

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 PM WORK SESSION
May 6, 2025

City Building
55 South State Street
Clearfield City, Utah

PRESIDING: Mayor Pro-Tem Dakota Wurth

PRESENT: Councilmember Karece Thompson, Councilmember Tim Roper, Councilmember Megan Ratchford (via Teams), Mayor Mark Shepherd (via Teams), Councilmember Dakota Wurth

ABSENT: Councilmember Nike Peterson

STAFF PRESENT: City Manager JJ Allen, Assistant City Manager & Economic Development Director Spencer Brimley, Community Services Director Eric Howes, City Attorney Stuart Williams, Police Chief Kelly Bennett, Community Relations Director Shaundra Rushton, Public Works Director Adam Favero, Finance Manager Rich Knapp, City Recorder Nancy Dean, Deputy City Recorder Chersty Titensor, Senior Accountant Lee Naylor

Mayor Pro-Tem Wurth convened the meeting at 6:04 p.m.

DISCUSSION ON THE DRAFT COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
5-YEAR CONSOLIDATED PLAN AND 1-YEAR ACTION PLAN

Allison Barnes, CDBG Coordinator, explained that as an entitlement community with the U.S. Department of Housing and Urban Development (HUD), Clearfield had access to federal funds through the Community Development Block Grant (CDBG) Program. A requirement of that funding was to develop a Consolidated Plan (ConPlan) to outline the goals and direction for the CDBG program for the next five-year period, as well as a one-year Action Plan to indicate how the ConPlan would be carried out for the upcoming program year. As a document that provided direction for the expenditure of federal funds for local programs and services, the plan was subject to public hearings and a 30-day comment period which began on March 26, 2025 and concluded on April 29, 2025. No comments had been received.

Ms. Barnes said the official amount had not been received but the City was expecting approximately \$200k. The amount would be split between public service (15%) administration costs (20%), and the replacement of the elevator at City Hall (65%). JJ Allen, City Manager, asked who the three applicants were that would be part of the public service distribution. Ms. Barnes said there had been three applicants: Open doors, Davis Community Learning Center, and Safe Harbor. Councilmember Wurth asked if there had been any interruptions in communications with the HUD field office. Ms. Barnes said Staff had been meeting with HUD representatives bi-weekly. The item would be scheduled for policy session on May 13, 2025.

FINALIZING THE FY26 BUDGET FOR COUNCIL REVIEW

Rich Knapp, Finance Manager, announced that the Council was getting ready to approve the tentative budget on May 13, 2025. He presented a quick summary showing major changes from the proposed Fiscal Year 2026 (FY26) budget compared to the Fiscal Year 2025 (FY25) as outlined in the presentation materials. He reviewed the amounts allocated toward major projects that were included in the FY26 budget. He said Staff had delayed or cut \$3.1M of capital requests. He showed budget summaries of revenues and expenditures in the Government Funds and the Enterprise/Utility Funds. He presented the anticipated Measures of Security and Sustainability saying the available General Fund cash by the end of FY26 was 17% of revenues and 62 days of operating expenses. Mr. Knapp said he anticipated changes by the approval of the final budget.

Councilmember Thompson arrived at 6:15 p.m.

Stuart Williams, City Attorney, followed up with the Council after he had distributed the report on the Compensation Plan that had been reviewed by a third party. He had not received any concerns, questions or follow-up. Mayor Shepherd thought Mr. Kitchen's (third party reviewer) review was good and covered what the Council was looking for.

He reminded the Council of the law which required municipalities to have a public hearing for increases to executive municipal officers. He reviewed the positions that qualified for the public hearing requirements. He reviewed the compensation philosophy that had been applied to Executive Municipal Officers was the same as other employees. He showed the compensation data for the executive officers as it compared to the median market comparables. He explained that the Executive Compensation Strategy was the same compensation strategy that was proposed for all staff, already included in the budget, which was 0-3% merit increases, and 2.9% COLA increase. Mr. Allen clarified that no action was necessary, but a public hearing was required. Mr. Williams explained the public hearing was for transparency purposes. He said the public hearing would be held May 13, 2025.

Councilmember Ratchford asked if the City Attorney's title would be changing with the addition of Human Resources to his responsibilities. Mr. Allen explained that with most senior level employees, from time to time, responsibilities would be shifted based on what the organization needed to accomplish, but it did not come with a change of title, just assignments. He did not think it was necessary to parse out those details because public servants' responsibilities were not the same state-wide. He said Mr. Williams had taken on a different role, but his core job was still as city attorney. Councilmember Wurth thought the challenging aspects of HR were legal matters, so it was a good place for him.

Councilmember Thompson asked if the compensation was within the City's philosophy of within -5% to +10% of median market. Mr. Williams said for most positions they were, with the exception of a couple of positions with reasons, they were within that philosophy. Ricki Miller, Human Resources Manager, said it was important to note that the information provided was the actual pay and the actual pay to the median. She said that the actual pay of those from other organizations being compared to also took into account those individuals' amount of

experience as well. Mr. Allen said he viewed the Community Development Director position that was at a specific pay grade that had a few different positions within it and each grade had a range with a minimum and maximum. He explained that when employees were hired, the City typically started them at the minimum level unless they had extra experience or qualifications beyond what was minimally required. He said the Community Development Director's position was consistent with range and grade and plan. He said over time that position would improve. He said it would be watched to ensure not falling behind. Mr. Allen said the Community Services Assistant Director position was a unique position because it was difficult to find comparables, but he felt it was in the right ballpark. Councilmember Ratchford wanted to think on the information a little longer.

Councilmember Roper moved to adjourn at 6:41 p.m., seconded by Councilmember Thompson.

RESULT: Passed [4 TO 0]

YES: Councilmember Thompson, Councilmember Roper, Councilmember Ratchford, Councilmember Wurth

NO: None

ABSENT: Councilmember Peterson

**APPROVED AND ADOPTED
This 27th day of May 2025**

/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 06, 2025.

/s/ Nancy R. Dean, City Recorder