

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 PM WORK MEETING
February 10, 2026

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 Megan Ratchford, Councilmember Dakota Wurth, Councilmember Danielle King

STAFF PRESENT: City Manager JJ Allen, Assistant City Manager Spencer Brimley, IT Manager Jeff Soper, City Attorney Stuart Williams, Community Services Director Eric Howes, Police Chief Kelly Bennett, Public Works Director Adam Favero, Finance Manager Rich Knapp, Community Development Director Stacy Millgate, Community Relations Director Shaundra Rushton, City Recorder Nancy Dean, Deputy City Recorder Chersty Titensor

VISITORS: Braden Andersen – UDOT, Ryan Kitchen – Horrocks Engineering, Ann Williams – HDR, Gray Thomas - HDR

Mayor called the meeting to order at 6:11 p.m.

INTERVIEW OF POTENTIAL CANDIDATE TO FILL VACANCIES ON THE PLANNING COMMISSION

This item was cancelled.

PRESENTATION OF THE PROJECT OVERVIEW AND DISCUSSION OF LAND SWAP FOR THE FRONTRUNNER DOUBLE TRACK PROJECT

Representatives from Utah Department of Transportation (UDOT), Utah Transit Authority (UTA), and HDR presented an overview of the FrontRunner 2x Project. Presenters included Braden Andersen (UDOT), Ann Williams (HDR), and Ryan Kitchen (Horrocks Engineers).

Mr. Andersen explained that the FrontRunner system spans 83 miles with 16 stations and has been in operation for nearly 18 years, serving approximately 48 million passengers. Average weekday ridership is approximately 14,500 passengers, and peak-hour capacity is at approximately 90 percent. The purpose of the FrontRunner 2x Project is to increase frequency from 30-minute peak service to 15-minute peak service and from 60-minute off-peak service to

30-minute off-peak service through strategic double-tracking improvements.

The project includes:

- Eleven double-track segments along the corridor
- One new station in Bluffdale
- Ten new trainsets
- A new maintenance facility

Construction is anticipated to begin as early as 2027, with full project completion targeted by the end of 2030. Design is nearing completion, with finalization anticipated by summer 2026. Federal grant funding is being pursued.

Within Clearfield, approximately 3.8 miles of double track will be constructed, extending from the Clearfield Station northward. Improvements will include retaining walls, culverts, and limited utility relocations. No grade crossing upgrades are required within the City due to existing bridge infrastructure.

The project will require temporary easements and limited right-of-way impacts. A small strip acquisition will be necessary at Train Watch Park. Presenters stated that noise and vibration analyses indicated no mitigation measures would be required.

Mayor Shepherd asked for clarification regarding potential impacts to the Hidden Glen Mobile Estates mobile home park. Mr. Andersen explained that certain mobile homes and structures currently encroach into the UTA right-of-way. Mr. Kitchen stated that two trailers appear to encroach into the UTA right-of-way, while most other encroachments involve sheds and accessory features. The project team anticipated coordinating with the property owner to adjust encroachments and there was potential for the relocation of trailers within the same park footprint.

Councilmember Thompson raised concerns regarding displacement of residents and referenced prior public response in similar situations. Councilmember Thompson emphasized the importance of protecting affordable housing residents and understanding potential impacts to pre-1985 HUD-regulated units that might not be movable. Mayor Shepherd stated the intent would be to shift units within the park footprint rather than remove them from the location.

Ann Williams indicated the project team had initiated communication with the mobile home park owner and would continue discussions to minimize impacts and remain sensitive to residents.

JJ Allen, City Manager reported that between SR-193 and the County Health Building area, UTA required right-of-way from the City, and the City required right-of-way from UTA. Staff was working toward an equal land swap to simplify the exchange.

Mr. Kitchen noted that right-of-way documentation and appraisals were still underway, and the project team was not yet prepared to formally present the land swap proposal to the Council. A future presentation will be scheduled once documentation was finalized.

The Mayor thanked the presenters for the informational update.

ARTIFICIAL INTELLIGENCE - POLICIES AND POTENTIAL APPLICATIONS

JJ Allen, City Manager, introduced a discussion regarding the City's Artificial Intelligence (AI) policy and potential departmental applications. The policy had been rolled out internally and focused on ethical and responsible use, data protection, and compliance standards.

Kelly Bennett, Police Chief, outlined key elements of the policy:

- AI was intended to enhance efficiency but not replace human judgment.
- Sensitive data (including personally identifiable information) may only be entered into CJIS-compliant platforms.
- The City utilized Microsoft Copilot 365 for CJIS-compliant uses.
- Public AI platforms such as ChatGPT, Gemini, and Grok may not be used with sensitive data.
- Employees were prohibited from creating unauthorized AI accounts.
- All AI-generated content must be reviewed by staff before use.

Police reports now included a required disclosure statement indicating partial AI assistance. Officers used AI primarily for grammar and clarity review, not substantive report generation.

Chief Bennett emphasized that law enforcement AI usage was subject to audit and regulatory oversight. Pending state legislation may impose additional reporting requirements regarding AI usage.

Police Department Applications

Current and potential AI applications in the Police Department include:

- Report clarity review using Copilot 365
- License plate reader systems (plate and vehicle data only)
- Digital evidence search tools (with warrant authorization required)
- Crime fusion center intelligence analysis
- Potential AI-assisted video review and search tools
- Virtual reality training scenarios
- Future integration within Computer Aided Dispatch and Records Management Systems

Chief Bennett emphasized that any search of digital devices continued to require judicial warrants and that AI tools did not bypass constitutional protections. Councilmember Peterson asked about warrant processes related to digital evidence. Chief Kelly confirmed that probable cause affidavits and signed warrants remain required prior to device searches.

Councilmember Thompson asked about potential impacts to GRAMA request processing costs if AI tools were implemented. Nancy Dean, City Recorder, explained that redaction work was billed based on employee time and that any AI-related cost recovery would need to consider software expenses and statutory parameters.

Legal Department

Stuart Williams, City Attorney discussed AI's potential for legal research and drafting assistance but expressed caution regarding litigation risks and confidentiality concerns. Mr. Williams reported receiving AI-generated complaints and noted the likelihood of future case law addressing AI-generated content.

Potential applications discussed included:

- Legal research tools
- Domestic violence case tracking enhancements
- Chatbot services for public interaction

Administrative Departments

Finance and IT staff currently used AI tools for data analysis and coding support. IT staff had used AI to assist with system troubleshooting and programming efficiencies.

Courts staff utilized translation tools for limited communication purposes and were exploring additional ADA-compliant language access tools such as Linguistica. Staff noted increasing ADA compliance requirements and associated costs.

Communications staff reported implementation of accessiBe, an AI-driven website accessibility tool, to improve ADA compliance. The system dynamically adjusted website presentation for various accessibility needs. Staff reported significant efficiency gains and noted compliance deadlines in 2026–2027.

Economic Development and Emergency Management

Spencer Brimley, Assistant City Manager, outlined potential AI-based market analysis tools used by regional partners but noted these were currently cost-prohibitive for the City. Emergency Management applications were acknowledged as complex and evolving.

Council Discussion and Direction

Mayor Shepherd asked whether staff sought direction or whether the presentation was informational. Mr. Allen indicated the discussion was informational and part of ongoing evaluation. The Council indicated no immediate action was required.

Mayor Shepherd suggested consulting regional contacts to determine which AI tools had been effective or unsuccessful in other municipalities.

Councilmember Thompson stated the informational update was sufficient and did not request additional follow-up at the time.

Councilmember Wurth moved to adjourn at 7:00 p.m., seconded by Councilmember Thompson.

RESULT: Passed [5 TO 0]

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

NO: None

**APPROVED AND ADOPTED
This 24th day of March 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 10, 2026.

/s/ Nancy R. Dean, City Recorder