

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:30 PM WORK MEETING
November 25, 2025

City Building
55 South State Street
Clearfield City, Utah

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PRESIDING: Mayor Mark Shepherd

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

STAFF PRESENT: City Manager JJ Allen, Assistant City Manager Spencer Brimley, Assistant City Attorney Amy Jones, Community Services Director Eric Howes, Police Chief Kelly Bennett, Public Works Director Adam Favero, Community Development Director Stacy Millgate, Planner Tyson Stoddard, City Recorder Nancy Dean, Deputy City Recorder Chersty Titorsor

VISITORS: Tony DeMille

Mayor Shepherd called the meeting to order at 6:35 p.m.

DISCUSSION OF THE RECENT NATIONAL LEAGUE OF CITIES CONFERENCE

Mayor Shepherd called the work session to order for the purpose of debriefing the National League of Cities (NLC) conference and identifying items for potential follow-up by staff and the Council. Mayor Shepherd and Councilmember Peterson reported that the conference was productive and highly relevant, with extensive networking opportunities and well-developed sessions. Councilmembers noted that many sessions offered practical tools, resources, and vendor connections applicable to city operations.

Councilmember Peterson

Councilmember Peterson provided a structured list of takeaways and vendor contacts and transmitted those materials to staff for follow-up. Reported items included:

1. Language Translation Services

- Identified a Utah-based vendor offering phone translation, including Chuukese, which was a challenge for the court.
- Recommended evaluating low-cost improvements to language navigation at City Hall (e.g., better signage at building entrances).
- Provided staff with vendor contact information for review.

2. Volunteer Recognition and America250 Preparation

- Encouraged the city to incorporate quarterly community recognition events aligned with existing JustServe partnerships.
- Suggested coordinating America250 activities, including community engagement projects, utilizing JustServe resources.

3. FEMA Hazmat & Rail Safety Grants

- Reported the availability of FEMA grant funding for hazmat and rail-line safety training.
- Noted that training can be conducted onsite at Union Pacific locations to certify police, fire, public works, and other city personnel.
- Provided staff with initial grant process information and recommended pursuing feasibility.

4. AI, Code Compliance, and Administrative Automation

- Identified AI vendors capable of advising on ways to utilize AI city-wide and provided examples of vendors automating foreclosure tracking, rental registration, compliance letters, and code enforcement reporting. Noted one vendor could operate at no direct cost to the City by charging lienholders.
- Recommended the city develop a coordinated approach to AI adoption, emphasizing vendor vetting, privacy protections, and consistent policies.
- Proposed a January kickoff meeting to begin developing an organizational AI policy framework.

5. Grant Resources

- Reported a productive meeting with the “Grant Finder” service; recommended staff begin using the city’s existing account to identify federal funding opportunities, including EV infrastructure and public safety grants.

6. Drone Technology and Surveillance Considerations

- Noted that commercial drone operations are restricted near military bases and rail lines, limiting feasibility for local drone-port concepts.
- Reported that many states have adopted video-surveillance ordinances relating to drone deployment; suggested monitoring this trend for future policy development.

7. Demonstration of Electric Vehicle Fleet Cars

- Interest in EV fleet options for the Police Department and available federal funding.

Councilmember Wurth

Councilmember Wurth highlighted:

- Several AI vendors of interest, including applications for chatbots and digital public-facing tools.
- Valuable constituency group meetings that continue year-round.
- America250 concepts such as community potluck events, dessert-based downtown events, and a “field of flags” exhibit; committed to forwarding a pamphlet on the flag exhibit to staff.

- Observations on the strong networking value of NLC and importance of leveraging those connections.

Councilmember Roper

Councilmember Roper noted:

- A strong presentation on immigration and federal jurisdiction impacts. Leveraging technology to accentuate downtown. Expressed support for evaluating AI tools and participating in future policy discussions.

Councilmember Ratchford

Councilmember Ratchford reported:

- Participation in Military Communities Council meetings on PFAS funding and cleanup programs, confirming the city does not currently have PFAS-eligible sites.
- Detailed America250 concepts including a July 5, 2026 “American Potluck” and potential involvement of the Youth Commission.
- Importance of community gathering in parks and green spaces as part of America250 celebrations.
- Will provide staff with screenshots and materials gathered at the conference.

Mayor Shepherd

Mayor Shepherd reported attending Dignity Index sessions, which offered practical engagement tools, and highlighted feedback from other cities regarding conference logistics and tour participation. The Mayor emphasized the alignment between the City’s ongoing NLC involvement and broader organizational development.

Councilmember Peterson moved to adjourn the work meeting and reconvene in the policy meeting at 7:02 p.m., seconded by Councilmember Wurth.

RESULT: Passed [5 TO 0]

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

NO: None

**APPROVED AND ADOPTED
This 13th day of January 2026**

/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, November 25, 2025.

/s/ Nancy R. Dean, City Recorder