

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 PM POLICY MEETING
March 10, 2026

City Building
55 South State Street
Clearfield City, Utah

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PRESIDING: Mayor Mark Shepherd

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

ABSENT: Councilmember Dakota Wurth

STAFF PRESENT: Assistant City Manager Spencer Brimley, City Attorney Stuart Williams, Community Services Director Eric Howes, Public Works Director Adam Favero, Associate Planner Tyson Stoddard, Communications Manager Shaundra Rushton, Deputy City Recorder Chersty Titensor

Mayor Shepherd called the meeting to order at 7:09 p.m.

Councilmember Thompson led the opening ceremonies.

OPEN COMMENT PERIOD

There were no public comments.

APPROVAL OF ORDINANCE 2026-04 AMENDING TITLE 1, CHAPTER 16
– ADMINISTRATIVE CODE ENFORCEMENT OF THE CLEARFIELD CITY CODE

Spencer Brimley, Assistant City Manager, presented the proposed amendments and explained that they updated terminology and processes within the Code to better reflect current practices. Specifically, the ordinance aligned language changes made in prior years, including the shift from “notice of violation,” to “request for compliance,” updated references from “person/persons” to “party/parties,” and clarified notification procedures for individuals involved in code enforcement actions.

Councilmember King moved to approve Ordinance 2026-04 amending Title 1, Chapter 16 – Administrative Code Enforcement of the Clearfield City Code and authorize the mayor’s signature to any necessary documents, seconded by Councilmember Ratchford.

RESULT: **Passed [3 TO 0]**

YES: Councilmember Peterson, Councilmember Ratchford, Councilmember King

NO: None

ABSTAIN: Councilmember Thompson

ABSENT: Councilmember Dakota Wurth

APPROVAL OF THE AWARD OF CONTRACT TO COMPLETE AN IMPACT FEE ANALYSIS (IFA) TO UPDATE THE CITY'S PARK IMPACT FEE FACILITY PLAN (IFFP) AND CAPITAL FACILITIES PLAN (CFP)

Community Services Director Eric Howes provided an overview, noting the item had been discussed in detail during a prior work session. He explained that the Capital Facilities Plan would assess the current park system, identify strengths and deficiencies, and determine eligible projects for impact fee funding. The Impact Fee Analysis would evaluate current park impact fees, incorporate updated data, and inform the Impact Fee Facilities Plan, ultimately resulting in recommendations for potential fee adjustments.

Director Eric Howes further reported that the City last updated the plans in 2012–2013, with a partial update in 2018, and that staff issued a request for proposals, receiving three submissions. After evaluation and interviews, staff recommended awarding the contract to Zions Public Finance, Inc., in partnership with Landmark Design. Landmark Design would lead the Capital Facilities Plan component, while Zions would conduct the Impact Fee Analysis and prepare the Impact Fee Facilities Plan. The project would be funded through park impact fees, with a proposed budget of \$50,000 and a \$5,000 contingency.

Councilmember Ratchford moved to approve the award of contract to complete an Impact Fee Analysis to update the City's Park Impact Fee Facility Plan and Capital Facilities Plan to Zion's Public Finance, and authorize the mayor's signature to any necessary documents, seconded by Councilmember Peterson.

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

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

NO: None

ABSENT: Councilmember Dakota Wurth

COMMUNICATION ITEMS

MAYOR'S REPORT

Mayor Shepherd

- Mayor Shepherd reported that the legislative session had concluded and noted several changes affecting municipalities. He highlighted a significant bill sponsored by Representative Peterson that would modify municipal budgeting processes and indicated that further updates would be provided by the Utah League of Cities and Towns.
- The Mayor also shared his recent experience serving as a judge at an elementary school spelling bee and noted upcoming travel to Washington, D.C., for scheduled meetings.

CITY COUNCIL'S REPORTS

Councilmember Peterson

- Nothing to report.

Councilmember Ratchford

- Councilmember Ratchford shared that she attended the Fire Department awards banquet, describing it as a meaningful and well-organized event, and reported that a new ladder truck had been ordered and was in production.

Councilmember King

- Councilmember King reported on attendance at a *Communities That Care* meeting with Chief Bennett, where SHARP survey data was reviewed to identify trends affecting youth, with future discussions planned to determine program implementation.

Councilmember Thompson

- Councilmember Thompson reported that the North Davis Sewer District was in the process of selecting a new District Manager and he would provide updates once a selection was made.

CITY MANAGER'S REPORT

Spencer W. Brimley, Assistant City Manager & Economic Development Director

- Mr. Brimley provided staff updates, including confirmation of a meeting with Senator Curtis during the upcoming Washington, D.C. trip and travel advisories related to potential delays at Reagan Airport. He also reported on a recent meeting with neighboring jurisdictions and the North Davis Fire District regarding emergency management coordination and noted that additional information would be presented to the Council in the future.

STAFF REPORTS

Shaundra Rushton, Communications Manager

- Ms. Rushton provided an update on a court case involving a stolen jet, reporting that the defendant had been sentenced to one day in jail, placed on 36 months of probation, and ordered to pay full restitution to the City in the amount of \$5,523.91 for repair costs.

Chersty Titensor, Deputy City Recorder

- Ms. Titensor informed the Council of upcoming meeting schedules, noting there would be no meeting on March 17th, work and policy meetings scheduled for March 24th, no meeting on March 31st, and a work meeting on April 7th.

Councilmember Thompson moved to adjourn the policy meeting and reconvene in a work meeting at 7:21 p.m., seconded by Councilmember Peterson.

RESULT: Passed [4 TO 0]

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

NO: None

ABSENT: Councilmember Dakota Wurth

APPROVED AND ADOPTED
This 28th day of April 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, March 10, 2026.

/s/ Nancy R. Dean, City Recorder