

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 PM WORK MEETING
May 05, 2026

City Building
55 South State Street
Clearfield City, Utah

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PRESIDING: Mayor Pro Tem Megan Ratchford

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

ABSENT: Mayor Mark Shepherd

STAFF PRESENT: City Manager JJ Allen, Assistant City Manager Spencer Brimley, City Attorney Stuart Williams, CDBG Coordinator Allison Barnes, Community Services Director Eric Howes, Sergeant Detective Josh Carlson, Community Development Director Stacy Millgate, Community Relations Director Shaundra Rushton, City Recorder Nancy Dean, Deputy City Recorder Chersty Titensor

VISITORS: Alyssa Haltli, Addison Adams, Jane Budd, Ari Fawcett, Ashlynn Peterson, Mackynna Bouwhuis, Katie Budd

Mayor Pro Tem Megan Ratchford called the meeting to order at 6:01 p.m.

DISCUSSION WITH THE CLEARFIELD CITY YOUTH COMMISSION REGARDING THEIR ATTENDANCE AT THE NATIONAL LEAGUE OF CITIES CONGRESSIONAL CITIES CONFERENCE IN WASHINGTON, D.C.

Addison Adams, Youth Commissioner, reported that the trip had been a valuable educational and leadership experience. Ms. Adams stated that one of the most beneficial workshops involved collaborating with youth groups from other communities on housing development scenarios involving various income levels and funding allocations. She explained that the activity allowed participants to discuss housing strategies, compare regional approaches, and reflect on how similar concepts could apply within their own communities. She noted that the Youth Commission's primary focus for the conference was teen homelessness and stated that the workshop discussions helped the group consider how housing options could impact that issue. Ms. Adams also explained that the Commission researched teen homelessness prior to the trip and presented information and ideas to Senator John Curtis regarding possible solutions and support opportunities. Adams stated that the trip helped strengthen the Commission's

collaboration and gave members a meaningful issue to continue working on within the community.

Ashlynn Peterson, Youth Commissioner, spoke regarding the importance of the Washington, D.C. trip and the value of public funding supporting the experience. She stated that the trip provided opportunities to study American history and government firsthand through visits to national monuments and memorials. She reflected on lessons related to unity, leadership, and civic responsibility learned from visits to the Washington Monument and Lincoln Memorial. Ms. Peterson also discussed a housing workshop focused on homelessness and expressed concerns regarding broader economic and housing affordability issues affecting homelessness. She stated that the Youth Commission intentionally selected teen homelessness as its primary topic to present to members of Utah's congressional delegation and emphasized the value of meeting directly with elected officials, including Senator Curtis, to discuss community concerns and potential solutions. She stated that the experience reinforced the importance of civic engagement, collaboration, and community problem solving.

Jane Budd, Youth Commissioner, stated that the trip was their first experience flying and provided valuable exposure to people from diverse backgrounds and communities. She summarized several key themes discussed during conference workshops, including the importance of cities collaborating to solve shared problems and the role of constructive criticism in improving government. She stated that participants were reminded that the nation had overcome division in the past and could do so again. Ms. Budd discussed learning about internship opportunities with congressional offices and the Library of Congress, touring the U.S. Capitol, and visiting the House floor. She also explained that the Commission met with representatives and local education officials regarding teen homelessness, including discussions with Jen Harmer from the Davis School District concerning the McKinney-Vento Act and differing definitions of homelessness between education and housing agencies. Ms. Budd stated that the Commission advocated for expanding the federal definition of homelessness to include couch surfing youth so more teens could access services and resources. She further noted that the experience increased their interest in future work supporting youth and families experiencing instability.

Mackynna Bouwhuis, Youth Commissioner, expressed appreciation for the opportunity to attend the conference and stated that the experience increased awareness regarding teen homelessness and the impact housing instability had on students and school performance. She discussed learning about the McKinney-Vento Act and various approaches to assisting homeless youth through housing and rehabilitation programs. She also highlighted the opportunity to tour the U.S. Capitol and House of Representatives floor and stated that seeing historic artifacts and national landmarks firsthand was especially meaningful.

Ari Fawcett, Youth Commissioner, stated that the conference provided both educational and relationship-building opportunities. He discussed meeting with Senator John Curtis and Congressman Blake Moore regarding the Commission's teen homelessness initiative and learning strategies for effectively advancing policy concerns. He also noted that the conference allowed the Commission to connect with youth groups from across the country and exchange ideas regarding local community issues. Mr. Fawcett expressed support for continuing future

Washington, D.C. trips so other youth could benefit from similar experiences and leadership opportunities.

Councilmember Wurth read remarks prepared by Youth Commission Advisor Jenna Nelson, who was unable to attend due to illness. Ms. Nelson's statement thanked the Mayor, City Council, and staff for supporting the trip and summarized activities completed during the conference and surrounding tours. The statement noted that the Clearfield Youth Commission was the only youth commission from Utah attending the conference. Ms. Nelson described visits to national monuments, museums, the Pentagon 9/11 Memorial, the U.S. Capitol, and the White House. Ms. Nelson stated that Senator Curtis's office arranged a Capitol tour that included access to the House chamber and Speaker's balcony, and Senator Mike Lee's staff facilitated a White House tour.

Ms. Nelson's statement further summarized conference workshops related to housing and homelessness and explained that the Youth Commission selected teen homelessness as its primary policy focus before traveling to Washington, D.C. She outlined the research conducted by the Commission regarding causes and impacts of youth homelessness and detailed the information presented to Utah's congressional delegation. The Commission advocated for expanding the federal definition of homelessness to include couch surfing youth, increasing access to medical and mental health resources without parental signatures, and supporting additional school-based teen resource centers. Ms. Nelson reported that Congressman Blake Moore commended the Commission for its preparation and seriousness regarding the issue and that Senator Curtis requested additional research and committed to future follow-up discussions with the Commission. Ms. Nelson also stated that Senator Lee's deputy chief of staff acknowledged learning new information regarding limitations in current homelessness definitions.

Ms. Nelson's statement additionally recognized Ashlynn Peterson for successfully navigating the Washington, D.C. metro system throughout the trip and commended the Youth Commission members for representing Clearfield City professionally and respectfully. She thanked the Mayor, City Council, staff, sponsors, donors, and parents for supporting the trip and stated that the experience would have a lasting impact on participating youth.

Councilmember Wurth thanked the Youth Commission members for their work and representation of the City.

DISCUSSION ON 2026-2027 CDBG ANNUAL ACTION PLAN, AMENDMENTS TO THE 2025-2029 CONSOLIDATED PLAN AND THE CITIZEN PARTICIPATION PLAN

The Council received a presentation regarding the Community Development Block Grant (CDBG) Annual Action Plan for 2026 and amendments to the 2025-2029 Consolidated Plan. Allison Barnes, CDBG Coordinator, explained that the City had anticipated receiving approximately \$223,579 in funding. Ms. Barnes stated that allocations included funding for administrative costs, public service agencies, ADA sidewalk improvements, and ADA pool lifts. Ms. Barnes also explained that an amendment to the Consolidated Plan proposed using approximately \$26,000 in prior-year funding to assist with City Hall elevator improvements. She

informed the Council that after attending training earlier that day, staff learned that newspaper publication requirements for public notices remained mandatory and that the previously considered amendment to the Citizen Participation Plan eliminating printed newspaper notices would not move forward. Councilmember Peterson commented on the significant cost associated with newspaper publication requirements. Councilmember Ratchford noted having recently connected with representatives from Safe Harbor during a business expo event and expressed appreciation for their public outreach efforts.

**DISCUSSION OF THE FUTURE REQUIRED PUBLIC HEARING ON PROPOSED
COMPENSATION INCREASES FOR MUNICIPAL EXECUTIVE OFFICERS**

The Council discussed the upcoming required public hearing regarding proposed compensation increases for municipal executive officers. Stuart Williams, City Attorney, explained that the public hearing requirements stemmed from a relatively new state law and that municipalities across the state were implementing the requirements differently. Mr. Williams stated that Clearfield City was taking a transparent and comprehensive approach by applying the requirements to all department heads and assistant or deputy department heads, totaling eleven positions. Mr. Williams explained that the proposed compensation adjustments followed the same compensation philosophy used for other city employees, including merit increases of zero to three percent and a 2.6 percent cost-of-living adjustment. Mr. Williams reported that the total fiscal impact was projected to be slightly under \$100,000 and stated that the public hearing would be held during the following week's meeting.

Councilmember Wurth moved to adjourn at 6:35 p.m., seconded by Councilmember Peterson.

RESULT: Passed [5 TO 0]

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

NO: None

ABSENT: Mayor Mark Shepherd

**APPROVED AND ADOPTED
This 26th day of May 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, May 05, 2026.

/s/ Nancy R. Dean, City Recorder