

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 PM POLICY MEETING
May 26, 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 Dakota Wurth, Councilmember Megan Ratchford

ABSENT: Councilmember Karece Thompson, Councilmember Danielle King

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

VISITORS: Jenna Nelson, Alyssa Haltli, Heather Olsen, Ivy Tippetts, Addison Adams, Andrew Vallejo, Michael Christensen

Mayor Mark Shepherd called the meeting to order at 7:00 p.m.

Councilmember Ratchford led the opening ceremonies.

APPROVAL OF MINUTES

April 28, 2026 – policy meeting

May 5, 2026 – work meeting

Councilmember Wurth moved to approve the April 28, 2026 policy meeting and May 5, 2026 work meeting minutes, seconded by Councilmember Ratchford.

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

YES: Councilmember Peterson, Councilmember Wurth, Councilmember Ratchford

NO: None

ABSENT: Councilmember Karece Thompson, Councilmember Danielle King

RECOGNITION OF SENIOR YOUTH COMMISSION MEMBERS ADDISON ADAMS, ARI FAUCETTE, AND ALYSSA HALTLI

Mayor Shepherd recognized graduating members of the Clearfield City Youth Commission and thanked them for their service to the community. The Council presented recognition items to graduating commissioners Addison Adams, Ari Fawcett, and Alyssa Haltli.

Jenna Nelson, Youth Commission Advisor, provided individual recognitions for each graduating commissioner. Ms. Nelson expressed appreciation for all three commissioners and thanked the Council for supporting Youth Commission programs and youth leadership development.

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON THE THIRD AMENDMENT TO THE WILCOX FARMS SUBDIVISION DEVELOPMENT AGREEMENT TO INCLUDE GARAGE DIMENSION PARKING STANDARDS AND HOME PLAN DISTRIBUTION REQUIREMENTS

Tyson Stoddard, Associate Planner, presented a proposed amendment to the Wilcox Farms Subdivision Development Agreement. Mr. Stoddard explained the amendment was initiated by the City and developed in coordination with the developer. The amendment would establish subdivision-specific garage dimension standards, parking requirements, home plan distribution requirements, and architectural elevation distribution standards.

Mr. Stoddard reviewed the proposed definitions for gross interior garage dimensions and unobstructed parking area and explained how the amendments would accommodate existing lot depth constraints while maintaining functional parking. He noted that all homes would be required to provide a 20-foot by 20-foot gross interior garage dimension, with limited obstructions permitted under specified standards. Mr. Stoddard further reported that as-built documentation would be required for homes already under construction to verify compliance with parking requirements.

Mr. Stoddard explained the proposed home plan and architectural elevation distribution requirements intended to provide variety throughout the subdivision. He reported that the Planning Commission reviewed the proposal on May 20, 2026, and forwarded a recommendation for approval.

Mayor Shepherd opened the public hearing.

There were no public comments.

OPEN COMMENT PERIOD

Michael Christensen addressed the Council regarding housing regulations and garage requirements. Christensen stated that current affordable housing thresholds did not align with the realities of single-family home construction costs and argued that existing requirements, including mandatory garages, limited opportunities for affordable housing development.

Christensen encouraged the City to undertake a comprehensive review of housing-related ordinances rather than pursue isolated code amendments and suggested broader reforms to better address housing affordability concerns.

APPROVAL OF RESOLUTION 2026R-12 ADOPTING CLEARFIELD CITY'S DATA PRIVACY PROGRAM

Spencer Brimley, Assistant City Manager, presented the proposed Data Privacy Program. Mr. Brimley explained that the policy formalized existing practices designed to protect the privacy of residents and users of City services and websites. Mr. Brimley stated that adoption of the policy would satisfy recently established state compliance requirements.

Councilmember Peterson moved to approve Resolution 2026R-12 adopting Clearfield City's Data Privacy Program and authorize the mayor's signature to any necessary documents, seconded by Councilmember Wurth.

RESULT: Passed [3 TO 0]

YES: Councilmember Peterson, Councilmember Wurth, Councilmember Ratchford

NO: None

ABSENT: Councilmember Karece Thompson, Councilmember Danielle King

APPROVAL OF ORDINANCE 2026-08 AUTHORIZING THE THIRD AMENDMENT TO THE WILCOX FARMS SUBDIVISION DEVELOPMENT AGREEMENT

Mayor Shepherd clarified that the proposed ordinance applied specifically to the Wilcox Farms development and addressed issues associated with homes currently under construction.

Councilmember Ratchford moved to approve Ordinance 2026-08 authorizing the third amendment to the Wilcox Farms Subdivision Development Agreement and authorize the mayor's signature to any necessary documents, seconded by Councilmember Wurth.

RESULT: Passed [3 TO 0]

YES: Councilmember Peterson, Councilmember Wurth, Councilmember Ratchford

NO: None

ABSENT: Councilmember Karece Thompson, Councilmember Danielle King

APPROVAL OF RESOLUTION 2026R-11 AUTHORIZING AN INTERLOCAL COOPERATION MASTER AGREEMENT WITH LAYTON CITY TO PROVIDE PUBLIC SAFETY DISPATCH SERVICES THROUGH A CONSOLIDATED, REGIONAL EMERGENCY COMMUNICATION CENTER WITH THOSE MUNICIPAL CORPORATIONS, COUNTIES, STATE AGENCIES, AND SPECIAL SERVICE DISTRICTS THAT EXECUTE A JOINDER TO THE MASTER AGREEMENT

Kelly Bennett, Police Chief presented the proposed Interlocal Agreement with Layton City for regional emergency dispatch services. Chief Bennett explained that the agreement represented the final step in consolidating dispatch services for northern Davis County. Chief Bennett

reviewed the history of the City's dispatch consolidation with Layton City in 2023 and stated that the City had been satisfied with the service received. Chief Bennett reported that Davis County dispatch operations would join the consolidated regional center in October 2026 and that existing dispatch personnel would transition to Layton City employment. He explained the governance structure, including operational, chief-level, and executive-level advisory boards. Chief Bennett also reviewed the cost allocation methodology and anticipated future cost savings resulting from the consolidation.

In response to questions from Mayor Shepherd, Chief Bennett explained that law enforcement costs would be allocated based on the number of officers employed by participating agencies, while fire service costs would be allocated based on calls for service.

Councilmember Wurth asked about operational benefits of consolidation. Chief Bennett stated that consolidation had improved communication, mutual aid coordination, situational awareness, and cooperation among public safety agencies. He expressed confidence that regional dispatch operations would improve public safety services throughout northern Davis County.

Councilmember Ratchford moved to approve Resolution 2026R-11 authorizing an Interlocal Cooperation Master Agreement with Layton City to provide dispatch services through a consolidated regional emergency communication center, and authorize the mayor's signature to any necessary documents, seconded by Councilmember Wurth.

RESULT: Passed [3 TO 0]

YES: Councilmember Peterson, Councilmember Wurth, Councilmember Ratchford

NO: None

ABSENT: Councilmember Karece Thompson, Councilmember Danielle King

UPDATE ON THE FISCAL YEAR 2026 THIRD QUARTER FINANCIAL STATUS

Lee Naylor, Senior Accountant presented the third quarter financial update for Fiscal Year 2026. Mr. Naylor reported that the City was approximately 83 percent through the fiscal year and reviewed key revenue and expenditure trends. He reported that sales tax revenues remained above budget projections, while energy tax revenues, building permit revenues, and court-related revenues were projected to fall below budget. He stated that the Aquatic and Fitness Center continued to perform strongly and exceeded budget expectations. Mr. Naylor reviewed expenditure trends and noted higher-than-budgeted costs in credit card processing fees, overtime within Public Works, water contract services, and electricity expenses. He indicated that some of those items would likely be addressed through upcoming budget amendments. Councilmember Peterson requested additional information regarding credit card processing fee increases and whether the issue related to previously discussed financial service providers. Mr. Naylor agreed to provide additional information. JJ Allen, City Manager, reported that the total fiscal year budget for bank fees was approximately \$204,000, with year-to-date expenditures of approximately \$175,000 through April.

CONSIDER THE APPROVAL OF A SUBSTITUTE MAYOR PRO TEM FOR THE JUNE 9, 2026 POLICY MEETING

Mayor Shepherd reported that both the Mayor and Mayor Pro Tem would be absent from the June 9, 2026 Policy Meeting and requested Councilmember Peterson serve as acting Mayor Pro Tem for that meeting.

Councilmember Ratchford moved to approve the appointment of Councilmember Peterson as the substitute mayor pro tem for the City Council Policy Meeting on June 9, 2026, seconded by Councilmember Wurth.

RESULT: Passed [3 TO 0]

YES: Councilmember Peterson, Councilmember Wurth, Councilmember Ratchford

NO: None

ABSENT: Councilmember Karece Thompson, Councilmember Danielle King

COMMUNICATION ITEMS

MAYOR'S REPORT

Mayor Mark R. Shepherd

- Mayor Shepherd reported on recent meetings and travel related to housing policy. He summarized participation in meetings with members of Congress, United States Senators, and White House staff regarding federal housing legislation. Mayor Shepherd stated that discussions focused on housing affordability, housing production, and increased flexibility for Community Development Block Grant funding. Mayor Shepherd expressed optimism that pending legislation would provide cities with additional tools to address housing challenges.
- Mayor Shepherd also reported on attending meetings in Las Vegas with Assistant City Manager Brimley and noted the recent grand opening of Crush. He stated that the business had received strong community support and reported that additional development activity was occurring in the area, including progress toward a Montessori school project.

CITY COUNCIL'S REPORTS

Councilmember Peterson

- Nothing to report.

Councilmember Wurth

- Councilmember Wurth congratulated the graduating Youth Commission members and wished them success in their future endeavors.

Councilmember Ratchford

- Councilmember Ratchford reported attending the Arrive and Thrive event at Hill Air Force Base, where incoming military families received information regarding childcare, community resources, and volunteer opportunities.
- Councilmember Ratchford also attended the Giving Tea event for spouses of deployed military personnel and praised the work of Blue Star Families.
- Additionally, Councilmember Ratchford reported that the North Davis Fire District adopted a tentative budget and anticipated no tax increase.

CITY MANAGER'S REPORT

JJ Allen, City Manager

- Mr. Allen provided additional information regarding credit card processing fee expenditures and reminded the Council about planning for the August retreat.

STAFF REPORTS

Nancy R. Dean, City Recorder

- Ms. Dean reviewed the upcoming meeting schedule and noted that no meeting was scheduled for the following week, with meetings planned for June 9 and June 23.

Councilmember Wurth moved to adjourn as the City Council and reconvene as the Community Development and Renewal Agency at 7:54 p.m., seconded by Councilmember Ratchford.

RESULT: Passed [3 TO 0]

YES: Councilmember Peterson, Councilmember Wurth, Councilmember Ratchford

NO: None

ABSENT: Councilmember Karece Thompson, Councilmember Danielle King

**APPROVED AND ADOPTED
This 23rd 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 26, 2026.

/s/ Nancy R. Dean, City Recorder