

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 PM POLICY SESSION
June 24, 2025

City Building
55 South State Street
Clearfield City, Utah

PRESIDING: Mayor Mark Shepherd

PRESENT: Mayor Mark Shepherd, Councilmember Tim Roper, Councilmember Karece Thompson, Councilmember Megan Ratchford, Councilmember Dakota Wurth

ABSENT: Councilmember Nike Peterson

STAFF PRESENT: City Manager JJ Allen, City Recorder Nancy Dean, Deputy City Recorder Chersty Titensor, Public Works Director Adam Favero, Police Chief Kelly Bennett, Community Services Director Eric Howes, Assistant City Manager & Economic Development Director Spencer Brimley, Finance Manager Rich Knapp, Communications Manager Shaundra Rushton, Assistant City Attorney Amy Jones, Community Development Director Stacy Millgate

VISITORS: Kimberly Budd, Zadok Budd, Tony De Mille, Matt Gertge

Mayor Shepherd called the meeting to order at 7:00 p.m.

Councilmember Thompson led the opening ceremonies.

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON AMENDMENTS TO THE
FISCAL YEAR 2025 (FY25) BUDGET

Rich Knapp, Finance Manager, presented proposed budget amendments to the FY25 budget that exceeded budget authority. He proposed the following amendments:

- \$27k net increase in expense in the PARAT fund due to an overage in cost for the Skate Park additions, and the cost for the pavilion coming in under budget
- \$30k increase for inspections from an increased need for contracted Plan Reviews and Inspections due to growth.
- \$29k increase in bank fees due to increases in use fee per transaction.
- \$1,225,181 increase to the anticipated budget for the Clearfield Station project. He said the net planned revenues to planned expenses show a \$307k shortfall, but as discussed the interest earned on the bond monies for this project could be used for the shortfall.

Mayor Shepherd opened the public hearing.

There were no public comments.

Councilmember Roper moved to close the public hearing at 7:05 p.m., seconded by Councilmember Wurth.

RESULT: Passed [4 TO 0]

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

NO: None

ABSENT: Councilmember Peterson

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT REGARDING AMENDMENTS OF THE UTILITY FEES FOR SEWER IN THE CITY'S CONSOLIDATED FEE SCHEDULE

Rich Knapp, Finance Manager, reviewed the proposed increases to the monthly sewer charges that the City levied on behalf of the North Davis Sewer District. It would take effect July 1, 2025. He said the residential and commercial base rates would increase from \$21.50 to \$24.00 and the commercial use rate per 1,000 gallon would increase from \$2.15 to \$2.40. He reviewed an additional increase of \$2.50 that would be implemented July 1, 2027. Mayor Shepherd pointed out that the increases were a pass through directly from North Davis Sewer District and not imposed by the City.

Mayor Shepherd opened the public hearing

There were no public comments.

Councilmember Thompson moved to close the public hearing, seconded by Councilmember Ratchford.

RESULT: Passed [4 TO 0]

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

NO: None

ABSENT: Councilmember Peterson

OPEN COMMENT PERIOD

There were no public comments.

APPROVAL OF AND CONSENT TO THE MAYOR'S PROPOSED APPOINTMENT OF THE YOUTH COMMISSION MEMBER TO THE PLANNING COMMISSION

Mayor Shepherd put forth a recommendation to appoint Jane Budd from the Clearfield City Youth Commission as a member of the Planning Commission.

After the Communication Items on the agenda, Nancy Dean, City Recorder, administered the

Oath of Office to Jane Budd.

Councilmember Wurth moved to approve and consent to the Mayor's appointment of Jane Budd as the Youth Commission member to the Planning Commission and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Roper.

RESULT: Passed [4 TO 0]

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

NO: None

ABSENT: Councilmember Peterson

APPROVAL OF RESOLUTION 2025R-08 AUTHORIZING AND ADOPTING AMENDMENTS TO THE FY25 BUDGET AND APPROPRIATING FUNDS FOR THE PURPOSES SET FORTH THEREIN

Councilmember Roper moved to approve Resolution 2025R-08 authorizing and adopting amendments to the FY25 budget and appropriating funds for the purposes set forth therein and authorize the mayor's signature to any necessary documents, seconded by Councilmember Wurth.

RESULT: Passed [4 TO 0]

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

NO: None

ABSENT: Councilmember Peterson

APPROVAL OF ORDINANCE 2025-16 AMENDING THE UTILITY FEES FOR SEWER IN THE CITY'S CONSOLIDATED FEE SCHEDULE

Councilmember Thompson moved to approve Ordinance 2025-16 amending the Utility Fees for Sewer in the City's Consolidated Fee Schedule and authorize the mayor's signature to any necessary documents, seconded by Councilmember Ratchford.

RESULT: Passed [4 TO 0]

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

NO: None

ABSENT: Councilmember Peterson

COMMUNICATION ITEMS

MAYOR'S REPORT

Mayor Mark Shepherd

- He reported that he would be speaking with a group in Vernal about the same housing challenges being experienced in Clearfield.

- This week he had attended the change in command for the 388th Ops group.
- He commended Mr. Allen and Staff for continuously following and actively participating in the recent legislative session and for staying on top of legislative changes to Utah Code in regard to their meeting the new deadline passed by the legislature this last session that required cities that would be going through Truth in Taxation to inform the State Tax Commission by July 1, 2025. He said a number of cities had missed that deadline and were notified that their proposals were rejected so they could not have a Truth in Taxation, but would have to accept the County's tax rate.
- He announced that Dallin Weeks (one of the original members of "Panic at the Disco") but now with the band "I Don't Know How but They Found Me" would perform a free show at the Clearfield Amphitheater at Bicentennial Park.
- He said the Parade Coordinator was very busy and had received offers for cars to drive the Grand Marshall.

CITY COUNCIL'S REPORTS

Councilmember Thompson

- He reported that the North Davis Sewer District had approved the bid to re-do the electrical infrastructure for the Sewer District and were working to be ahead in the disposal of biosolids.

Councilmember Ratchford

- She encouraged residents to attend the Citizen Police Academy that would begin August 8, 2025 and run for 16 weeks. She highly recommend the program.
- She said there was a need for an upcoming special training with police officers and SWAT members for active attack. She said interested parties could sign up to be victims or help with training scenarios.

Councilmember Wurth

- He expressed his sincere condolences to the family of Arthur "Afa" Ah Loo, a resident of Clearfield City, that was killed at the recent "No Kings" protest in Salt Lake City.
- He reported that the Youth Commission was awarded a \$1,000 Grant from the North Davis Communities That Care Coalition to host a mental health petting zoo. He was working with the police department to see if the event could be held in tandem with their Night Out Against Crime.

Councilmember Roper

- He reported that the North Davis Fire District approved its budget.
- For those looking for volunteer opportunities Open Doors was always looking for allies.

CITY MANAGER'S REPORT

JJ Allen, City Manager

- He said he would submit the application to Safe Streets for All where he was asking for \$21M for pedestrian bridges.
- He said he would send an email to the Council regarding getting water to landscaping at the I-15 interchange.

STAFF REPORTS

Nancy R. Dean

- July 1, 2025 – No meeting
- July 8, 2025 – Policy & work sessions
- July 15, 2025 – not determined at this time
- July 22, 2025 – work & policy session
- She said the ballots would be distributed for the City Council race approximately July 21, 2025.

Kelly Bennett, Police Chief

- He reported on the Cops & Cars event where unclaimed monies had been appropriated to help fund the event. He said it was the most successful in history where they had raised several thousands of dollars for the family of Officer Jared Jensen, who had passed away shortly after the event.

Shaundra Rushton, Communications Manager

- She announced the Search the City event had started and encouraged hunters to start searching.
- She said Monday, June 30, 2025 the Paint the Bridge event would be held.
- She informed the Council that the muralist for the Napa Auto Parts would start Wednesday, June 24, 2025 and should be close to completion before the parade.

Councilmember Wurth moved to adjourn as the City Council and reconvene as the Community Development & Renewal Agency at 7:26 p.m., seconded by Councilmember Roper.

RESULT: Passed [4 TO 0]

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

NO: None

ABSENT: Councilmember Peterson

**APPROVED AND ADOPTED
This 22nd day of July 2025**

/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, June 24, 2025.

/s/ Nancy R. Dean, City Recorder