

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 PM POLICY MEETING
July 28, 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, Councilmember Danielle King

ABSENT: Councilmember Karece Thompson

STAFF PRESENT: City Recorder Nancy Dean, City Manager JJ Allen, Assistant City Manager Spencer Brimley, City Attorney Stuart Williams, Police Chief Kelly Bennett, Community Services Director Eric Howes, Community Services Deputy Director Curtis Dickson, Community Development Director Stacy Millgate, Communications Amber Benitez

VISITORS: Leon Bjarnason, CJ Hernandez

Mayor Shepherd called the meeting to order at 7:03 p.m.

Councilmember Peterson led the opening ceremonies.

APPROVAL OF MINUTES

June 16, 2026 – Special Meeting

June 23, 2026 – Policy Meeting

June 23, 2026 – Work Meeting

Councilmember Wurth moved to approve the minutes for the June 16, 2026 special meeting, and the June 23, 2026 work and policy meetings, seconded by Councilmember Ratchford.

RESULT: Passed [4 TO 0]

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

NO: None

ABSENT: Councilmember Karece Thompson

OPEN COMMENT PERIOD

Leon Bjarnson addressed the Council regarding concerns about censorship and its potential societal effects. He proposed organizing a Holocaust awareness summit in Clearfield to gather community voices and evidence and requested guidance regarding how to begin planning a public event. Mayor Shepherd explained that the Council could not make a decision regarding the proposal during the meeting but offered to meet with Mr. Bjarnson to discuss ideas. Mayor Shepherd suggested that Mr. Bjarnson begin by organizing interested neighbors and community members.

C.J. Hernandez introduced herself as a candidate for Utah Senate District 5. Ms. Hernandez stated that effective governance required listening to local communities and identified responsible growth, road maintenance, public safety, housing affordability, transportation funding, water infrastructure, and local government resources as important issues. She expressed an interest in learning about the barriers facing Clearfield City and stated an intention to serve as a resource and advocate for the cities within the district if elected.

DISCUSSION AND APPROVAL OF THE FACILITIES/PARKING LOT ADMINISTRATION LICENSE AGREEMENT WITH THE DAVIS SCHOOL DISTRICT SPECIFICALLY FOR CLEARFIELD HIGH SCHOOL

Deputy Community Services Director Curtis Dickson presented a proposed license agreement allowing Clearfield High School students and staff to use designated portions of the Fisher Park parking lot during school hours. Mr. Dickson explained that the high school had used the parking lot under a verbal arrangement during construction of its new career and technical education building, which had reduced available parking at the school. The new building was scheduled to open August 13, 2026, but the school would continue to have limited parking.

Mr. Dickson stated that the agreement would formalize the existing partnership. Clearfield High School would be permitted to use designated parking spaces between 6:00 a.m. and 3:00 p.m., issue parking permits, monitor student parking, pick up litter, and preserve designated spaces for public park and all-abilities playground access. In exchange, the City would receive more formal access to school gymnasium space for winter recreation programs.

Councilmember Wurth asked whether fees collected by the school for parking permits and violations effectively served as compensation for the City's use of the gymnasium. Mr. Dickson explained that the school's existing parking permits would apply to the designated park spaces and that collected fees would help offset the school's costs for monitoring and cleaning the area. Mr. Dickson added that citations mistakenly issued to residents or other park users had previously been dismissed after the City contacted the school.

Mayor Shepherd asked how public parking spaces would be protected. Mr. Dickson stated that signs would identify student parking areas and school personnel would monitor the lot and distinguish student vehicles from other park users.

Councilmember Wurth moved to approve the Facilities Parking Lot Administration

License Agreement with Davis School District for Clearfield High School and authorize the mayor's signature to any necessary documents, subject to correcting a typographical error on page one, Section C., seconded by Councilmember Ratchford.

RESULT: Passed [4 TO 0]

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

NO: None

ABSENT: Councilmember Karece Thompson

DISCUSSION ON PROPOSED AMENDMENTS TO THE COUNCIL RULES OF ORDER AND THE PLANNING COMMISSION BYLAWS

Proposed Amendments to the City Council Rules of Order

City Recorder Nancy Dean reviewed proposed amendments to the City Council Rules of Order. Ms. Dean explained that the amendments primarily clarified existing practices and updated terminology. Proposed changes included formalizing acknowledgment of notice for special meetings, referencing the statutory grounds for holding closed meetings, allowing councilmembers to notify either the mayor or recorder's office of an anticipated absence, clarifying conduct expectations during the open comment period, and permitting meeting agendas to be distributed as soon as reasonably possible but no later than 24 hours before a meeting.

Ms. Dean also proposed updating the City's website address and adding the Utah Public Notice Website address; replacing references to a "serious moment of reflection" with "solemn moment of reflection"; identifying the recorder's office as responsible for assigning the councilmember who conducts the opening ceremony; adding "council reports" as another term for communication items; and replacing references to "tabling" an item with "continuing" an item when the Council intended to reconsider it at a future meeting.

Ms. Dean explained that the rules would also incorporate the statutory requirement for elected officials to submit annual conflict-of-interest disclosures between January 1 and January 31. Councilmember Peterson asked how the City could balance public transparency with the safety and privacy of spouses or partners who might be subject to protective orders or other sensitive circumstances. Ms. Dean stated that prior discussions with the elections office and city attorney had not identified a general protected-record classification under the overnment Records Access and Management Act. Ms. Dean explained that the recorder's office could redact information from an online copy while retaining the complete disclosure but would need to evaluate the legal basis for withholding information in response to a records request.

Councilmember Wurth stated that records associated with their recent candidacy had been redacted by the Lieutenant Governor's Office after Wurth received protected status as an at-risk government employee. Ms. Dean agreed to consult with the Lieutenant Governor's Office and further research whether protections for at-risk employees, domestic violence victims, or related statutory provisions could apply to conflict-of-interest disclosures. Ms. Dean

emphasized that the City would need to know the specific circumstances to determine whether another provision of law authorized protection of the information.

Councilmember Peterson stated that elected officials voluntarily entered public service, but their family members had not necessarily chosen the same level of public exposure. She supported finding a lawful method to protect family members in exceptional circumstances while maintaining the purpose and transparency of financial disclosure requirements.

Ms. Dean reviewed additional language governing orderly and efficient public participation, including provisions addressing threats, incitement of unlawful conduct, and obscene acts. Ms. Dean also described revisions to the annual meeting notice process, removal of the requirement to separately notify a newspaper because the Utah Public Notice Website handled that notification, and retention of the phrase “upon request” for audio recordings because work meeting recordings were not yet posted online.

Councilmember Ratchford asked whether the 24-hour agenda requirement referred to business hours. Ms. Dean clarified that it meant 24 consecutive hours and stated that the language would primarily provide flexibility for emergency meetings or last-minute agenda amendments.

Proposed Amendments to Planning Commission Bylaws

Ms. Dean reviewed proposed amendments to the Planning Commission bylaws. The amendments reflected the recently established three-year terms and nine-year maximum service period for planning commissioners. Other proposed changes clarified statutory training requirements, the number of commissioners required for a quorum, commissioner attendance requirements, officer titles, and procedures for continuing agenda items.

Councilmember Ratchford identified a remaining reference to “chairperson pro tem” after other references had been changed to “chair.” Ms. Dean agreed to correct the language.

Ms. Dean explained that the bylaws would clarify that the Planning Commission chair was expected to attend a City Council meeting when a Planning Commission recommendation was being considered rather than attending every Council meeting. The amendments would also reflect that the Planning Commission met once each month and that an applicant requesting an additional meeting within a specific timeframe could be required to submit an application and pay the associated fee.

Ms. Dean stated that the Planning Commission had historically adopted its own bylaws but proposed requiring approval by a majority of the City Council because the Council was responsible for determining how the Commission operated.

Ms. Dean also advised the Council of a newly adopted statutory provision identifying grounds for removing a planning commission member, including using public funds for political purposes, violating the Municipal Officers’ and Employees’ Ethics Act, or attempting to influence a pending land use decision in a manner that created actual impermissible bias or an

unacceptable risk of impermissible bias in the member's administrative or quasi-judicial duties. Ms. Dean stated that the provision had to be adopted by ordinance rather than included only in the bylaws and proposed preparing an ordinance for consideration with the other amendments.

Mayor Shepherd asked whether the statutory grounds were the only reasons a commissioner could be removed. Ms. Dean stated that poor attendance remained a potential basis for removal and noted that commissioners served at the pleasure of the mayor and council.

Councilmember Peterson supported maintaining appropriate insulation between the Planning Commission and political pressure while recognizing the need for accountability because commissioners administered adopted City land use standards. She stated that regular attendance was important because experience and participation helped commissioners understand the distinction between legislative and administrative responsibilities.

Ms. Dean stated that attendance requirements also applied to alternate commissioners and the youth ambassador, which could improve quorum availability and help members become more familiar with their responsibilities.

City Attorney Stuart Williams requested that each statutory citation include the phrase "as amended" so future statutory revisions would remain incorporated. Ms. Dean agreed to make the change. Ms. Dean stated that the proposed rules, bylaws, and related ordinance would return on a future agenda for formal consideration.

COMMUNICATION ITEMS

MAYOR'S REPORT

Mayor Mark Shepherd

- Mayor Shepherd reported that Colonel Cornelius had completed the command assignment at Hill Air Force Base and had been succeeded by Colonel Eric Quidley. Mayor Shepherd welcomed Colonel Quidley and expressed appreciation for the new commander and their family.
- Mayor Shepherd reported participating in a discussion with area mayors, the Utah League of Cities and Towns, the Wasatch Front Regional Council, and city managers regarding the possibility that Davis County would impose the fifth quarter-cent transportation sales tax. Mayor Shepherd stated that Weber County had adopted the tax and that Davis County appeared to have sufficient support for adoption. The decision rested with the County rather than individual cities. Mayor Shepherd stated that Clearfield City was estimated to receive approximately \$350,000 annually if the tax was adopted.
- Mayor Shepherd reported participating in a Job Corps panel regarding employability and thanked Lamont Hampton for organizing the event. Mayor Shepherd also reported that Open Doors had not received renewed funding for the Circles program and expressed concern that the funding loss could affect continuation of the program.
- Mayor Shepherd stated that Antelope Elementary School would hold its back-to-school welcome event on August 20, 2026, at 8:30 a.m. Because he would be attending meetings in Everett, Washington, Mayor Shepherd requested that councilmembers represent the City. Councilmembers Peterson and Wurth agreed to attend.

- Mayor Shepherd announced that the Hill Air Force Base community picnic would be held August 7, 2026. Mayor Shepherd stated that volunteer opportunities remained available and agreed to distribute the invitation and volunteer information to councilmembers.

CITY COUNCIL'S REPORTS

Councilmember Nike Peterson

- Councilmember Peterson thanked City Manager JJ Allen and Communications Manager Shaundra Rushton for coordinating with Antelope Elementary School and nearby community members regarding a major public works project that would affect traffic and circulation during the beginning of the school year. She also thanked City employees, particularly Public Works and Facilities staff, for their support of the Fourth of July celebration.
- Councilmember Peterson reported that Wasatch Integrated Waste Management District employees were working under extreme heat conditions and encouraged residents to express appreciation for landfill employees. Peterson reminded residents that reusable items could be donated to the landfill thrift store and that household chemicals, paint, and similar materials could be surrendered at no charge for safe disposal or community reuse.
- Councilmember Peterson also congratulated North Davis Fire District Captain Kortright on retirement.

Councilmember Dakota Wurth

- Councilmember Wurth reported that the Parks and Recreation Commission had not met during the month of July because members had assisted with the Fourth of July celebration. Wurth thanked City staff and stated that the event had operated smoothly. The Commission would reconvene the following month to select the Yard of the Year after continuing the Yard of the Week program.
- Councilmember Wurth reported that the Youth Commission had recognized graduating members Ari, Addie, and Alyssa and would begin recruiting new members.
- Councilmember Wurth also reported that Open Doors faced an approximately \$200,000 funding shortfall because no Circles program in Utah had received funding from the Department of Workforce Services. Open Doors expected to continue the program because it had diversified its funding sources, but additional financial support was needed. Wurth announced a fundraising event at Texas Roadhouse in Layton, where a portion of participating purchases would benefit Open Doors.
- Councilmember Wurth cautioned residents regarding fire hazards and emphasized personal responsibility during severe drought and increased wildfire activity. Wurth referenced recent fires affecting homes and lives and encouraged residents to celebrate responsibly and protect surrounding properties.

Councilmember Megan Ratchford

- Councilmember Ratchford distributed information developed by the Hill Aerospace Museum to help community members understand Air Force terminology, organizational structure, ranks, creeds, special events, and activities. Ratchford also reported that an associated class was available to strengthen community understanding and integration with Hill Air Force Base. Ratchford stated that Colonel Quidley had expressed enthusiasm for the strong relationship between the base and surrounding communities.
- Councilmember Ratchford reported that the number of fires had recently increased significantly, including fires associated with sparks from railroad tracks. She encouraged residents to promptly report fires or hazardous conditions.
- Councilmember Ratchford also announced that the Clearfield Police Department Citizens

Police Academy would begin August 6, 2026.

Councilmember Danielle King

- Councilmember King reported that the Mosquito Abatement District had been monitoring a confirmed West Nile virus case involving a Cache County resident who was believed to have contracted the virus while traveling through Arizona and St. George. King stated that mosquito control districts throughout Utah were monitoring the situation. She also reported that an aircraft used for mosquito spraying had crashed and that the district was working to rent a replacement aircraft under its cooperative arrangement with Salt Lake County. Drones continued to be used to target mosquito eggs and breeding areas.
- Councilmember King thanked the Clearfield Aquatic and Fitness Center for assisting Communities That Care with installation of the CHAT program, which encouraged parents and teenagers to put away electronic devices and communicate with one another. King stated that Communities That Care was reviewing Student Health and Risk Prevention data to determine future programming.
- Councilmember King also thanked City staff for helping Blue Star Families reserve a pavilion and collect donations at City Hall and the Clearfield Aquatic and Fitness Center. King announced that the Blue Star Families event would be held at Barlow Park in Clearfield on August 4, 2026, from 5:00 p.m. to 8:00 p.m.

CITY MANAGER'S REPORT

JJ Allen, City Manager

- Mr. Allen reminded the Council that the Truth in Taxation public hearing would be held August 4, 2026, as the only item on the agenda.
- Mr. Allen also reminded the Council of the August 14, 2026 retreat and requested that councilmembers provide their travel plans for the National League of Cities conference.

STAFF REPORTS

Nancy Dean, City Recorder

- Ms. Dean stated that an online link would be available for residents to submit comments regarding the Truth in Taxation hearing.
- Ms. Dean reported that policy and work sessions were scheduled for August 11, 2026, and that a work session, with a possible policy session, was anticipated for August 25, 2026.

Councilmember Wurth moved to adjourn at 7:55 p.m., seconded by Councilmember Peterson.

RESULT: Passed [4 TO 0]

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

NO: None

ABSENT: Councilmember Karece Thompson

APPROVED AND ADOPTED
This 11th day of August 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, July 28, 2026.

/s/ Nancy R. Dean, City Recorder