CLEARFIELD CITY COUNCIL MEETING MINUTES
6:30 PM WORK 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 Megan Ratchford, Councilmember Dakota Wurth, Councilmember Danielle King

ABSENT: Councilmember Nike Peterson

STAFF PRESENT: City Manager JJ Allen, Assistant City Manager Spencer Brimley, City Attorney Stuart Williams, Community Services Director Eric Howes, Police Chief Kelly Bennett, Public Works Director Adam Favero, Public Works Deputy Director Braden Felix, Finance Manager Rich Knapp, Finance Department Lee Naylor, Community Development Director Stacy Millgate, Community Relations Director Shaundra Rushton, City Recorder Nancy Dean, Deputy City Recorder Chersty Titensor

VISITORS: Michael Christensen

<u>DISCUSSION OF PROPOSED AMENDMENTS ON EXCAVATION/STREET CUT PERMIT FEES WITHIN THE CONSOLIDATED FEE SCHEDULE</u>

Braden Felix, Deputy Public Works Director, presented proposed amendments to the excavation permit fee schedule. He explained that excavation permits are required for work within the public right-of-way, including utility connections, and are intended to recover the City's costs associated with inspections and ensuring compliance with City standards. He stated that recent review of the fee schedule identified several fees that did not adequately reflect inspection and administrative costs.

Mr. Felix proposed changing the curb and gutter removal fee from $0.30 per linear foot to $4.00 per linear foot and converting the open trench and sidewalk/concrete fees from a linear-foot basis to a square-foot basis at $4.00 per square foot. He explained that the existing methodology did not accurately account for the size and scope of excavations. Using a sewer lateral replacement as an example, Mr. Felix reported that the current fee would total approximately $257.50, while the proposed fee structure would increase the total to approximately $418. Mr. Felix stated that the revisions would better compensate the City for staff inspection time and administrative efforts.

Mr. Felix also reported that language was revised from “surety bond” to “cash deposit” to align with existing City Code requirements. He noted that additional ordinance updates would be forthcoming to further improve fairness and consistency within the permit process. Mr. Felix compared the proposed fees with neighboring cities and reported that the proposed rates remained comparable to those charged by surrounding jurisdictions.

JJ Allen, City Manager, advised the Council that the proposed fee amendments were included in the Consolidated Fee Schedule item scheduled for action during the evening policy session. Mr. Allen noted that if the Council desired additional discussion, the excavation fee amendments could be separated from the remaining fee schedule changes.

Mayor Shepherd indicated support for the proposed changes and no concerns or objections were raised by councilmembers.

DISCUSSION OF FISCAL YEAR 2026 BUDGET AMENDMENTS

Rich Knapp, Finance Manager, presented the proposed Fiscal Year 2026 budget amendments and advised that the item was included on the evening agenda in case any final revisions were needed. He reported a last-minute amendment involving personnel costs at the Aquatic and Fitness Center. Due to payroll projections exceeding the adopted budget, staff recommended increasing the personnel budget to avoid a potential audit finding for exceeding appropriated expenditures. Mr. Knapp stated that the proposed amendment represented staff’s best estimate of costs through June 30.

Councilmember Ratchford asked whether the estimate could vary significantly. Mr. Knapp and Lee Naylor, Senior Accountant, explained that the amendment reflected the most accurate payroll projection available through the end of the fiscal year. Mr. Knapp noted that while personnel costs were the primary concern, other operating expenses could still require additional adjustments once final invoices and credit card transactions were received. Mr. Allen suggested increasing the amendment amount to provide an adequate buffer and avoid any audit findings.

Mr. Allen provided additional context regarding staffing changes at the Aquatic and Fitness Center. He explained that employee departures resulted in accrued leave payouts that could not be anticipated during budget preparation. He also noted that remaining full-time employees had been required to cover extended operating hours, increasing personnel costs. Mr. Allen stated that operations were still adjusting to staffing changes and expected expenses should normalize within three to six months.

Mayor Shepherd asked whether the personnel overage would affect Fiscal Year 2027 budget projections. Mr. Allen and Mr. Knapp responded that the additional costs were primarily one-time and unanticipated expenses and were not expected to significantly impact Fiscal Year 2027 projections.

DISCUSSION OF THE FISCAL YEAR 2027 INTERIM BUDGET

Rich Knapp, Finance Manager, reported that staff had received updated liability insurance pricing and planned to transition from Munich to Travelers Insurance. Mr. Knapp explained that Travelers conducted a comprehensive audit of City operations and ultimately provided a lower premium. Lee Naylor, Senior Accountant, reported that the overall impact would be a reduction of approximately $24,000 across all funds and approximately $32,000 within the General Fund. Mr. Naylor further explained that insurance costs for water tanks increased substantially under a separate rider, resulting in a larger allocation to the Water Fund.

Mr. Naylor also reported adjustments to long-term disability and life insurance costs paid by the City. Mr. Knapp advised that additional budget refinements would be completed before adoption of the final Fiscal Year 2027 budget, including potential adjustments to bank fees, utility cost allocations, and the rollover of unfinished projects from Fiscal Year 2026 into Fiscal Year 2027. Mr. Knapp stated that the changes did not affect available cash but would affect project timing and budget presentation. Mr. Knapp also noted that the revisions slightly increased the City's days cash on hand.

Councilmember Ratchford asked whether staff had experienced similar insurance premium decreases in previous years and expressed concern regarding potential impacts in future years. Mayor Shepherd responded that insurance providers evaluate risks differently and noted that higher costs associated with water infrastructure likely reflected the insurer's assessment of those assets.

Mr. Allen confirmed that the insurance and benefit adjustments shown during the work session were incorporated into the interim budget presented for consideration that evening and that additional project roll-forwards and adjustments would be included in the final budget scheduled for adoption in August.

Councilmember Wurth moved to adjourn at 6:47 p.m., seconded by Councilmember King.

RESULT: **Passed [4 TO 0]**
YES: Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth, 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