

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 PM POLICY MEETING
February 24, 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 Dakota Wurth, Councilmember Megan Ratchford, Councilmember Danielle King

ABSENT: Councilmember Nike Peterson

STAFF PRESENT: City Manager JJ Allen, Assistant City Manager Spencer Brimley, City Attorney Stuart Williams, CDBG Coordinator Allison Barnes, Police Chief Kelly Bennett, Community Services Deputy Director Curtis Dickson, Finance Manager Rich Knapp, Senior Accountant Lee Naylor, Public Works Director Adam Favero, Community Development Director Stacy Millgate, Planner Tyson Stoddard, City Recorder Nancy Dean, Deputy City Recorder Chersty Titensor

VISITORS: Michael Tan, Samantha Tan, Daneen Adams (Open Doors), Brogan Fullmer (Planning Commission), Emileigh Hollstead (Safe Harbor), Samantha Hutchinson, Marcie Clark (Davis County Health Department), Kevin Porter, Sam Bartling, Michael Christensen

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

Councilmember Ratchford led the opening ceremonies.

APPROVAL OF MINUTES

February 3, 2026 – work meeting

Councilmember Wurth moved to approve the February 3, 2026 work meeting minutes, seconded by Councilmember Ratchford.

RESULT: **Passed [4 TO 0]**

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

NO: None

ABSENT: Councilmember Nike Peterson

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

Mayor Shepherd opened the public hearing to receive public comment regarding the 2026–2027 Community Development Block Grant (CDBG) Annual Action Plan. Allison Barnes, CDBG Coordinator, presented an overview of the initial phase of the Annual Action Plan process. The funding allocation guidelines were reviewed:

- 15% allocated to Public Services
- 20% allocated to Administration
- 65% currently undetermined

Ms. Barnes noted that the City was beginning the process for the upcoming program year and had not yet determined how the remaining 65% of funds would be allocated. She also reviewed the goals established in the previous Consolidated Plan, including:

- Housing Rehabilitation
- Facility Improvements
- Public Services
- Administration

PUBLIC COMMENT:

Several community organizations addressed the Council regarding services provided to Clearfield residents and the impact of CDBG funding.

Daneen Adams – Open Doors, thanked the City for its continued support of the Circles program, which received funding during the previous year. Ms. Adams reported:

- 48 new program participants during the current year
- 91% of participants increased their income
- Nine participants reached 200% of the federal poverty level, eliminating the need for services
- Over 1,500 volunteer hours contributed to the program

Ms. Adams also reported that Open Doors recently purchased a building in Clearfield to consolidate its programs into a single location. The organization planned to sell its current properties and complete a building remodel over the next several months. Ms. Adams stated that the organization continued to expand services and expressed appreciation for Clearfield City’s support.

Val Lopez – Community Learning Center described the Community Learning Center’s role as a hub for services supporting students and families connected to Wasatch Elementary School. Ms. Lopez reported that the Center helped address barriers that might prevent students from attending school, such as lack of clothing, food, or school supplies. Ms. Lopez shared an example of assisting a homeless family by providing clothing, shoes, backpacks, and school supplies so the children could attend school at the beginning of the year. Additional programs and services highlighted included:

- Community food distribution partnerships
- A **Community Closet** providing clothing and supplies
- The “**Baby and You**” program for parents with children ages 0–3, which provides

- education and contributes **\$500 to a My529 college savings account** upon completion
- **Adult English classes** with approximately **35 students**
- A **GED program** with more than **50 participants**
- Holiday assistance programs and partnerships with community organizations

Ms. Lopez reported that **17,676 individuals from Clearfield City** were served during 2025 through these programs.

Emily Hilstead, Development Director for Safe Harbor Crisis Center, explained that the organization was the only domestic violence and sexual assault service provider in Davis County. Ms. Hilstead reported:

- Nearly 300 Clearfield survivors were served during the previous fiscal year
- Approximately 280 survivors had already been served in the current fiscal year, with the year not yet complete
- Expansion of transitional housing apartments from 10 to 24 units, including studio through three-bedroom units for individuals and families.

Ms. Hilstead expressed appreciation for the City’s partnership and support of services assisting survivors in Clearfield and throughout Davis County.

Marcy Clark – Davis County Health Department, presented information about DavisLinks, an online resource directory connecting residents and service providers to available community resources. Ms. Clark reported:

- The website launched in August 2025
- The directory is available in more than 130 languages
- During 2025, there were 18,256 searches and 7,461 visitors
- 7,341 searches originated from Clearfield zip codes

Ms. Clark explained that requested CDBG funding would be used to increase outreach and awareness among Clearfield residents so they could better access available services.

No additional comments were received.

OPEN COMMENT PERIOD

There were no public comments.

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

Mayor Shepherd explained that vacancies had occurred on the Planning Commission and Parks and Recreation Commission due to the election of Commissioner Danielle King to the City Council and additional resignations. Mayor Shepherd recommended the following appointments:

- Chris Rocchio – Planning Commission (Regular Member)
- Michael Tan – Planning Commission (Alternate Member)
- Samantha Hutchinson – Parks and Recreation Commission

The proposed term expiration for the appointments was February 2029.

Following approval, Michael Tan and Samantha Hutchinson were present and were administered the Oath of Office by Nancy Dean, City Recorder. Chris Rocchio was not present and would be sworn in at a later date.

Councilmember King moved to 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, seconded by Councilmember Thompson.

RESULT: Passed [4 TO 0]

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

NO: None

ABSENT: Councilmember Nike Peterson

FISCAL YEAR 2026 HALF YEAR FINANCIAL UPDATE

Rich Knapp, Finance Manager, provided a mid-year financial update for Fiscal Year 2026. Revenue data reflected activity through December, while expense data reflected activity through January.

Revenue Overview

- Overall revenues were 54% of budget at the midpoint of the fiscal year.
- Tax revenue was at 58%, which exceeded the proportional midpoint.
- Licenses and permits, charges for services, and court fines were tracking lower than anticipated.

Key Revenue Highlights

- Sales Tax:
 - \$230,000 higher than the same period the previous year (July–December).
 - Projected to exceed the FY26 budget by approximately \$465,000.
- Energy Tax:
 - Approximately \$315,000 below projections, though slightly improved from earlier estimates.
- Building Permits:
 - Projected \$200,000 below the FY26 budget, noting that building activity can fluctuate depending on project timing.
- Aquatic and Fitness Center Revenues:
 - Approximately \$112,000 higher than the prior year, representing a 15% increase.
- Court Fines and Fees:
 - Projected to be approximately \$134,000 below budget.

Mr. Knapp noted that while property tax revenue was approximately \$200,000 below initial

projections, the shortfall was partially offset by higher-than-anticipated interest earnings.

Sales Tax Trends

Mr. Knapp explained that sales tax revenues had appeared to level off earlier in the year but increased significantly during the October–December holiday season. Statewide and Clearfield point-of-sale sales tax revenues both increased approximately 5% year over year. Approximately 70% of Clearfield’s sales tax revenue was derived from the statewide distribution pool.

Expenditure Overview

Expenses were approximately 58% of the annual budget, which aligned with the fiscal year timeline.

- Personnel costs were tracking within budget.
- Capital expenditures varied seasonally and were expected to occur throughout the remainder of the year.

Notable Expense Variances

- Credit Card Processing Fees (Aquatic Center): Unexpected rate increases by the processing vendor caused temporary increases. Staff negotiated a \$5,000 credit and planned to evaluate alternative vendors in the future.
- Public Works Overtime: Increased overtime occurred due to water leaks and infrastructure issues.
- Water Department Contract Services: Pump failures resulted in higher contract service costs.
- Well Pumping Costs: Increased pumping was necessary when Weber Basin water service was temporarily unavailable.

Mr. Knapp stated that overall, financial conditions remained stable and that staff would continue monitoring revenue trends as the FY27 budget process progressed.

COMMUNICATION ITEMS

MAYOR’S REPORT

Mayor Shepherd

- Nothing to report.

CITY COUNCIL’S REPORTS

Councilmember Wurth

- Reported that the **Clearfield Youth Commission** was conducting a **fundraiser at Zupas in Layton** that evening. Proceeds from purchases during the event would support the Youth Commission’s upcoming trip to the National League of Cities (NLC) Conference in **Washington, D.C.**

Councilmember Ratchford

- Announced that the Citizen Police Academy would begin the following day and encouraged

residents to participate.

- Reported that the North Davis Fire District expected the delivery of a new ladder truck in July, with a traditional push-in ceremony planned upon arrival.
- Noted that the North Davis Fire awards banquet had been held on March 5.

Councilmember King

- Nothing to report

Councilmember Thompson

- Recognized the final week of Black History Month and highlighted the historical contributions of Carter G. Woodson, the founder of Black History Month.
- Councilmember Thompson also acknowledged the historic achievement of Laila Edwatds, who became the first Black female hockey player to win a gold medal.
- Councilmember Thompson noted the significance of representation and recognized their role as the first Black elected official on the Clearfield City Council.

CITY MANAGER'S REPORT

JJ Allen, City Manager

- Reported that additional cities in northern Davis County, along with Davis County, were planning to join the Layton City dispatch consolidation. An updated interlocal agreement would be presented to the Council for review in a future meeting.

STAFF REPORTS

Nancy Dean, City Recorder

- Announced upcoming meetings:
 - **March 10:** Work and Policy Sessions
 - **March 17:** No meeting scheduled due to the **National League of Cities (NLC) conference**
 - **March 24:** Work and Policy Sessions

Spencer Brimley, Assistant City Manager & Economic Development Director

- Provided a reminder regarding registration and RSVP requirements for events associated with the upcoming National League of Cities Congressional Cities Conference.

Councilmember Wurth moved to adjourn and reconvene in the work meeting at 7:30 p.m., seconded by Councilmember Thompson.

RESULT: Passed [4 TO 0]

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

NO: None

ABSENT: Councilmember Nike Peterson

**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 24, 2026.

/s/ Nancy R. Dean, City Recorder