

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 PM POLICY MEETING
June 23, 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 Dakota Wurth, Councilmember Megan Ratchford, Councilmember Danielle King

ABSENT: Councilmember Nike Peterson

STAFF PRESENT: City Manager JJ Allen, Assistant City Manager Spencer Brimley, City Attorney Stuart Williams, IT Manager Jeff Soper, Deputy City Attorney Amy Jones, Police Chief Kelly Bennett, Lieutenant Scott Manookin, Community Services Director Eric Howes, Finance Manager Rich Knapp, Senior Accountant Lee Naylor, Public Works Director Adam Favero, Deputy Public Works Director Braden Felix, Community Development Director Stacy Millgate, Communications Manager Shaundra Rushton, City Recorder Nancy Dean, Deputy City Recorder Chersty Titensor,

VISITORS: Macy McCormack, Ambri Huffaker, Tony DeMille, Michael Christensen

Mayor Shepherd called the meeting to order at 7:01 p.m.

Councilmember Wurth led the opening ceremonies.

APPROVAL OF MINUTES

May 26, 2026 – work meeting

June 9, 2026 – work meeting

May 26, 2026 – policy meeting

June 9, 2026 – policy meeting

Councilmember Thompson moved to approve the minutes as presented, seconded by Councilmember Wurth.

RESULT: **Passed [4 TO 0]**

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

NO: None

ABSENT: Councilmember Nike Peterson

SWEARING IN OF NEW CLEARFIELD CITY POLICE OFFICER JOVANI GARCIA

Kelly Bennett, Police Chief, introduced Officer Jovani Garcia, who recently completed the Utah POST Academy and previously served with the Utah Department of Corrections. Chief Bennett welcomed Officer Garcia to the department and expressed appreciation for the officers and command staff in attendance to support the new officer. Nancy Dean, City Recorder, administered the oath of office to Officer Garcia. Mayor Shepherd welcomed Officer Garcia and thanked the police department members for their support and service.

RECOGNITION OF THE MONTH OF JUNE DESIGNATED AS LGBTQ+ PRIDE MONTH IN CLEARFIELD CITY

Mayor Shepherd introduced the recognition of LGBTQ+ Pride Month. Councilmember Wurth noted that Clearfield City had previously issued a proclamation recognizing Pride Month and invited Macy McCormack to address the Council. Ms. McCormack discussed the importance of visibility and recognition for LGBTQ+ residents, particularly youth, and expressed appreciation to the City Council for its continued recognition efforts. Mayor Shepherd thanked Ms. McCormack for her remarks and participation.

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT REGARDING THE AMENDING OF GREEN WASTE COLLECTION FEES IN CLEARFIELD CITY'S CONSOLIDATED FEE SCHEDULE

Rich Knapp, Finance Manager, reviewed the proposed amendment to the green waste collection fee. He explained that annual increases from the City's waste hauler had increased the City's cost to approximately \$11.30 per month per customer. Staff proposed increasing the monthly green waste fee from \$10.50 to \$11.35, reflecting an \$0.85 monthly increase while accounting for diversion credits received from Wasatch Integrated Waste Management District.

Mayor Shepherd opened the public hearing. No public comments were received.

Councilmember Wurth moved to close the public hearing at 7:13 p.m., seconded by Councilmember Ratchford.

RESULT: Passed [4 TO 0]

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

NO: None

ABSENT: Councilmember Nike Peterson

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT REGARDING THE PROPOSED
AMENDMENTS OF EXCAVATION/STREET CUT PERMIT FEES IN CLEARFIELD
CITY'S CONSOLIDATED FEE SCHEDULE

Braden Felix, Deputy Public Works Director, presented proposed amendments to excavation street cut permit fees. Staff proposed increasing curb and gutter degradation fees from \$0.30 per linear foot to \$4.00 per linear foot and increasing open trench and sidewalk degradation fees from \$0.30 per linear foot to \$4.00 per square foot. Mr. Felix explained the changes were intended to better reflect the City's inspection and administrative costs associated with larger excavation projects.

Mayor Shepherd opened the public hearing.

PUBLIC COMMENT

Michael Christensen addressed the Council and stated that additional data should be reviewed before adopting the fee increases. Mr. Christensen expressed concern that only a single example had been provided and suggested the matter be tabled until additional fee comparisons and projections could be evaluated.

There being no further comments, **Councilmember Ratchford moved to close the public hearing at 7:16 p.m., seconded by Councilmember King.**

RESULT: **Passed [4 TO 0]**

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

NO: None

ABSENT: Councilmember Nike Peterson

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON PROPOSED AMENDMENTS TO
THE FISCAL YEAR 2026 BUDGET

Rich Knapp, Finance Manager, presented proposed amendments to the Fiscal Year 2026 budget. The amendments included use of unrestricted fund balance for increased Aquatic and Fitness Center payroll costs, communication and texting services, and a Utah Retirement Systems back-pay obligation. Additional amendments included grant-funded Art Center microphones, reimbursement transfers from RDA funds for the 500 West project, impact-fee-funded expenditures associated with the All Abilities Park project, donated funds for a basketball court at Bicentennial Park, transfers associated with Clearfield Station, and authority to cover higher-than-anticipated insurance claims pending reimbursement. The total use of unrestricted fund balance was approximately \$174,000.

Mayor Shepherd opened the public hearing. No public comments were received.

Councilmember Thompson moved to close the public hearing at 7:19 p.m., seconded by Councilmember Wurth.

RESULT: **Passed [4 TO 0]**

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

NO: None

ABSENT: Councilmember Nike Peterson

OPEN COMMENT PERIOD

There were no public comments received.

APPROVAL OF ORDINANCE 2026-10 AMENDING THE GREEN WASTE FEES AND EXCAVATION/STREET CUT PERMIT FEES IN THE CITY'S CONSOLIDATED FEE SCHEDULE

The Council considered Ordinance 2026-10 amending green waste fees and excavation street cut permit fees. Councilmember Thompson requested additional discussion regarding the concerns raised during the public hearing. Deputy Public Works Director Felix explained that larger projects require substantially greater inspection and administrative resources and that the proposed fee structure was intended to more accurately recover those costs. Mr. Felix indicated he could provide additional analysis if the Council wished to table the item. Councilmember Thompson stated that additional data would be beneficial and expressed concern regarding the lack of multiple comparison points. Councilmember Thompson voted against the motion due to a desire for additional supporting data.

Councilmember Ratchford moved to approve Ordinance 2026-10 amending the Green Waste Fees and Excavation/Street Cut Permit Fees in the City's Consolidated Fee Schedule and authorize the mayor's signature to any necessary documents, seconded by Councilmember King.

RESULT: **Passed [3 TO 1]**

YES: Councilmember Wurth, Councilmember Ratchford, Councilmember King

NO: Councilmember Thompson

ABSENT: Councilmember Nike Peterson

APPROVAL OF RESOLUTION 2026R-17 AUTHORIZING AND ADOPTING AMENDMENTS TO THE FISCAL YEAR (FY26) BUDGET AND APPROPRIATING FUNDS FOR THE PURPOSES SET FORTH THEREIN

Councilmember Wurth moved to approve Resolution 2026R-17 authorizing and adopting amendments to the FY26 budget and appropriating funds for the purposes set forth therein and authorize the mayor's signature to any necessary documents, seconded by Councilmember Ratchford.

RESULT: **Passed [4 TO 0]**

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

NO: None

ABSENT: Councilmember Nike Peterson

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

JJ Allen, City Manager, presented the Fiscal Year 2027 Property Tax Impact Schedule as required under recently adopted state legislation. The schedule identified a proposed property tax revenue increase of \$233,106, representing a 6.59% increase over the certified tax rate. Mr. Allen explained that the increase would result in an estimated annual increase of \$21.60 for the average residential property valued at \$510,000 and outlined how the additional revenue would be allocated to facilities maintenance, police equipment, street maintenance, parks maintenance and equipment, and communications services. He further explained that these expenditures would remain restricted until completion of the Truth in Taxation process and final budget adoption. Nancy Dean, City Recorder, clarified that the estimated residential impact was an annual, not monthly, increase.

Mayor Shepherd commented on rising residential property valuations throughout Davis County and the effect property values had on municipal revenue generation.

APPROVAL OF RESOLUTION 2026R-18 ACKNOWLEDGING A PROPOSED TAX RATE IN EXCESS OF THE CERTIFIED TAX RATE AND ADOPTING THE FINAL PROPERTY TAX IMPACT SCHEDULE FOR CLEARFIELD CITY'S FISCAL YEAR 2027 (FY27) INTERIM BUDGET

Councilmember King moved to approve Resolution 2026R-18 acknowledging a proposed tax rate in excess of the certified tax rate and adopting the final property tax impact schedule for Clearfield City's FY27 interim budget, and authorize the mayor's signature to any necessary documents, seconded by Councilmember Ratchford.

RESULT: Passed [4 TO 0]

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

NO: None

ABSENT: Councilmember Nike Peterson

PRESENTATION OF THE FISCAL YEAR 2027 INTERIM BUDGET

Rich Knapp, Finance Manager, presented the Fiscal Year 2027 Interim Budget. He explained that new state legislation required entities proposing a property tax increase above the certified rate to adopt an interim budget effective July 1 until final budget adoption following the Truth in Taxation process. Mr. Knapp reviewed major revenue and expenditure changes, including projected sales tax increases, utility rate adjustments, staffing modifications, reductions in dispatch costs, transfer of emergency planning responsibilities to North Davis Fire District, and planned capital investments in utility systems, streets, facilities, and parks. He also reported that approximately \$1.8 million in requested capital projects had been deferred or

eliminated to maintain fiscal sustainability. Staff projected ending Fiscal Year 2027 with approximately 66 days of operating reserves.

APPROVAL OF RESOLUTION 2026R-13 ADOPTING THE CLEARFIELD CITY FISCAL YEAR 2027 INTERIM BUDGET FOR THE PERIOD BEGINNING JULY 1, 2026 AND ENDING AUGUST 11, 2026

Councilmember Ratchford moved to approve Resolution 2026R-13 adopting the Clearfield City fiscal year 2027 Interim budget for the period beginning July 1, 2026 and ending August 11, 2026 and authorize the mayor's signature to any necessary documents, seconded by Councilmember Wurth.

RESULT: Passed [4 TO 0]

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

NO: None

ABSENT: Councilmember Nike Peterson

APPROVAL OF RESOLUTION 2026R-10 APPROVING A TELECOMMUNICATIONS FRANCHISE AGREEMENT BETWEEN CLEARFIELD CITY AND CONNEXT NETWORK, LLC

Amy Jones, Deputy City Attorney, discussed the proposed telecommunications franchise agreement with Connex Network LLC. The agreement would grant Connex non-exclusive authority to utilize City rights-of-way to provide internet services while requiring compliance with applicable City ordinances and federal telecommunications laws.

Councilmember Wurth moved to approve Resolution 2026R-10 authorizing the execution by the mayor or a Franchise Agreement between Clearfield City and Connex Network, LLC, and authorize the mayor's signature to any necessary documents, seconded by Councilmember Ratchford.

RESULT: Passed [4 TO 0]

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

NO: None

ABSENT: Councilmember Nike Peterson

APPROVAL OF RESOLUTION 2026R-19 APPROVING AN INTERLOCAL AGREEMENT WITH LAYTON CITY AND DAVIS COUNTY REGARDING THE JOINT APPLICATION FOR THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (2025 BYRNE JAG)

Kelly Bennett, Police Chief, presented the Interlocal Agreement with Layton City and Davis County regarding administration of the Edward Byrne Memorial Justice Assistance Grant. Chief Bennett reported that Clearfield City had been awarded \$9,551 through the grant

program. The funds would be used to improve security at Barlow Park through the installation of additional cameras following recent incidents involving criminal mischief and property damage. Layton City would serve as the fiscal agent for the grant.

Councilmember King expressed appreciation for staff efforts in securing grant funding and noted concerns received from residents regarding activity at Barlow Park.

Councilmember King moved to approve Resolution 2026R-19 approving the Interlocal Agreement with Layton City and Davis County regarding the joint application for the Edward Byrne Memorial Justice Assistance Grant, and authorize the mayor's signature to any necessary documents, seconded by Councilmember Thompson.

RESULT: Passed [3 TO 0]

YES: Councilmember Thompson, Councilmember Ratchford, Councilmember King

NO: None

ABSENT: Councilmember Nike Peterson

COMMUNICATION ITEMS

MAYOR'S REPORT

Mayor Mark R. Shepherd

- Mayor Shepherd encouraged Council participation in upcoming Fourth of July events and float decorating activities.

CITY COUNCIL'S REPORTS

Councilmember Megan Ratchford

- Councilmember Ratchford reported that the North Davis Fire District budget had been approved without a tax increase and noted concerns regarding rising health insurance costs.

Councilmember Danielle King

- Councilmember King reported volunteering at the Aquatic and Fitness Center during Davis School District swim lessons and expressed appreciation for the facility's role in providing aquatic instruction opportunities.

Councilmember Karece Thompson

- Councilmember Thompson reported that installation of a new digester lid at the North Davis Sewer District was nearing completion and would improve operational efficiency.

CITY MANAGER'S REPORT

JJ Allen, City Manager

- Mr. Allen thanked Finance staff and department personnel for their extensive work on the Fiscal Year 2027 budget and encouraged participation in upcoming community events. He also extended well wishes to Councilmember Wurth and recognized upcoming national America250 celebrations.

STAFF REPORTS

Nancy R. Dean, City Recorder

- Ms. Dean announced that the next City Council meeting would be held on July 14, 2026, with the next policy session scheduled for July 28, 2026. She also reminded Councilmember King that, as vice chair, she would preside over the upcoming CDRA meeting in Councilmember Peterson's absence.

Eric Howes, Community Services Director

- Mr. Howes reviewed upcoming community events, including Search the City, Movie in the Park, Paint the Bridge, the Patriotic Concert, Pool Bash, Independence Day activities, the parade, flyovers, entertainment, vendors, and fireworks celebrations.

Shaundra Rushton, Communications

- Ms. Rushton reported strong participation in Search the City and provided information regarding Fourth of July VIP event materials.

Councilmember Thompson moved to adjourn the policy meeting and reconvene as the Community Development and Renewal Agency Board at 7:49 p.m., seconded by Councilmember Ratchford.

RESULT: Passed [4 TO 0]

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

NO: None

ABSENT: Councilmember Nike Peterson

**APPROVED AND ADOPTED
This 28th day of July 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 23, 2026.

/s/ Nancy R. Dean, City Recorder