

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 PM WORK MEETING
April 28, 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, City Attorney Stuart Williams, Community Services Deputy Director Curtis Dickson, Aquatic Center Manager Clint Warnick, Police Chief Kelly Bennett, Finance Manager Rich Knapp, Finance Department Lee Naylor, Community Development Director Stacy Millgate, Community Relations Director Shaundra Rushton, City Recorder Nancy Dean, Deputy City Recorder Chersty Titensor

UPDATE ON THE PLANS FOR THE FOURTH OF JULY CELEBRATION 2026

Curtis Dickson, Deputy Community Services Director, presented an update on the Fourth of July celebration, noting that the event would be held on July 4, 2026, and themed around America 250 with a “patchwork quilt” graphic design. Mr. Dickson reported that event shirts would use the design, with staff shirts in blue and a choice needed between red or gray for Council shirts. Mayor Shepherd and Councilmember Ratchford expressed a preference for red, and the Council agreed to use red shirts for council/staff and gray shirts for volunteers. Mr. Dickson reviewed the previously discussed allocation of \$25,000 for the Fourth of July budget and reported that entertainment, a VIP area upgrade, and fireworks had already been locked in. J

J Allen, City Manager, and Lee Naylor, Senior Accountant, clarified that of the \$25,000, \$7,000 was committed to additional entertainment, \$5,000 to parade floats, and the remaining \$2,000 had been allocated to dinner décor, leaving no unassigned balance in that allocation. Mr. Dickson outlined potential uses that had been discussed for additional funding, including a DJ at the Paint the Bridge event and volunteer swag (hat, shirt, and coin). He displayed a proposed volunteer coin design prepared by Communications staff. Councilmember Ratchford suggested adding a photo booth at the event, describing the concept and its community value, but Mr. Allen, Mr. Naylor, and Mayor Shepherd reiterated that the available funds were already fully allocated and that changing the budget number would be required to provide additional events.

Mayor Shepherd and councilmembers indicated they did not wish to change the total allocation, and Mr. Dickson concluded that staff would proceed within the existing \$25,000 budget and monitor the floats and other costs as plans progressed.

Mr. Dickson then reported on sponsorship efforts for the America 250 events, stating that Communications staff, including Shaundra Rushton, had been in contact with Living Spaces and that Tab Bank, an Ogden-based online bank, had reached out regarding possible sponsorships. Mr. Dickson noted that there were no firm commitments yet and that any sponsorships could potentially provide extra funding for event needs.

Mr. Dickson summarized the scheduled America 250 event lineup and timing, including Search the City (June 22–29), Movie in the Park (June 27), Paint the Bridge (June 29), a Patriotic Concert, the Pool Bash, the Fun Run, Rock the Parade, and the festival in the park. He noted that Paint the Bridge would use only red, white, and blue paint this year and stated that staff were obtaining pricing for large stencils of the America 250 logo to be placed at both ends of the bridge so they would be visible from drone footage. Mr. Dickson indicated that staff would install the stenciled logos before the event if pricing was acceptable. For the Patriotic Concert, Mr. Dickson clarified that the correct date would be July 2 at Clearfield High School, correcting an earlier slide that had incorrectly listed June 2, while noting that on June 2 the community band would be performing at George Mason University in Washington, D.C., as part of America 250 community band concerts. Clint Warnick, CAFC Manager, briefly summarized the Pool Bash event, noting it had sold out in previous years at a low ticket price and highlighted the family-oriented activities such as watermelon and treats. Mr. Dickson then reviewed the July 4 schedule, including the fun run at Steed Park, the parade starting at City Hall, and the festival in the park with VIP seating, food vendors, inflatables, and live music by Eric Dodd and headliner Thunderstorm Artis.

Mr. Dickson also reported there were currently 22 parade entries and identified the military flyover as the main uncertainty, while explaining that approval had been received from the 419th and that current deployments should not affect the flyover because it was not handled by the 388th. Councilmembers and Mayor Shepherd commented on the need for more parade floats, and Mr. Allen asked whether Ogden Pioneer Days had coordinated with Tammy Shepherd regarding bringing their float. Mayor Shepherd noted that contact had not yet occurred. Mr. Dickson concluded the presentation by confirming that the overall Fourth of July/America 250 event plan would proceed within the existing \$25,000 allocation from the Larry H. Miller funding.

DISCUSSION OF AMENDMENTS TO THE INDIGENT DEFENSE SERVICES AGREEMENT

Spencer Brimley, Assistant City Manager, presented an amendment to the City's indigent defense services contract. Mr. Brimley summarized that legal staff and administration had discussed the ongoing need to ensure compensation was consistent with the level of work provided in the City's justice court. The proposed amendment would result in a modest increase in total compensation of approximately \$11,000 if fully expended. Mr. Brimley noted that the increased amount would be offset by related court revenues. Stuart Williams, City Attorney, briefly confirmed that there was a revenue offset. Mr. Brimley invited questions from the

Council. Councilmember Thompson commented on the constitutional necessity of funding indigent defense.

DISCUSSION OF THE FISCAL YEAR 2027 PROPOSED BUDGET

JJ Allen, City Manager, led an extended discussion on the budget and the Property Tax Impact Schedule (PTIS). Mr. Allen stated that the main task was to determine which items from the draft budget should be placed on the PTIS, consistent with new state law requiring public transparency on the purposes of any proposed property tax increase. Mr. Allen explained that the council needed to identify approximately \$235,000 in items that could be completely cut if the Council ultimately chose not to adopt the tax increase. Mr. Allen emphasized that, in the current financial context, the City did not have surplus funds and was not seeking a tax increase to fund new services; instead, the new revenue was needed to maintain current service levels, and any unfunded items would represent a reduction in service. Mr. Allen noted that items selected for the PTIS should be chosen with consideration for public perception, since the schedule was intended to clearly explain to residents what services would be impacted without the proposed tax increase.

Using a budget spreadsheet, Mr. Allen reviewed a broad list of possible reductions and clarified that, for many lines such as IT equipment, the full budget amount would not realistically be eliminated; instead, staff would suggest partial reductions (for example, removing \$25,000 from a larger IT equipment line while still maintaining essential purchases). Mr. Allen then displayed a staff recommendation of specific items to place on the PTIS, including: an amount for cyber security services; a \$25,000 reduction in facilities maintenance contracted services; a \$10,000 reduction in patrol and investigations equipment; reductions in street operations totaling \$25,000 for striping and \$10,000 for street light maintenance under contracted services; an additional \$25,000 reduction in street materials and supplies; a \$75,000 remote-controlled slope mower that had been proposed as a replacement for previously removed autonomous mowers; and the renewal cost for the TextMyGov texting service. Mr. Allen clarified that the TextMyGov item would relate to a future renewal scheduled after the conclusion of the truth-in-taxation and budget adoption process and that placement on the PTIS would indicate that the renewal would not occur without approval of the tax increase. Mr. Allen stated that, as structured, the recommended items on the PTIS totaled approximately \$236,500 and corresponded to about \$23 per year for an average valued home, which he compared to the approximately \$19 per year impact that had been intended in the prior year's tax action.

Mayor Shepherd supported the general approach and stated that the PTIS should reflect the objective of maintaining existing service levels rather than funding new initiatives. He stressed that each item listed on the PTIS should clearly represent a service-level reduction if unfunded (for example, fewer streets striped or less street lighting maintenance), and that the City should avoid framing the schedule as new spending. Mr. Allen presented an example PTIS format from the Utah League of Cities and Towns to illustrate how department budgets, with and without the tax change, and service impacts would be documented.

Councilmember Peterson expressed concern about including the cyber security line on the PTIS. She stated given the City's prior experience with a public cyber attack, cyber security was not an

area the City would realistically consider cutting. Mr. Allen acknowledged that the item could be swapped out and that staff could substitute another line. Mayor Shepherd suggested using grounds maintenance as an alternative PTIS item instead of cyber security, noting that reductions in grounds maintenance would be easily understood by the public as visible service impacts in City parks and landscaped areas, including freeway entrances and new improvements. Mr. Allen explained that, in practice, temporary restrictions on those items between July 1 and mid-August would have limited operational impact if the tax increase were ultimately adopted. He continued departments could use other funds during that period and adjust afterward only if the increase was not approved.

Councilmembers then considered other items, including those on a secondary list Mr. Allen referred to as “PTIS 2,” which comprised items that were not currently in the budget but could be added along with a higher tax impact if the Council wished. Mr. Allen clarified that PTIS 2 items such as boiler piping and other capital projects at the Aquatic Center, concrete repairs at City Hall, digital speed signs, and other maintenance or capital improvements were not funded in the current budget draft and would require additional revenue if included. Mr. Allen noted that the top two items on PTIS 2 were large capital requests that would create a significantly higher per-household tax impact than the approximately \$23 level currently under discussion.

Councilmembers discussed IT equipment replacement in more detail. Councilmember Ratchford referenced a specific IT equipment line for desktops, laptops, and monitors and asked whether that purchase could be delayed or broken down to free budget capacity. Mr. Allen and Mr. Naylor confirmed that the referenced line corresponded to the larger IT equipment budget already shown in the staff recommendation and explained that the City followed a five-year replacement schedule for IT equipment, purchasing approximately one-fifth of the fleet each year to maintain security, compatibility, and reliability. Spencer Brimley, Assistant City Manager, confirmed the five-year rotation and noted that falling behind on technology replacement created operational and security risks. Councilmembers discussed whether deferring a portion of the schedule by a year would be acceptable and the implications for future capital needs if the rotation were extended. Mr. Allen and Mr. Naylor clarified that cutting the annual amount by half would effectively stretch the replacement cycle to 10 years and would be difficult to correct later without a large capital increase. Councilmembers ultimately did not direct staff to place the IT replacement schedule on the PTIS in lieu of other items, and the IT rotation remained characterized as important to maintain, rather than as a preferred reduction.

The Council also revisited several PTIS 2 items. Councilmember King highlighted ongoing public complaints about speeding and expressed interest in a digital speed sign, asking whether the sign referenced on the list would be a fixed or movable unit. Kelly Bennett, Police Chief, explained that the City currently had two trailer-mounted portable signs and several fixed digital speed signs that had been installed in past years, generally adding one new fixed sign per year, but that the portable units were used to respond to specific neighborhood requests. Mr. Allen noted that the proposed fixed sign had been removed from the current budget and that reinstating it would increase the tax impact by approximately \$0.50 per household per year. Councilmember Thompson referenced the drain covers and boiler piping projects at the Aquatic Center and observed that, given recent focus on the facility’s condition and revenue potential, it was difficult to leave both unfunded. Mr. Dickson and Clint Warnick, CAFC Manager, explained

that the plastic drain covers around the pool perimeter had become increasingly brittle and had been replaced piecemeal as they failed, and that the listed project would replace all covers at once to ensure consistent condition. Councilmembers discussed the life span of such infrastructure and the relationship between capital investment and service expectations at the Aquatic Center but did not direct staff to add either the drain cover or boiler piping projects to the PTIS at this time.

Councilmembers further examined facilities and streets items. In response to a question from Councilmember Wurth, Mr. Dickson described the City Hall concrete repairs as focusing primarily on the north entrance area and the pathway toward the Arts Center, where grinding and lifting had already been necessary to address early trip hazards. Councilmember Wurth asked whether Community Development Block Grant (CDBG) funds could be used for ADA-related concrete and accessibility upgrades at City Hall. Mr. Allen confirmed that such work likely would be eligible under CDBG criteria but noted that the Council had previously directed CDBG allocations toward sidewalks and ADA ramps elsewhere in the City, as well as pool lifts, and that current CDBG funds were already committed unless the Council chose to redirect them. Mr. Dickson added that the sidewalk conditions at City Hall were not yet severe and that the repairs could be delayed, though the issues were slowly worsening. Councilmember Ratchford asked whether, given the amount of road salt already on hand, there might be an opportunity for additional cost reductions in the streets materials and supplies line. Mr. Allen responded that staff had considered the existing salt inventory in recommending a reduction to that line and that, while the city did not need to purchase salt in the near term, the total amount retained in the budget remained appropriate given the unpredictability of future winters.

The council focused on the overall tax impact per household. Mr. Allen and Rich Knapp, Finance Manager, indicated that the recommended PTIS configuration, once adjusted to substitute grounds maintenance for cyber security, would represent approximately \$23 per year for an average valued home and correspond to an estimated property tax valuation increase in the range of roughly five and a half percent, with the exact percentage to be refined as the PTIS was finalized. Mayor Shepherd stated a personal reluctance to exceed the approximately \$23 annual impact. He expressed a preference for considering a smaller additional increase in a future year, if needed, rather than moving immediately to an impact closer to \$30 per household. Councilmembers generally did not object to that level, and no member requested that additional PTIS 2 items be added to raise the impact above the approximate \$23 level. Councilmembers also discussed the importance of communicating that the prior year's tax increase had been approved but not fully received due to state-driven valuation changes, which had forced the City to rely on reserves in the interim, and emphasized the need to frame the proposed increase as a step toward long-term financial sustainability rather than discretionary use of reserves.

Mr. Allen summarized the next steps, stating that staff would prepare a Property Tax Impact Schedule reflecting the selected items and amounts in the recommended column of the spreadsheet, with cyber security replaced by a grounds maintenance line as discussed. Mr. Allen stated that staff would draft the narrative descriptions for each PTIS line, emphasizing the specific service-level reductions that would occur without the tax increase, and would circulate the draft to the Council for review prior to the tentative budget presentation. Mr. Allen reminded the Council that May 12, 2026, would be the first key date at which the tentative budget and

PTIS would be presented and noted that, under the new state law, the agenda format and hearing process would require repeated explanations to satisfy statutory requirements. Mayor Shepherd noted that he would be out of town, but would participate remotely, and acknowledged that Councilmember Ratchford would be present as Mayor Pro Tem, while also indicating that staff, including Mr. Knapp, would present the technical accounting information.

Councilmember King moved to adjourn at 6:51 p.m., seconded by Councilmember Thompson.

RESULT: Passed [4 TO 0]

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

NO: None

**APPROVED AND ADOPTED
This 9th day of June 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, April 28, 2026.

/s/ Nancy R. Dean, City Recorder