asked what the continuing costs would be if the CDRA utilized the house in that way. Mr. Allen pointed out if the homes were rented management fee would come out of rent; however, if the homes were not rented the CDRA would need to pay the management fee to maintain it. Stuart Williams, City Attorney, informed the Board that victim services currently put people in hotel rooms. Mr. Allen anticipated more budget amendments related to those two properties in the future.

**Director Shepherd moved to adjourn at 8:23 p.m., seconded by Director Roper. The motion carried upon the following vote: Voting AYE – Directors Bush, Phipps, Roper, Shepherd and Thompson. Voting NO – None.**

*\*\*The City Council work session minutes are in a separate location.\*\**

**APPROVED AND ADOPTED  
This 9<sup>th</sup> day of May, 2023**

**/s/Karece Thompson, Chair**

**ATTEST:**

**/s/Nancy R. Dean, Secretary**

I hereby certify that the foregoing represents a true, accurate, and complete record of the Clearfield Community Development and Renewal Agency meeting held Tuesday, January 17, 2023.

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