

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 PM POLICY MEETING
June 09, 2026

City Building
55 South State Street
Clearfield City, Utah

These meeting minutes were created with the aid of an AI-powered transcription and summarization tool – Otter.ai and ChatGPT. The output was used as a draft and was subject to human review, editing, and fact-checking to ensure accuracy and compliance with city standards before publication. The City Clerk is responsible for the final content of these minutes.

CALL TO ORDER/ROLL CALL:

PRESIDING: Mayor Mark Shepherd

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

ABSENT: Mayor Mark Shepherd, Councilmember Megan Ratchford

STAFF PRESENT: Assistant City Manager Spencer Brimley, Police Chief Kelly Bennett, Finance Manager Rich Knapp, Senior Accountant Lee Naylor, Public Works Director Adam Favero, Community Development Director Stacy Millgate, Communications Manager Shaundra Rushton, City Recorder Nancy Dean, Deputy City Recorder Chersty Titensor

Mayor Pro Tem Nike Peterson called the meeting to order at 7:04 p.m.

Councilmember Thompson led the opening ceremonies.

APPROVAL OF MINUTES:

April 28, 2026 – Work Meeting

May 12, 2025 – Policy Meeting

May 12, 2026 – Work Meeting

Councilmember Wurth moved to approve the April 28, 2026 work meeting minutes, May 12, 2026 work meeting minutes, and the May 12, 2026 policy meeting minutes, seconded by Councilmember King.

RESULT: Passed [4 TO 0]

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

NO: None

ABSENT: Councilmember Megan Ratchford

**PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON THE FISCAL YEAR 2027
TENTATIVE BUDGET, BEGINNING JULY 1, 2026 AND ENDING JUNE 30, 2027**

Rich Knapp, Finance Manager, presented the Fiscal Year 2027 Tentative Budget for the period beginning July 1, 2026, and ending June 30, 2027. Mr. Knapp explained that the presentation was substantially the same as the budget presentation previously provided on May 12. He reviewed key budget assumptions, including increased sales tax projections, decreased energy tax revenues, a proposed property tax increase of approximately \$236,500, utility rate increases averaging \$2.55 per month beginning January 2027, and a green waste fee increase of \$0.85 per month beginning July 2026.

Mr. Knapp outlined notable budget changes, including the addition of an Assistant Aquatic and Fitness Center Manager position, staffing and operational reductions in other areas, two new Public Works positions dedicated to sewer and storm pipe cleaning, reduced dispatch costs through the Layton City dispatch contract, and the transfer of emergency planning responsibilities to the North Davis Fire District.

Mr. Knapp summarized planned capital projects, including approximately \$3.4 million for water, sewer, storm water, and solid waste projects; \$5.1 million for street projects and surface treatments; \$460,000 for facility improvements; and \$210,000 for park improvements, including the Bicentennial Park renovation and Jazz basketball court project. He reported that approximately \$1.8 million in capital requests had been deferred due to funding limitations.

Mr. Knapp reviewed governmental fund revenues and expenditures, projected cash balances, enterprise fund resources, and the City's security and sustainability measures. He stated that the tentative budget maintained the City's target reserve levels and remained operationally sustainable. Mr. Knapp also reviewed the budget adoption schedule, including upcoming meetings related to property tax and final budget adoption.

Councilmember Peterson opened the public hearing. No public comments were received.

Councilmember Thompson moved to close the public hearing at 7:09 p.m., seconded by Councilmember Wurth.

RESULT: Passed [4 TO 0]

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

NO: None

ABSENT: Councilmember Megan Ratchford

OPEN COMMENT PERIOD

No public comments were submitted, and no members of the public requested to speak.

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 Peterson introduced the Budget Officer's intent to state that the FY27 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, acting as Budget Officer, formally announced that the Fiscal Year 2027 Tentative Budget included a proposed property tax increase above the certified tax rate. Mr. Knapp stated that the proposed increase would generate approximately \$236,500 in additional revenue to maintain current city service levels and activities. He reported that the estimated impact to the average property owner would be approximately a 6.7 percent increase, or about \$23 annually. Mr. Knapp further stated that a Truth in Taxation public hearing would be held on August 4, 2026, and that all required public notices would be provided.

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

Rich Knapp, Finance Manager, presented the proposed Property Tax Impact Schedule as required by state law. He explained that the schedule identified services and purchases that would be reduced or eliminated if the proposed property tax increase was not approved. Items identified included facility maintenance activities, police equipment and radio replacements, street pavement striping and lane maintenance, the purchase of a slope mower for safer maintenance of detention basins and steep slopes, and a resident communication and engagement texting service. Mr. Knapp emphasized that the proposed increase would maintain current service levels rather than expand services.

APPROVAL OF RESOLUTION 2026R-16 ACKNOWLEDGING THE BUDGET OFFICER STATED IN A PUBLIC MEETING THAT THE FISCAL YEAR 2027 TENTATIVE BUDGET INCLUDES A PROPOSED TAX INCREASE AND THE BUDGET OFFICER ALSO PRESENTED A PROPOSED PROPERTY TAX IMPACT SCHEDULE

Councilmember Thompson moved to approve Resolution 2026R-16 acknowledging the budget officer stated in a public meeting that the Fiscal Year 2027 Tentative Budget includes a proposed tax increase and that the budget officer presented a proposed Property Tax Impact Schedule and authorize the mayor's signature to any necessary documents, seconded by Councilmember Wurth.

RESULT: Passed [4 TO 0]

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

NO: None

ABSENT: Councilmember Megan Ratchford

APPROVAL OF RESOLUTION 2026R-15 AUTHORIZING THE FIRST AMENDMENT TO THE AGREEMENT FOR INDIGENT DEFENSE SERVICES WITH SKEEN & ASSOCIATES

Spencer Brimley, Assistant City Manager, presented a proposed first amendment to the

agreement for indigent defense services with Skeen & Associates. Mr. Brimley explained that the agreement had been in place for many years and required updates. He stated that the amendment would provide a modest increase in compensation while improving service levels and creating opportunities for additional revenue to offset costs associated with indigent defense representation. Mr. Brimley commended Skeen & Associates for their longstanding service to the City and recommended approval.

Councilmember Wurth moved to approve Resolution 2026R-15 authorizing the First Amendment to the agreement for Indigent Defense Services with Skeen & Associates and authorize the mayor's signature to any necessary documents, seconded by Councilmember King.

RESULT: Passed [4 TO 0]

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

NO: None

ABSENT: Councilmember Megan Ratchford

APPROVAL OF ORDINANCE 2026-09 DISSOLVING RDA 8 AND ADDRESSING THE DISTRIBUTION OF THE REMAINING TAX INCREMENT FUNDS

Spencer Brimley, Assistant City Manager, presented Ordinance 2026-09 dissolving Redevelopment Area 8 (RDA 8) and addressing the distribution of the remaining tax increment funds. Mr. Brimley explained that the tax increment collection period for RDA 8 ended in December 2025, requiring formal dissolution of the project area. He reported that the City had also been advised by its redevelopment financial advisor to formally acknowledge the end of the collection period to ensure compliance with current state statutes. Mr. Brimley noted that the City would have five additional years to utilize and distribute the remaining tax increment funds for redevelopment purposes.

Nancy Dean, City Recorder, clarified that the action should be approved by ordinance.

Councilmember King moved to approve Ordinance 2026-09 dissolving RDA 8 and addressing the distribution of the remaining tax increment funds and authorize the mayor's signature to any necessary documents, seconded by Councilmember Wurth.

RESULT: Passed [4 TO 0]

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

NO: None

ABSENT: Councilmember Megan Ratchford

COMMUNICATION ITEMS:

CITY COUNCIL'S REPORTS

Councilmember Peterson

- Nothing to report

Councilmember Wurth

- Nothing to report

Councilmember King

- **Councilmember King** reported attending the ribbon-cutting ceremony for Open Doors with Councilmember Wurth and expressed support for the new facility.
- Councilmember King also reported that Communities That Care activities were ongoing and announced participation in the summer camp swim program, noting that volunteers were still needed.

Councilmember Thompson

- Updated the Council on the North Davis Sewer District budget process.

CITY MANAGER'S REPORT

Spencer Brimley, Assistant City Manager

- Mr. Brimley reminded the Council that City offices would be closed on June 19 in observance of Juneteenth. He explained that the Justice Court would remain open on June 19 and instead close on June 15 due to state court scheduling requirements, noting that future schedules would be aligned beginning the following year.
- Mr. Brimley also announced that Greek Garden II had officially opened for business in Clearfield City.

STAFF REPORTS

Nancy R. Dean, City Recorder

- Ms. Dean reviewed the upcoming meeting schedule, including a special session on June 16, 2026, to discuss the budget and adopt a proposed tax rate, and the regularly scheduled work session and policy meeting on June 23, 2026. She noted that no additional meetings were currently scheduled until July 14, 2026.

Kelly Bennett, Police Chief

- Chief Bennett reminded the Council of the upcoming Cops and Cars event at Fisher Park scheduled for the weekend from 10:00 a.m. to 2:00 p.m. Chief Bennett reported that proceeds from the event would benefit the JCP Foundation and encouraged attendance.

Councilmember Wurth moved to adjourn the council policy meeting and reconvene in a CDRA policy meeting at 7:22 p.m., seconded by Councilmember Thompson.

RESULT: Passed [4 TO 0]

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

NO: None

ABSENT: Councilmember Megan Ratchford

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, June 09, 2026.

/s/ Nancy R. Dean, City Recorder