

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 PM WORK MEETING
May 12, 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, Mayor Mark Shepherd (online)

STAFF PRESENT: City Manager JJ Allen, Assistant City Manager Spencer Brimley, City Attorney Stuart Williams, Community Services Director Eric Howes, Community Services Deputy Director Curtis Dickson, Police Chief Kelly Bennett, Assistant Police Chief Devin Rogers, Public Works Director Adam Favero, Finance Manager Rich Knapp, Finance Department Lee Naylor, Community Development Director Stacy Millgate, Planner Tyson Stoddard, Community Relations Director Shaundra Rushton, City Recorder Nancy Dean

VISITORS: Representative from the Davis Metro Narcotics Strike Force

DISCUSSION ON A PROPOSED AMENDMENT TO THE WILCOX FARMS SUBDIVISION
DEVELOPMENT AGREEMENT TO INCLUDE GARAGE DIMENSION PARKING
STANDARDS AND HOME PLAN DISTRIBUTION REQUIREMENTS

Tyson Stoddard, Associate Planner, explained that a proposed third amendment to the Wilcox Farms Development Agreement became necessary after construction began on 10 homes within the development and the City identified garage stair obstructions caused by greater-than-anticipated elevation differences between garage floors and first-floor living areas. Staff stated the amendment was initiated by the City in coordination with the developer to establish garage dimension requirements specific to the subdivision due to the small lot sizes and associated constraints. Staff explained that the amendment introduced new defined terms for “gross interior garage dimensions” and “unobstructed parking area,” established minimum garage dimension requirements based on home footprint size, permitted limited obstructions in certain garages while maintaining functional two-car parking, and required the 10 homes currently under construction to submit as-built drawings demonstrating compliance with the amended standards. Staff also explained that the amendment added architectural variety requirements to ensure each of the three approved home plans would be represented on at least 20 percent of the remaining 73 lots.

Councilmember Peterson expressed concern regarding the functionality of the garages, particularly on the 11 lots where reduced garage dimensions would still occur. She referenced recent personal experience with newly constructed townhomes where two vehicles could not practically fit within the garage and driveway areas despite being marketed as two-car garages. Staff responded that the amendment established a minimum obstructed parking depth of 17 feet 10 inches for those lots and stated the garages would still function for most vehicles, although some larger vehicles might not fit. Councilmember Peterson also questioned the language regarding the 20 percent home plan distribution requirement and expressed concern that the wording appeared ambiguous and could allow excessive repetition of one home plan. Mayor Shepherd, Councilmember Thompson, Councilmember Wurth, Commissioner King, and Stuart Williams, City Attorney, participated in the discussion regarding the wording and interpretation of the provision. Staff clarified that the intent was to prevent the developer from constructing only one home plan throughout the remaining lots while still allowing flexibility based on lot size constraints. Councilmembers discussed revising the wording to improve clarity and also suggested adding requirements to ensure variation among architectural elevations in addition to floor plans.

Councilmember Wurth expressed frustration regarding the repeated need for amendments related to the development and stated concern about future parking impacts on residents due to limited driveway and garage space. Councilmember Peterson questioned whether the City should continue making concessions for what were described as self-created development issues. Mr. Williams explained that the City initiated the amendment to ensure the development agreement accurately reflected what was being constructed and noted that denying the amendment could potentially lead to litigation because of disputes regarding code interpretation and previously approved standards. Councilmember Thompson asked whether municipalities could adopt standards more restrictive than State requirements, and staff responded that municipalities generally could adopt more restrictive standards depending on the subject matter.

DISCUSSION OF THE DISPATCH AGREEMENT WITH LAYTON CITY FOR THE DAVIS COUNTY NORTH END CONSOLIDATION

Kelly Bennett, Police Chief, provided an overview of the long-standing countywide effort to consolidate dispatch services and explained that, beginning October 1, 2026, the Davis County Sheriff's dispatch center would cease providing dispatch services for participating agencies, including the Sheriff's Office itself, and those services would transition to the Layton City dispatch center. Chief Bennett reviewed the governance structure established in the interlocal agreement, including the advisory group for operational matters, the member advisory group consisting of police and fire chiefs, and the budget advisory group consisting of executive-level administrators. Staff explained that the agreement created a separate dispatch budget fund for accountability and transparency purposes. Chief Bennett reviewed the cost allocation formula and stated that Clearfield City's annual dispatch cost would be approximately \$337,000, resulting in significant cost savings compared to the current arrangement.

Chief Bennett reported that the City had experienced positive operational benefits since joining Layton dispatch services in 2023, including improved automatic aid responses and stronger coordination between agencies. Chief Bennett also stated that officers from both departments

had developed strong working relationships and expressed interest in remaining on shared communication channels after consolidation. Councilmember Peterson asked about the construction timeline for the new dispatch center, and Chief Bennett responded that the facility was anticipated to open during the summer, with agencies transitioning no earlier than October 1, 2026, after staff training and operational setup were completed.

DISCUSSION OF THE 2026 FRAUD RISK ASSESSMENT

Rich Knapp, Finance Manager, reported that the City's fraud risk assessment score remained unchanged from the prior year at 355, which qualified as a low risk for fraud, abuse, and non-compliance under State Auditor requirements. Staff explained that the score reflected acceptable safeguards including separation of duties, written policies, ethical standards, staff training, auditing practices, and oversight procedures. Staff stated the assessment would be submitted to the State and reviewed by the City's auditors.

DISCUSSION OF THE CITY'S PROPOSED DATA PRIVACY PROGRAM IN ACCORDANCE WITH APPLICABLE PROVISIONS OF STATE LAW

Spencer Brimley, Assistant City Manager, explained that the State had implemented data privacy requirements intended to ensure municipalities properly protected public information. Staff explained the State allowed a phased implementation approach and had provided a template policy, which was condensed into a shorter policy based on examples from other municipalities. Staff explained that the policy addressed how the City collected, stored, shared, and protected public information and noted the City was required to adopt a policy by the end of June 2026, with full compliance required by July 2027. Staff further explained that annual reporting requirements would continue each December. Councilmember King asked whether the policy was related to existing license plate reader policies on the City website, and staff clarified that the proposed policy was separate. Staff indicated the policy would be adopted by resolution based on State recommendations.

DEPARTMENT UPDATES

DAVIS METRO NARCOTICS STRIKE FORCE

Kelly Bennett, Police Chief, introduced the City's representative on the Davis Metro Narcotic Strike Force and provided background regarding the City's participation in the countywide task force. Chief Bennett explained that the task force was funded largely through federal grants administered by Layton City and that the task force included federally deputized officers capable of pursuing interstate and federal investigations. Chief Bennett stated the task force provided significant value to the City.

The representative then provided an overview of the task force's operations and recent narcotics investigations. The representative explained that the task force investigated narcotics trafficking through confidential informants, surveillance, undercover operations, search warrants, federal partnerships, and interstate investigations. The representative reviewed several major seizures completed during the prior year and stated the task force was on pace to exceed prior-year

seizure totals. The representative reported that fentanyl represented the most common narcotic currently encountered, followed by methamphetamine, and explained that fentanyl prices had decreased significantly in larger metropolitan areas. Councilmembers asked questions regarding trafficking patterns, youth involvement, pricing, interstate activity, and changes observed under different federal administrations. The representative stated most narcotics seized were intended for distribution within Utah, particularly Salt Lake County, and noted that juvenile involvement was more commonly associated with marijuana products than hard narcotics. Agent Zalamea also discussed the increasing volume of fentanyl seizures and the sophisticated methods used by trafficking organizations. Chief Bennett added that fentanyl seizures had increased dramatically over the past several years. Councilmembers thanked the representative for the work performed by the task force.

OPEN SPACE MAINTENANCE

Eric Howes, Community Services Director, explained that the City currently maintained more than 200 acres of open space using a priority-based maintenance system focused on visibility, ownership, and maintenance agreements. Staff reviewed several locations adjacent to Interstate 15 that remained under UDOT ownership and explained that maintenance requests for those areas were now being referred directly to UDOT rather than handled by City staff. Staff also reviewed maintenance responsibilities within the Clearfield Station area and reported that City maintenance operations were currently ahead of the prior year's schedule. Staff advised that areas with excessive weed growth were likely not under City responsibility.

AMPHITHEATER DEMOLITION

Eric Howes, Community Services Director, also provided an update regarding demolition of the amphitheater. Mr. Howes stated that demolition agreements were being finalized and demolition work was expected to begin within several weeks, with completion anticipated prior to Fourth of July activities. Staff reviewed conceptual plans for future improvements at the site, including a basketball court and hillside slides, and stated some improvements would likely be completed later in the year or early the following year. Councilmembers expressed support for the project concept.

2200 SOUTH PROJECT

Adam Favero, Public Works Director, reported that the 2200 South project was the second recent project bid to come in under budget. Staff explained the project scope included replacement of the water line, roadway reconstruction, sidewalk improvements, and sewer line rehabilitation through pipe lining. Staff stated the total project budget was approximately \$929,000 and the contract had been awarded to Braegger and Sons Construction in the amount of approximately \$818,907, with a contingency amount of approximately \$110,000. Staff anticipated project completion by October 2026 and noted the project would avoid the need for full sewer replacement.

EMPLOYEE SURVEY

Shaundra Rushton, Communications Manager, explained that the employee survey initiative originated from prior Council discussions regarding organizational health and employee engagement. Staff stated the survey would evaluate employee perceptions regarding compensation value, respect and support, professional growth opportunities, organizational alignment, leadership confidence, empowerment, and engagement. Staff explained the survey would consist of 26 anonymous questions administered by a third-party company named Energage to ensure confidentiality. Staff stated City leadership would only receive department-level aggregated results rather than individual responses. Staff further explained the survey would be announced during the June all-employee meeting and distributed at the end of July following Fourth of July operations. Staff also noted that Energage administered nationally recognized workplace awards programs. JJ Allen, City Manager, reminded the Council that the survey concept originated from prior Council discussions related to aquatic center planning and employee feedback.

Councilmember Thompson moved to adjourn at 8:28 p.m., seconded by Councilmember Wurth.

RESULT: Passed [5 TO 0]

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

NO: None

The minutes for the CDRA are in a separate location

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, May 12, 2026.

/s/ Nancy R. Dean, City Recorder