

CLEARFIELD CITY COUNCIL MEETING MINUTES  
6:00 PM WORK SESSION  
July 22, 2025

City Building  
55 South State Street  
Clearfield City, Utah

PRESIDING: Mayor Mark Shepherd

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

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, City Recorder Nancy Dean, Deputy City Recorder Chersty Titensor, Public Works Deputy Director Braden Felix, Planner Tyson Stoddard, Community Development Director Stacy Millgate

VISITORS: Kate Nielsen – Habitat for Humanity Greater Salt Lake Area, Carin Crowe – Habitat for Humanity Greater Salt Lake Area, Jeremy Searle – Wall Consultant Group, Tony De Mille, Danielle King

Mayor Shepherd called the meeting to order at 6:04 p.m.

INTRODUCTION TO THE CHIRP (CRITICAL HOME REPAIR PROGRAM) AND  
HOMEOWNERSHIP PROGRAMS FROM HABITAT FOR HUMANITY GREATER SALT  
LAKE AREA

Carin Crowe, CEO Habitat for Humanity Greater Salt Lake Area, and Kate Nielsen, COO Habitat for Humanity Greater Salt Lake Area, shared the vision of Habitat for Humanity International and spoke of the prominent housing issues of the day. Ms. Crowe introduced their Critical Home Repair Program (CHiRP) and reviewed the application workflow process.

Councilmember Thompson joined the meeting at 6:08 p.m.

Ms. Crowe explained that the CHiRP program, which addressed health and safety concerns in the home. After an extensive inspection of the home a plan was created. She said qualified applicants might receive a grant up to \$20,000, but any remaining funds needed could be from a deferred loan at 0% interest, to be paid when the name on the title changed.

She explained the eligibility requirements: US citizen/legal resident, owned home, 80% AMI and below, home must be on a foundation, live in Salt Lake, Tooele, or Davis Counties. She said FY2025 - nineteen families in Davis County were helped, four of which were in Clearfield. She said there were currently eleven projects in progress in Davis County and one in Clearfield. Ms. Crowe explained that their funding was obtained through CDBG funds through Layton City,

and Davis County, but because Clearfield was an independent CDBG entity, they were unable to utilize the CDBG funds in Clearfield City. She spoke of their desire to partner with Clearfield City.

Councilmember Roper asked how to initiate the application process. Ms. Crowe said with partnering cities, Habitat for Humanity of Greater Salt Lake's contact information was placed on the cities' websites.

Councilmember Wurth thought it was a great opportunity for the community due to the amount of housing stock that could use the assistance. He expressed apprehension based on the smaller amount of CDBG funding in Clearfield compared to Davis County which would challenge the breadth of who could be helped. He understood that the expenditure of CDBG funds from Davis County was rather slow because of the thorough inspection process. He wondered if they had thought of scaling the inspection program back to speed the overall process. Ms. Nielsen explained that one of the reasons they had not spent down the County money was because they had access to COVID funding which had a faster sunset period. She said last year the program offered a \$5k grant, but currently that had increased to \$20k. She said the reason for the 100 point inspection was because there was never just one issue and they felt it was better for the household to be disrupted only one time and as quickly as possible.

Ms. Crowe said the program was not funded by CDBG funds only. They looked for Federal government funding and wrote private grants, to enhance funding. Councilmember Wurth asked what the target for Clearfield residents would be in 2026. Ms. Crowe explained it was dependent on the funding available.

Ms. Crowe said they approached the State Legislator for funding. Ms. Nielsen said they were also seeking for additional HUD funding. Councilmember Thompson asked the average age of homes for repairs. Ms. Nielsen said the majority were built before 1950. Councilmember Thompson noticed homes in Ogden that did not have HVAC. Ms. Nielsen said HVAC was part of the program. Ms. Crowe said their collaborations with various partners and contractors help with the costs for the projects.

#### UPDATE OF SERVICES AND PROGRAMS AVAILABLE THROUGH OPEN DOORS

Danene Adams, Assistant Executive Director of Open Doors, introduced the agency as the Community Action Agency and Family Support Agency that served Davis County. She reviewed the status of funding for FY2025-2026 and explained programs that had been lost due to reductions in the Department of Health and Human Services. She discussed the various programs provided by the agency. She explained that the agency's plan was to not depend on federal funding. She said Open Doors had lost a lot of funding for its food bank last year and had ended up approximately \$26k in debt for the food bank. In the research, it found that only 2% of food bank users were utilizing the other programs offered by Open Doors, so they decided to go mobile and discontinued their food bank operation. She said Bountiful Community Food Pantry had shown interest in coming to the area to start a retail establishment so they had started doing drops. She said Clearfield residents were their largest population in homeless to housing program and in the food bank. She spoke of the family-support type services they offered. She said they had finished their three-year community needs assessment which would be sent to the

Council for review before it was distributed.

Ms. Adams informed the Council of a Dine-to-Donate opportunity at the Layton Texas Roadhouse on Monday, August 18, 2025, where if a diner mentioned it was for Open Doors then 10% of the bill would go to Open Doors.

#### THE CLEARFIELD CITY MASTER TRANSPORTATION PLAN

Jeremy Searle, Transportation Engineer with Wall Consultant Group (WCG), reviewed a summary of the Transportation Master Plan his firm recently created. He demonstrated a Travel Demand Model which predicted areas of higher congestion based on whether recommended improvements were or were not implemented. He reviewed the recommended roadway projects. Braden Felix, Public Works Deputy Director, said he was encouraged that there were not any anticipated widening projects, but more operational improvements. JJ Allen, City Manager, said it had been contemplated over the years whether 1000 West or 1000 East would need to be widened. Mr. Searle said both of those streets were Phase 1 projects where it was recommended that the streets be re-stripped to include a center turn lane. He pointed out there was a future UDOT project which anticipated widening SR-193.

He reviewed the recommended intersection projects between 2024 and 2050. Mr. Allen asked if there was a place in the master plan that addressed traffic calming. Mr. Searle said traffic calming was not addressed in specific places, but in a broad overview. Mr. Felix said the plan outlined WFRC's comprehensive safety action plan and outlined certain locations based on crash data where the City could consider safety improvements.

Mr. Searle reviewed public transportation plans for the future and touched on future active transportation crossing projects for trails. Mr. Searle provided statistics which showed that crashes occurred at a higher rate in Clearfield City than Davis County as a whole. He showed a list of recommended safety improvements. Mr. Searle presented the results of the bridge inventory which showed that the bridges at 300 North and 800 North required more critical attention.

Councilmember Thompson asked whether there was a phased timeline for trail improvements. Mr. Searle said those tables were in the Master Transportation Plan. Mr. Allen said the Planning Commission had already approved the Master Transportation Plan and the adoption would be up for vote in the August 26, 2025, policy session.

The storymap presentation could be viewed at: <https://storymaps.arcgis.com/stories/c7f0431b92fd4699a46ed1208381663b>

**Councilmember Wurth made a motion to adjourn the work session and reconvene in a policy session at 7:00 p.m., seconded by Councilmember Roper.**

**RESULTS: Passed [5 to 0]**

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

NO: None

The meeting reconvened at 8:05 p.m.

#### DISCUSSION OF THE NORTH DAVIS METRO SWAT INTERLOCAL AGREEMENT

Kelly Bennett, Police Chief, informed the Council that the Police Department was a member of the Layton City SWAT team which was now considered the North Davis Metro SWAT team. Clearfield provided members from the department for that team that went through training and testing and if officers were selected they would have to go through Ogden Metro SWAT testing as well. He said the team was used for negotiations, assessing high-risk situations, and helped the police department if their resources were depleted. He said three officers were participating. He explained that the Interlocal Agreement formalized the relationship with North Davis Metro SWAT and the manpower and non-manpower participating agencies. He said there was a board that oversaw the SWAT Team which allowed each entity to have a voice in how the operations were seen as well as budgeting, selection of team leadership, and establishing protocols for the SWAT team. Chief Bennett explained that the PD would be assessed a fee of approximately \$3k per officer which covered training, equipment, and any other supplies. The City would be responsible for overtime and personnel costs for any additional training. He said the impact to the budget was a reduction in costs due to a \$1k credit for being a manpower agency. He said the SWAT team covered all of North Davis County as well as the City of North Salt Lake. He recommended the City's continued participation in the SWAT team. If they did not participate then the City would be assessed a \$0.25/per resident amount which was the cheaper way, but the training for the officers was valuable.

Councilmember Wurth appreciated there was a board over the team. Chief Bennett said the team was responding to high-risk incidents a couple of times a month and provided more safety with their specialized training. Chief Bennett said the item would be voted upon in the August 26, 2025 policy session.

**Councilmember Peterson moved to adjourn at 8:12 p.m., seconded by Councilmember Ratchford.**

**RESULT: Passed [6 TO 0]**

**YES:** Councilmember Thompson, Councilmember Peterson, Councilmember Roper, Councilmember Ratchford, Mayor Shepherd, Councilmember Wurth

**NO:** None

**APPROVED AND ADOPTED  
This 26<sup>th</sup> day of August 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, July 22, 2025.

/s/ Nancy R. Dean, City Recorder