



CLEARFIELD CITY COUNCIL  
AGENDA AND SUMMARY REPORT  
February 24, 2026 - POLICY MEETING

*Meetings of the City Council of Clearfield City may be conducted via electronic means pursuant to Utah Code Ann. § 52-4-207 as amended. In such circumstances, contact will be established and maintained via electronic means and the meetings will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.*

55 South State Street  
Third Floor  
Clearfield, Utah

**7:00 P.M. POLICY MEETING**

***CALL TO ORDER:***

Mayor Mark Shepherd

***OPENING CEREMONY:***

Pledge of Allegiance  
Solemn Moment of Reflection  
Council Member Ratchford

***APPROVAL OF MINUTES:***

February 3, 2026 – work meeting

***PUBLIC HEARINGS:***

1. **PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON THE 2026-2027 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ANNUAL ACTION PLAN**

**BACKGROUND:** As an entitlement community with the U.S. Department of Housing and Urban Development (HUD), Clearfield City receives federal funds to support low/moderate income households or neighborhoods through the CDBG Program. Each fiscal year, the City is required to create an Annual Action Plan (AAP) outlining the goals, funding priorities, and projects for the upcoming program year. The AAP must align with the City's Consolidated Plan to ensure goals and local needs are being met. The AAP provides direction for the expenditure of federal funds for local programs and services and is subject to public hearings. This is the first public hearing to gather information from the public concerning the needs within Clearfield City. Community organizations may present requests for assistance with their operational costs. There is no action required on this item. The finalized Plan will be presented to Council in May.

**RECOMMENDATION:** Receive Public Comment.

***SCHEDULED ITEMS:***

2. OPEN COMMENT PERIOD

The Open Comment Period provides an opportunity to address the Mayor and City Council regarding concerns or ideas on any topic relevant to city business. To be considerate of everyone at this meeting, public comment will be limited to three minutes per person. Participants are to state their names for the record. Comments, which cannot be made within these limits, should be submitted in writing to the City Recorder at [nancy.dean@clearfieldcityut.gov](mailto:nancy.dean@clearfieldcityut.gov).

The Mayor and City Council encourage civil discourse for everyone who participates in the meeting.

3. CONSIDER APPROVAL AND CONSENT TO THE MAYOR’S APPOINTMENTS TO THE PLANNING COMMISSION AND PARKS AND RECREATION COMMISSION

BACKGROUND: The recent election of Commissioner Danielle King to the City Council and resignations by members of the Planning Commission and Parks and Recreation Commission have created vacancies that need to be filled. The Mayor is recommending that Chris Rocchio and Michael Tan be appointed to the Planning Commission and Samantha Hutchinson be appointed to the Parks and Recreation Commission.

RECOMMENDATION: Approve and consent to the mayor’s appointment of Chris Rocchio as a Regular member of the Planning Commission, Michael Tan as an Alternate member of the Planning Commission and Samantha Hutchinson to the Parks and Recreation Commission with an expiration date of February 2029.

4. FISCAL YEAR 2026 MID-YEAR FINANCIAL UPDATE

**COMMUNICATION ITEMS:**

- A. Mayor’s Report
- B. City Council’s Reports
- C. City Manager's Report
- D. Staff Reports

**\*\*ADJOURN AS THE CITY COUNCIL\*\***

Posted on February 19, 2026.

/s/Chersty Titensor, Deputy City Recorder

The City of Clearfield, in accordance with the ‘Americans with Disabilities Act’ provides accommodations and auxiliary communicative aids and services for all those citizens needing assistance. Persons requesting these accommodations for City sponsored public meetings, service programs or events should call Nancy Dean at 801-525-2714, giving her 48-hour notice.

The complete public notice is posted on the Utah Public Notice Website - [www.utah.gov/pmn/](http://www.utah.gov/pmn/), the Clearfield City Website – [ClearfieldCityUT.gov](http://ClearfieldCityUT.gov), and at Clearfield City Hall, 55 South State Street, Clearfield, UT 84015. To request a copy of the public notice or for additional inquiries please contact Nancy Dean at Clearfield City, [Nancy.dean@clearfieldcityut.gov](mailto:Nancy.dean@clearfieldcityut.gov) & 801-525-2700.

CLEARFIELD CITY COUNCIL MEETING MINUTES  
6:00 PM WORK MEETING  
February 03, 2026

City Building  
55 South State Street  
Clearfield City, Utah

*These meeting minutes were created with the aid of an AI-powered transcription and summarization tool – Otter.ai and ChatGPT. The output was used as a draft and was subject to human review, editing, and fact-checking to ensure accuracy and compliance with city standards before publication. The City Clerk is responsible for the final content of these minutes.*

PRESIDING: Mayor Mark Shepherd

PRESENT: Mayor Mark Shepherd, Councilmember Karece Thompson, Councilmember Nike Peterson, Councilmember Megan Ratchford, Councilmember Dakota Wurth, Councilmember Danielle King

STAFF PRESENT: City Manager JJ Allen, Assistant City Manager Spencer Brimley, City Attorney Stuart Williams, Community Services Director Eric Howes, Community Development Director Stacy Millgate, Planner Tyson Stoddard, City Recorder Nancy Dean, Deputy City Recorder Chersty Titensor

VISITORS: Barbara Bloomfield – Parks and Recreation Commission Chair

Mayor Shepherd called the meeting to order at 6:05 p.m.

INTERVIEWS OF POTENTIAL CANDIDATES TO FILL VACANCIES ON THE PLANNING COMMISSION AND PARKS AND RECREATION COMMISSION

The City Council interviewed Chris Rocchio, Evan Nelson, Samantha Hutchinson, Stephanie James, Sydney Keeney and Vanessa Kunz for the Parks and Recreation Commission. Additionally, they interviewed Brennan Berry and Michael Tan for the Planning Commission.

DISCUSSION OF APPOINTMENTS TO THE PLANNING COMMISSION AND PARKS AND RECREATION COMMISSION

There was a discussion about the individuals who were interviewed and what positions were open. The Council proposed that Chris Rocchio be presented with the option to fill a Planning Commission vacancy. If he were to decline, he would be appointed as a Parks and Recreation Commissioner. If Mr. Rocchio accepted the Planning Commission appointment, then Samantha Hutchinson would be appointed as a Parks and Recreation Commissioner. The Council determined that Michael Tan would be appointed as an alternate to the Planning Commission.

DISCUSSION TO COORDINATE THE SCHEDULE FOR THE UPCOMING NATIONAL LEAGUE OF CITIES CONGRESSIONAL CITIES CONFERENCE

The Council discussed who would attend which of the offered classes at the National League of Cities Congressional Cities Conference as well as scheduled appointments.

**Councilmember Peterson moved to adjourn at 8:32 p.m., seconded by Councilmember Wurth.**

**RESULT: Passed [5 TO 0]**

**YES:** Councilmember Thompson, Councilmember Peterson, Councilmember Ratchford, Councilmember Wurth, Councilmember King

**NO:** None

**APPROVED AND ADOPTED  
This day of 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, February 03, 2026.

**/s/ Nancy R. Dean, City Recorder**

**TO:** Mayor Shepherd and City Council Members

**FROM:** Allison Barnes, CDBG Coordinator

**MEETING DATE:** February 24, 2026

**SUBJECT:** Discussion on 2026-2027 CDBG Annual Action Plan

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**RECOMMENDED ACTION**

Gather comments and ideas for the 2026-2027 CDBG Annual Action Plan

**DESCRIPTION / BACKGROUND**

As an entitlement community with the U.S. Department of Housing and Urban Development (HUD), Clearfield City receives federal funds to support low/moderate income households or neighborhoods through the Community Development Block Grant (CDBG) Program.

Each fiscal year, the City is required to create an Annual Action Plan (AAP) outlining the goals, funding priorities, and projects for the upcoming program year. The AAP must align with the City's Consolidated Plan to ensure goals and local needs are being met. The AAP provides direction for the expenditure of federal funds for local programs and services and is subject to public hearings.

This is the first public hearing to gather information from the public concerning the needs within Clearfield City. Community organizations may present requests for assistance with their operational costs. There is no action required on this item. The finalized Plan will be presented to Council in May.

Clearfield City expects to receive approximately \$200,000 in Community Development Block Grant (CDBG) funds for July 1, 2026, to June 30, 2027.

**CORRESPONDING POLICY PRIORITIES**

- Improving Clearfield's Image, Livability, and Economy

**FISCAL IMPACT**

Funding is granted by the United States Department of Housing and Urban Development. No local funds are required to provide the assistance.

**ALTERNATIVES**

No alternatives are being presented at this time.



**SCHEDULE / TIME CONSTRAINTS**

The 30-day comment period is scheduled to be opened at the public hearing on March 24, 2026, and conclude on April 28, 2026. A draft of the Annual Action Plan will be made available. Following the comment period, Council will be able to act on the plan at the policy session held on May 12, 2026.

**LIST OF ATTACHMENTS**

- None



# STAFF REPORT

**TO:** Mayor Shepherd and City Council Members

**FROM:** Rich Knapp, Chief Finance Officer

**MEETING DATE:** February 24, 2026

**SUBJECT:** Fiscal Year 2026 Half Year Financial Update

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## **Recommended Action**

Presentation and discussion only.

## **Description / Background**

The draft first half FY26 figures will be prepared in advance of the meeting, while the analysis and presentation will be finalized shortly beforehand to ensure the discussion is based on the most current and accurate data.

## **Corresponding Policy Priorities**

- Providing Quality Municipal Services

Regular updates allow city leaders to allocate resources effectively, address financial challenges proactively, and maintain high service standards for residents.