

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 PM POLICY MEETING
May 12, 2026

City Building
55 South State Street
Clearfield City, Utah

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PRESIDING: Mayor Pro Tem Megan Ratchford

PRESENT: Mayor Mark Shepherd (Online), Councilmember Nike Peterson, Councilmember Karece Thompson, Councilmember Dakota Wurth, Councilmember Megan Ratchford, Councilmember Danielle King

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

VISITORS: McKell Christensen – URPA, Megan Zollinger – URPA, Michael Christensen

Mayor Pro Tem Megan Ratchford called the meeting to order at 7:13 p.m.

Councilmember Peterson conducted the opening ceremony.

APPROVAL OF MINUTES

April 7, 2026 – work meeting minutes

April 14, 2026 – work meeting minutes

Councilmember Wurth moved to approve the April 7th and April 14th work meeting minutes, seconded by Councilmember Peterson.

RESULT: Passed [5 TO 0]

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

NO: None

PRESENTATION OF THE OUTSTANDING EXECUTIVE PROFESSIONAL AWARD AND OUTSTANDING AQUATICS PROFESSIONAL AWARD BY THE UTAH RECREATION AND PARKS ASSOCIATION (URPA)

Megan Zollinger from the Utah Recreation and Parks Association (URPA) provided background on their group and explained that URPA was a statewide association for parks and recreation professionals. She said the association focused on training, conference opportunities, and raising quality standards across Utah. URPA's three pillars were:

- Recreation for all (equity and accessibility).
- Health and wellness.
- Conservation and sustainability.

Ms. Zollinger highlighted that recreation services were critical to community health, connection, and cost reduction in health-related expenses, and were "necessary in the communities" they served. She recognized Clearfield professionals for their statewide involvement. Eric Howes, Community Services Director, served on the URPA Leadership Academy committee. Melissa Haynes, CAFC Supervisor served as a conference planner and had repeatedly improved conference quality year over year. Curtis Dickson, Deputy Community Services Director, had served in multiple URPA leadership positions including president and conference chair, and was integral to URPA's statewide impact.

Ms. Zollinger then turned the time over to McKell Christensen to present two of URPA's eleven statewide awards to Clearfield City: Aquatics Professional of the Year Award and Outstanding Administrative Professional of the Year Award to Tyler Pace and Curtis Dickson respectively.

Mr. Pace was invited to the podium to receive the plaque and was recognized for contributions to Clearfield's aquatic services. Ms. Christensen emphasized Mr. Dickson's alignment with servant-leadership principles and his understanding of and service to the Clearfield community. Mr. Dickson was invited forward to receive the award.

Mayor Pro Tem Ratchford and the Council congratulated Mr. Pace and Mr. Dickson on their recognitions.

PUBLIC HEARING TO REVIEW AND ADOPT THE 2026-2027 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ANNUAL ACTION PLAN AND REVIEW AMENDMENTS TO THE 2025-2029 CONSOLIDATED PLAN AND THE CITIZEN PARTICIPATION PLAN

Allison Barnes, CDBG Coordinator, presented the proposed funding allocations. Ms. Barnes reported that the City anticipated receiving \$223,579 in CDBG funding. She explained that 15% of the allocation, totaling \$33,534, would be divided equally among three public service programs at \$11,178 each. Administrative costs were proposed at \$44,715. Remaining funds would be allocated toward facilities, parks, neighborhood public improvements, ADA sidewalks, and pool lifts. Ms. Barnes also explained that the proposed amendment to the Consolidated Plan would reallocate \$26,000 from prior year funding toward the City Hall

elevator project. Ms. Barnes noted that the Citizen Participation Plan was not being acted on at this time.

Mayor Pro Tem Ratchford opened the public hearing and invited public comment. No comments were received.

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON THE PROPOSED
COMPENSATION INCREASES FOR MUNICIPAL EXECUTIVE OFFICERS FOR FISCAL
YEAR 2027 (FY27)

Stuart Williams, City Attorney, explained that Utah Code Annotated § 10-3-818 required municipalities to hold a public hearing regarding compensation increases for executive officers. He identified the positions included under the statute and explained that the proposed compensation structure aligned executive staff compensation with the same compensation strategy applied to other City employees. The proposal allowed for compensation increases of up to 5.6%, consisting of up to 3% merit increases and a 2.6% cost-of-living adjustment, with a total estimated fiscal impact of \$99,509.

Councilmember Ratchford opened the public hearing and invited public comment. No comments were received.

OPEN COMMENT PERIOD

There were no public comments.

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

Councilmember Wurth expressed appreciation to Ms. Barnes for her work on the CDBG reports and the importance of the program. Councilmember Peterson said she was excited that the funding would provide further access and abilities projects within the City this year.

Councilmember Wurth moved to approve the 2026-2027 CDBG Annual Action Plan and the amendment to the 2025-2029 Consolidated Plan and authorize the mayor's signature to any necessary documents, seconded by Councilmember Peterson.

RESULT: Passed [5 TO 0]

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

NO: None

PRESENTATION AND FILING BY THE BUDGET OFFICER OF THE FISCAL YEAR 2027
TENTATIVE BUDGET, BEGINNING JULY 1, 2026 AND ENDING JUNE 30, 2027

Rich Knapp, Finance Manager, presented an overview of the tentative budget and explained that the budgeting process had intensified beginning in January and would continue through

adoption of the final budget in August.

Mr. Knapp reviewed several recent budget updates, including a \$55,000 reduction in the Island View electrical box replacement project due to revised estimates and a \$10,000 increase for replacement lighting over the Aquatic and Fitness Center pool. He also noted the addition of a restricted property tax revenue account associated with the proposed property tax impact schedule. Mr. Knapp explained that projected sales and energy tax revenues were anticipated to increase by approximately \$350,000 compared to the prior fiscal year. He also reported a proposed property tax increase of \$236,000 and utility rate increases scheduled for January 2027 averaging \$2.55 per month for water, sewer, storm water, and solid waste services, along with an \$0.85 increase for green waste services beginning July 2026.

Mr. Knapp outlined staffing and operational changes included in the tentative budget. Those included the addition of one Assistant Aquatic and Fitness Center Manager position offset by reductions within the department, two new Public Works positions dedicated to sewer and storm pipe cleaning to replace contracted services, reductions in the dispatch contract with Layton City, and transitioning emergency planning responsibilities to the North Davis Fire District. Capital improvement investments included approximately \$3.4 million for utility projects, \$800,000 for street projects, \$580,000 for surface treatments, \$460,000 for facility projects, and \$210,000 for parks projects, including the Bicentennial Park renovation and a Jazz basketball court. Mr. Knapp stated that approximately \$1.8 million in requested capital projects had been deferred or eliminated.

Mr. Knapp summarized the tentative budget totals, including approximately \$32 million in governmental fund revenues and \$42 million in governmental fund expenditures, supported in part through planned use of reserves for one-time costs and capital projects. Enterprise funds were projected at approximately \$18 million in revenues and \$31 million in expenditures. He explained that the planned reduction in reserves was intentional and related to capital investments. He further reported that the tentative budget maintained approximately 65 days of operating cash reserves, exceeding the City's target of 60 days, and that ongoing revenues exceeded ongoing operational expenses.

Councilmember Thompson asked about the \$55,000 reduction associated with the Island View electrical box replacement project and whether the Council would have an opportunity to discuss reallocating those funds prior to final budget adoption. JJ Allen, City Manager, explained that estimates continued to evolve during the budget process and that additional information would be presented prior to adoption of the interim and final budgets. Mr. Allen stated that the Council would have opportunities to provide feedback regarding potential uses for any excess funds, including increasing reserves or modifying items included in the proposed property tax impact schedule.

APPROVAL OF RESOLUTION 2026R-08 ACKNOWLEDGING THE FILING OF THE FISCAL YEAR 2027 BUDGET, BEGINNING JULY 1, 2026 AND ENDING JUNE 30, 2027; ADOPTING SAID TENTATIVE BUDGET AND SETTING A PUBLIC HEARING ON SAID BUDGET FOR TUESDAY, JUNE 9, 2026 AT 7:00 PM AT CLEARFIELD CITY HALL, 55 SOUTH STATE STREET, CLEARFIELD, UTAH

Councilmember King moved to approve Resolution 2026R-08 acknowledging the filing and adoption of the Fiscal Year 2027 Tentative Budget, beginning July 1, 2026 and ending June 30, 2027, and setting a public hearing on said budget for Tuesday, June 9, 2026 at 7:00 p.m. at Clearfield City Hall, and authorize the mayor's signature to any necessary documents, seconded by Councilmember Thompson.

RESULT: Passed [5 TO 0]

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

NO: None

THE BUDGET OFFICER INTENDS TO STATE THAT THE FISCAL YEAR 2027 TENTATIVE BUDGET, BEGINNING JULY 1, 2026, AND ENDING JUNE 30, 2027, INCLUDES A PROPOSED PROPERTY TAX RATE INCREASE

Mayor Pro Tem Ratchford informed the Council and the public that the budget officer intended to state that the Fiscal Year 2027 Tentative Budget, included a proposed property tax rate increase.

STATEMENT OF THE BUDGET OFFICER THAT THE FISCAL YEAR 2027 TENTATIVE BUDGET, BEGINNING JULY 1, 2026 AND ENDING JUNE 30, 2027, INCLUDES A PROPERTY TAX RATE INCREASE

Rich Knapp, Finance Manager, then formally stated that the Fiscal Year 2027 tentative budget included a proposed tax rate increase above the certified tax rate.

PRESENTATION AND DISCUSSION ON THE PROPOSED PROPERTY TAX IMPACT SCHEDULE (PTIS)

The Council received a presentation regarding the proposed Property Tax Impact Schedule (PTIS). JJ Allen, City Manager, explained that the PTIS identified service levels and budget items that would be affected if the proposed property tax increase was not approved. Mr. Allen stated that the proposed increase would generate approximately \$236,000 in additional revenue, representing an estimated 6.7% increase to General Fund property tax revenues. He estimated the increase would amount to approximately \$23 annually for the average residential property owner and approximately \$41.81 annually for the average commercial property owner.

Mr. Allen explained that the proposal also incorporated the prior year property tax increase that had not been approved by the Utah State Tax Commission. He outlined the proposed

budget reductions that would occur if the tax increase was not approved, including reductions to contracted services in Community Services Facilities, Police equipment, Public Works street maintenance activities such as striping, pothole repair, and snowplowing, parks maintenance activities and equipment purchases, and communication texting services for residents.

Mr. Allen further explained that state law required the City to restrict the same amount of proposed property tax revenue within the budget until final budget adoption in August.

APPROVAL OF RESOLUTION 2026R-07 ACKNOWLEDGING THAT THE BUDGET OFFICER STATED IN A PUBLIC MEETING THAT THE CLEARFIELD CITY FISCAL YEAR TENTATIVE BUDGET, BEGINNING JULY 1, 2026 AND ENDING JUNE 30, 2027, INCLUDES A PROPOSED PROPERTY TAX INCREASE AND THE BUDGET OFFICER ALSO PRESENTED A PROPOSED PROPERTY TAX IMPACT SCHEDULE (PTIS)

Councilmember Thompson moved to approve Resolution 2026R-07 acknowledging that the budget officer stated in a public meeting that the Fiscal Year 2027 tentative budget included a proposed property tax increase and that the budget officer presented the proposed Property Tax Impact Schedule, and authorized the mayor's signature to any necessary documents, seconded by Councilmember Wurth.

RESULT: Passed [5 TO 0]

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

NO: None

CLEARFIELD CITY INTENDS TO MAKE A STATEMENT THAT THE CITY IS CONSIDERING LEVYING A TAX RATE THAT EXCEEDS ITS CERTIFIED TAX RATE, AND TO DISCLOSE THE APPROXIMATE DOLLAR AMOUNT OF AND PURPOSE FOR ADDITIONAL AD VALOREM TAX REVENUE THAT WOULD BE GENERATED BY THE PROPOSED TAX RATE INCREASE, AS WELL AS THE APPROXIMATE PERCENTAGE INCREASE IN AD VALOREM TAX REVENUE FOR THE CITY BASED ON THE PROPOSED TAX INCREASE, AND THAT IF THE CITY PROCEEDS WITH THE PROPOSED TAX RATE INCREASE IT WILL PROVIDE NOTICE OF AND HOLD A PUBLIC HEARING TO ALLOW THE PUBLIC AN OPPORTUNITY TO COMMENT ON THE PROPOSED TAX RATE INCREASE

Mayor Pro Tem Ratchford explained that the City intended to make a statement that the City was considering raising its property tax rate above the certified tax level and would share how much extra revenue the increase could generate, what the money would be used for, and about the percentage of increase it would be for property owners.

STATEMENT OF THE BUDGET OFFICER THAT CLEARFIELD CITY INTENDS TO MAKE A STATEMENT THAT THE CITY IS CONSIDERING LEVYING A TAX RATE THAT EXCEEDS ITS CERTIFIED TAX RATE, AND TO DISCLOSE THE APPROXIMATE DOLLAR AMOUNT OF AND PURPOSE FOR ADDITIONAL AD VALOREM TAX REVENUE THAT WOULD BE GENERATED BY THE PROPOSED TAX RATE INCREASE, AS WELL AS THE APPROXIMATE PERCENTAGE INCREASE IN AD VALOREM TAX REVENUE FOR THE CITY BASED ON THE PROPOSED TAX INCREASE, AND THAT IF THE CITY PROCEEDS WITH THE PROPOSED TAX RATE INCREASE IT WILL PROVIDE NOTICE OF AND HOLD A PUBLIC HEARING TO ALLOW THE PUBLIC AN OPPORTUNITY TO COMMENT ON THE PROPOSED TAX RATE INCREASE PURSUANT TO UTAH CODE ANNOTATED § 59-2-919(4)(b)

Rich Knapp, Finance Manager, then formally stated that the City was considering a property tax increase above the certified tax rate for Fiscal Year 2027 and that the estimated increase would generate approximately \$236,500 in additional revenue to maintain current service levels identified in the PTIS. Mr. Knapp stated that the estimated increase to the average property owner would be approximately 6.7% and that a Truth in Taxation public hearing would be held on August 4, 2026 at 7:00 p.m..

APPROVAL OF RESOLUTION 2026R-09 ACKNOWLEDGING THAT THE BUDGET OFFICER STATED IN A PUBLIC MEETING THAT THE FISCAL YEAR 2027 TENTATIVE BUDGET FOR CLEARFIELD CITY, BEGINNING JULY 1, 2026 AND ENDING JUNE 30, 2027, INCLUDES A PROPERTY TAX INCREASE PURSUANT TO UTAH CODE ANNOTATED § 59-2-919(4)(b) AND SETTING A TRUTH IN TAXATION PUBLIC HEARING TO CONSIDER THE PROPOSED PROPERTY TAX INCREASE FOR TUESDAY AUGUST 4, 2026 AT 7:00 PM AT CLEARFIELD CITY HALL, 55 SOUTH STATE STREET, CLEARFIELD, UTAH

Councilmember Peterson moved to approve Resolution 2026R-09 acknowledging that the budget officer stated in a public meeting that the FY2027 tentative budget included a property tax increase pursuant to Utah Code Annotated § 59-2-919(4)(b); setting a Truth in Taxation public hearing for August 4, 2026, at 7:00 p.m. at Clearfield City Hall and authorized the mayor's signature on any necessary documents, seconded by Councilmember Thompson.

RESULT: Passed [5 TO 0]

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

NO: None

COMMUNICATION ITEMS

CITY COUNCIL'S REPORTS

Mayor Pro Tem Ratchford

- Councilmember Ratchford reported attending a small business expo hosted with Senator Curtis and described the event as beneficial for local businesses seeking information regarding

government contracts and opportunities associated with Hill Air Force Base projects.

Councilmember Peterson

- Councilmember Peterson again congratulated Tyler Pace and Curtis Dickson on their URPA awards.
- She reported on developments involving Wasatch Integrated Waste Management District. Councilmember Peterson informed the Council that Robinson Waste Services had been acquired by Republic Services and stated that the acquisition raised concerns regarding market concentration in residential and commercial waste hauling services within Weber County and surrounding areas. Councilmember Peterson also discussed possible impacts to landfill operations, transfer station capacity, and disposal costs.
- Councilmember Peterson reported that the groundbreaking for the renewable natural gas facility had been delayed several months but that the project continued moving forward. Councilmember Peterson stated that the Board supported creating a separate restricted account for methane gas revenues generated by the project to protect residents from potential rate fluctuations and to dedicate the funds toward future capital projects.
- Councilmember Peterson further reported that changes implemented to limit out-of-district waste had extended the projected landfill life expectancy to approximately 2042.

Councilmember Wurth

- Councilmember Wurth reminded the public of the Parks and Recreation Commission cleanup event at Steed Pond scheduled for May 16 from 9:00 a.m. to 12:00 p.m.

Councilmember King

- Councilmember King reported that Communities That Care continued evaluating funding priorities and would continue offering Strengthening Families classes while exploring additional parenting and youth programs for children under age 11.

Councilmember Thompson

- Nothing to report.

CITY MANAGER'S REPORT

JJ Allen, City Manager

- Mr. Allen expressed appreciation to staff and councilmembers involved in the budget process and acknowledged the complexity of the new budget procedures.
- He also recognized Police Week and Public Works Week and congratulated Tyler Pace and Curtis Dickson on their statewide awards.
- Mr. Allen informed the Council that Spencer Brimley, Assistant City Manager, would serve as acting contact during his upcoming absence.

STAFF REPORTS

Nancy R. Dean, City Recorder

- Ms. Dean reminded the Council that there would be no meeting the following week and that meetings would resume on May 26.

Spencer W. Brimley, Assistant City Manager

- Mr. Brimley reported that the Crush facility was nearing its opening and stated that a family-and-friends preview event was tentatively scheduled for May 18 and 19, 2026. Mr. Brimley

informed the Council that invitations would be sent by email on a first-come, first-served basis. Mr. Brimley also stated that the tentative ribbon-cutting date for Crush was May 23, 2026.

- In response to a question from Councilmember Ratchford, Mr. Brimley stated that an opening date for the hotel near Crush Golf had not yet been announced.

Councilmember Wurth moved to adjourn at 8:14 p.m., seconded by Councilmember King.

RESULT: Passed [5 TO 0]

YES: Councilmember Peterson, Councilmember Thompson, Councilmember Wurth, Councilmember Ratchford, 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, May 12, 2026.

/s/ Nancy R. Dean, City Recorder