

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 PM POLICY SESSION
April 25, 2023

City Building
55 South State Street
Clearfield City, Utah

PRESIDING: Mark Shepherd Mayor

PRESENT: Councilmember Karece Thompson, Councilmember Nike Peterson, Councilmember Tim Roper, Councilmember Vern Phipps, Mayor Mark Shepherd

ABSENT: Councilmember Kent Bush

STAFF PRESENT: Community Development Director Spencer Brimley, Community Services Director Eric Howes, Police Chief Kelly Bennett, City Manager JJ Allen, Community Relations Director Shaundra Rushton, Assistant City Manager Summer Palmer, Senior Planner Brad McIlrath, Public Works Director Adam Favero, Community Services Deputy Director Curtis Dickson, Finance Manager Rich Knapp, City Recorder Nancy Dean, Deputy City Recorder Chersty Titensor, Assistant City Attorney Shawn Robinson, , CDBG Coordinator Allison Barnes, Benji Frye, Clint Warnick, Kristine Conley

VISITORS: Megan Ratchford, Bobbie Kawa Uno, Chandler Beutler, Jenna Nelson – CCYC, Jaylee Bouwhuis – CCYC, Lily Roring – CCYC, Keoni Roring – CCYC, Cici Smith – CCYC, Hannah McLaughlin – CCYC, Max Brown – CCYC, Ian Barlow – CCYC, Annie Barlow – CCYC, Tony DeMille – Parks Commission, Martin Higley, Bob Stevenson, Rhett Ogden – URPA, LeeAnn Powell – URPA, McKell Christensen – URPA, E. Bouwhuis

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

Solemn Moment of Reflection
Pledge of Allegiance
Councilmember Peterson

APPROVAL OF MINUTES FROM THE APRIL 4, 2023 WORK SESSION AND APRIL 11, 2023 WORK SESSION

Councilmember Thompson moved to approve the minutes from the April 4, 2023 work session, and April 11, 2023 work session; as written, seconded by Councilmember Roper.

RESULT: **Passed [4 TO 0]**

YES: Councilmember Thompson, Councilmember Peterson, Councilmember Roper, Councilmember Phipps

NO: None

Councilmember Kent Bush was not present for the vote.

PRESENTATION TO THE CLEARFIELD COMMUNITY SERVICES DEPARTMENT BY THE UTAH RECREATION & PARKS ASSOCIATION

Leanne Powell, Executive Director URPA, and Rhett Ogden, In-coming President of URPA, said they had received ninety-one nominations for various awards prior to the annual 2023 Utah Recreation & Parks Association (URPA) Conference. They awarded twenty awards in twenty different categories. Clearfield City Community Services won several of those awards. Ms. Powell recognized the community service department and said there was not another agency in the state as active in URPA as Clearfield City's department. Ms. Powell presented three awards:

1. Lifetime Achievement Award was presented to Martin Higley, retired Facilities Manager. Ms. Powell acknowledged the hard work he dedicated behind the scenes to allow the recreation programs to flourish. Mr. Higley expressed his appreciation for the time he worked with Clearfield City.
2. Mr. Ogden, presented the "Outstanding Special Event" award to the Clearfield City Community Services Department for the "Pumpkin Float " event held at Steed Pond last fall.
3. Mr. Ogden extended the "Outstanding Facility" award for the renovation of the Clearfield Community Arts Center. He applauded the City for prioritizing the community events it offered the community.

Ms. Powell pointed out while they had recognized the Community Services Department, it could not have been done without the commitment made by the City Council to support the department.

PRESENTATION BY THE CLEARFIELD CITY YOUTH COMMISSION REGARDING ATTENDANCE AT THE NATIONAL LEAGUE OF CITIES CONGRESSIONAL CITIES CONFERENCE

Jenna Nelson, Youth Commission Advisor, Annie Barlow, Assistant Commission Advisor and various youth commission members discussed their experiences at the National League of Cities Congressional Cities Conference in Washington, D.C.

PUBLIC HEARING TO REVIEW AND ADOPT THE 2023-2024 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ONE-YEAR ACTION PLAN

Allison Barnes, CDBG Coordinator, presented the One-Year Action Plan which was necessary for Clearfield City to qualify for Community Development Block Grant (CDBG) funds through the Department of Housing and Urban Development (HUD). The plan covered the program year July 1, 2023 to June 30, 2024. A 30-day comment period commenced March 14, 2023 and residents were given the opportunity to review and comment, though no written comments had been received. Ms. Barnes outlined the recommended allocations for the \$193,341 they expected to receive in CDBG funds.

Mayor Shepherd declared the Public Hearing opened at 7:48 pm

Councilmember Peterson moved to close public hearing at 7:48 p.m., seconded by Councilmember Thompson.

RESULT: Passed [4 TO 0]

YES: Councilmember Thompson, Councilmember Peterson, Councilmember Roper, Councilmember Phipps

NO:

Councilmember Kent Bush was not present for the vote.

OPEN COMMENT PERIOD

Bobbie Kawa Uno, Resident, expressed frustration with neighborhood fireworks displays and personal property rights.

APPROVAL OF ORDINANCE 2023-07 AMENDING THE CITY'S CONSOLIDATED FEE SCHEDULE UPDATING THE PLANNING & ZONING FEES AND WATER FEES

Brad McIlrath, Senior Planner, told the Council that staff had recently reviewed the City's fees for Planning and Zoning to ensure the fees adequately recovered the costs associated with providing municipal services. Staff had proposed amendments to the Consolidated Fee Schedule to address engineering reviews that had previously been contracted with an outside party that were currently being reviewed in-house, and minor changes to Planning & Zoning fees to better address operational costs of engineering staff and rectify inconsistencies in the Planning & Zoning fee schedule to better address resident and developer needs. He reviewed the modified fees which would better cover Planning and Engineering review costs. Mr. McIlrath proposed to the Council that the City retain a City Contracted Engineering Fee which would be paid by an applicant to the engineering firm. Staff recommended removing Conditional Use Permit (CUP), Residential; and Subdivision Public Hearing fees.

Rich Knapp, Finance Manager, offered background information for the proposed amendments to the water utility fees in the Consolidated Fee Schedule. After an extensive conversation with the Council about the water fund sustainability in a work session, it was shown that the revenues were not keeping up with the projections from the rate study due to an increase in cost for projects associated with the rate of inflation, the addition of unanticipated projects, as well as a higher than anticipated water rate increases by Weber Basin. Mr. Knapp proposed an increase of 10% to the base rate but to keep usage fees at the current level. He said he anticipated an additional rate increase in the future. The 10% increase to the base rate would be implemented May 1, 2023 and then in January 2024 the typical 6% base rate increase would be added. The 10% increase would be applied to commercial rates as well. He explained the tiered emergency rate structure implemented during the drought to encourage conservation. Those rates would be kept as conservation rates moving forward.

Councilmember Roper moved to approve Ordinance 2023-07 amending the City's Consolidated Fee Schedule updating the Planning & Zoning fees and water utility rates and authorize the Mayor's signature to any necessary documents., seconded by Councilmember Thompson.

RESULT: Passed [4 TO 0]

YES: Councilmember Thompson, Councilmember Peterson, Councilmember Roper,

Councilmember Phipps

NO:

Councilmember Kent Bush was not present for the vote.

CONSIDER APPROVAL OF THE 2023-2024 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ONE-YEAR ACTION PLAN - TABLED

Councilmember Peterson requested to table the item to have time to verify potential issues before submitting the plan to HUD. In going through the plan, she said there were some items that had changed since the plan had been last drafted and some sections were no longer accurate. She suggested the Council table the item until the May 9, 2023 Policy Session.

Councilmember Peterson moved to table, seconded by Councilmember Phipps.

RESULT: Tabled [4 TO 0]

YES: Councilmember Thompson, Councilmember Peterson, Councilmember Roper, Councilmember Phipps

NO:

Councilmember Kent Bush was not present for the vote.

COMMUNICATION ITEMS

Mayor Shepherd

1. Mayor Shepherd shared his positive experience at the ribbon cutting for the Hart Apartments. He was impressed with the developers' desire to be community partners. The theme was "Living in the Hart of Clearfield." He reported that the developers had reached out to residents to determine needed amenities. Based on that information they found the studio apartment was most in demand. The developer would be installing a community garden and would be providing Peloton bikes in their gyms and including shoes for tenants to use.
2. He reported on a meeting last week with the Top of Utah Military Affairs Committee (TOUMAC) where Colonel Holland gave a presentation about racism. Mayor Shepherd was very disturbed by the information presented which outlined heinous instances of racism in the area surrounding Hill Air Force Base. Due to the high number of emergency transfers from the Utah area, the Secretary of the Air Force said they would take a look at the future of basing missions at Hill AFB.
3. Mayor Shepherd was the keynote speaker at the first Job Corps graduation in three years. Congressman Moore was an introductory speaker. Reported that every graduate had a job lined up after graduation.

Councilmember Peterson:

1. Councilmember Peterson was touched by the report Mayor Shepherd shared regarding racism. She posited that there was only one relevant question to ask if humanity was on the same team and that was "How can I help?" She felt encouraged to evaluate where she could help in her sphere of influence.

Councilmember Thompson:

1. Encouraged everyone to love and respect each other and not expect people to accept their expressions of racism. He shared personal experiences that had required him to rise above

adversity in strength. He stated that all Americans were valued even in disagreement. He recognized the importance of empowering good people to stand when needed.

Councilmember Roper:

1. Expressed appreciation to Jenna Nelson, Youth Commission Advisor, for her hard work.

Councilmember Phipps:

1. Confirmed the value in his attendance at the recent Utah League of Cities and Towns (ULCT) Mid-Year Conference. The keynote speaker was Tim Schreiber who spoke of the “Dignity Index.” He mentioned it was un-American to hate other Americans. He mentioned the concept of servant and innovative leaders.
2. He reported on a presentation on cyber threats which caused him to ponder more of the significance of protected infrastructure information.
3. He had been intrigued by a discussion the League presented about its effects on the legislature. This time they had Leaders from the House and Senate who gave their perspectives on how the cities were impacted in the most recent legislative session. The league asked the two representatives what they wished local leaders knew – 1) customer service; 2) bureaucratic processes.
4. He expressed his appreciation for a presentation on recent active shooter experiences in Utah.
5. Enjoyed meeting people from other communities in Utah.

STAFF REPORTS

JJ Allen, City Manager:

1. Expressed appreciation for Mayor’s report on the TUOMAC meeting. He reported that he held a meeting earlier with City leadership to discuss professionalism which followed the same lines.
2. He conveyed his excitement in the many great events and changes happening throughout the City.

Nancy Dean, City Recorder

1. No meeting May 2, 2023
2. Work and Policy Session May 9, 2023
3. Work and Policy Session May 23, 2023

Councilmember Thompson moved to adjourn at 8:34 p.m., seconded by Councilmember Peterson.

RESULT: Passed [4 TO 0]

YES: Councilmember Thompson, Councilmember Peterson, Councilmember Roper, Councilmember Phipps

NO:

Councilmember Kent Bush was not present for the vote.

APPROVED AND ADOPTED
This 23rd day of May 2023

/s/ Mark R. Shepherd, Mayor

ATTEST:

/s/ Nancy R. Dean, City Recorder

I hereby certify that the forgoing represents a true, accurate, and complete record of the Clearfield City Council meeting held Tuesday, April 25, 2023.

/s/ Nancy R. Dean, City Recorder