

CLEARFIELD CITY COUNCIL MEETING MINUTES
10:00 AM WORK RETREAT MEETING
August 14, 2026

Crush Golf and Grill
1375 South 1750 East
Clearfield, Utah

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PRESIDING: Mayor Mark Shepherd

PRESENT: Mayor Mark Shepherd, Councilmember Karece Thompson, Councilmember Nike Peterson, Councilmember Megan Ratchford, Councilmember Dakota Wurth, Councilmember Danielle King

STAFF PRESENT: City Manager JJ Allen, City Attorney Stuart Williams, Human Resources Manager Ricki Miller, Community Services Director Eric Howes, Community Services Deputy Director Curtis Dickson, Police Chief Kelly Bennett, Assistant Police Chief Devin Rogers, Public Works Director Adam Favero, Public Works Deputy Director Braden Felix, Finance Manager Rich Knapp, Community Development Director Stacy Millgate, Community Relations Director Shaundra Rushton, City Recorder Nancy Dean, Deputy City Recorder Chersty Titensor

The meeting convened at 10:00 a.m.

CLEARFIELD AQUATIC & FITNESS CENTER REVAMP UPDATE

Community Services Director Eric Howes provided an update on changes implemented at the Clearfield Aquatic and Fitness Center following Council direction from the January retreat. He reported that concessions had transitioned to drinks and prepackaged items after existing frozen inventory was depleted, resulting in reduced concession revenue accompanied by reduced supply costs as anticipated. The Manager on Duty (MOD) positions were being phased out, with four of the original 12 employees remaining after staff met with the group on April 8, 2026, regarding the planned organizational changes. Mr. Howes stated those four employees had been instrumental in maintaining operations during the transition. Open-plunge and general operating hours had been reduced, Sunday operations had been shortened to four hours, admission charges for spectators at activities had generally been eliminated, party packages had been modified, and fitness classes had been reduced from approximately 75 to 42 by retaining the most heavily attended classes. Mr. Howes reported few or no complaints associated with those changes. The preschool program and corresponding child-care supervisor position had also been eliminated as planned.

Mr. Howes reported that Kade began serving as Assistant Center Manager on June 15, 2026,

although staffing transitions had prevented the position from fully assuming all duties originally anticipated. Three of four full-time supervisors left during the transition, requiring remaining MODs and full-time staff to cover opening, closing, weekend, and other supervisory shifts. Mr. Howes and Deputy Community Services Director Curtis Dickson also planned to increase their time at the facility as staffing stabilized. Rachel Lloyd had been promoted to Aquatics Operations Supervisor, Matt Godfrey had been hired as Program Supervisor following Ashley Spence's departure, and an offer had been accepted for the vacant Fitness Supervisor position, with the new employee scheduled to begin the following week. Mr. Howes commended Amy Sellers, Clint Warnick, the remaining MODs, and part-time specialists for maintaining operations during the busiest season. He stated the MOD classification remained scheduled for elimination between mid- and late September, with opportunities anticipated for the remaining MODs to apply for specialist or head-guard positions.

In response to Councilmember Peterson's question regarding recognition of the remaining MODs, Mr. Howes stated staff had provided gift baskets, Clearfield Cash, other small acknowledgments, and frequent expressions of appreciation, and had encouraged the employees to consider available positions within the organization. Councilmember Peterson also asked about the broader HR, culture, and potential liability effects associated with the restructuring. City Manager JJ Allen stated it remained too early for a complete assessment because staffing was still being finalized, but staff had begun seeing positive signs through clearer expectations, accountability, and increased organizational structure. Mr. Allen stated another update would likely be provided in November or December.

City Attorney Stuart Williams added that new policies had been implemented through Lexipol and had been reviewed and acknowledged by employees throughout the organization, including part-time CAFC employees. Mr. Howes stated Kade Huff had assumed responsibility for ensuring new employees completed required policy review before beginning work. Mr. Howes remained optimistic about the new team and stated reduced operating hours had already simplified scheduling and reduced the need for additional lifeguard shifts. Councilmember Ratchford observed that turnover could also create opportunities to better align labor costs and staffing needs. Mr. Allen explained that current monthly financial results did not yet reflect the long-term staffing plan because part-time employees had covered hours intended for full-time staff, but he expected expenditures to normalize as positions were filled.

Councilmember King confirmed that the eliminated MOD function would be replaced by having full-time supervisors present from opening through closing. Mr. Howes confirmed that was the intent, although supervisors would need to share responsibilities across programs and operating shifts. He stated additional experience over the coming months would determine how effectively the model worked.

HUMAN RESOURCES DIVISION STAFFING

City Attorney Stuart Williams and Human Resources (HR) Manager Ricki Miller presented a proposal to combine two existing part-time positions into one additional full-time HR position. Mr. Williams explained that the City's part-time HR assistant was leaving for graduate school and that a part-time Customer Service position was also becoming available. Staff proposed

using the funding associated with the two positions to create a full-time HR employee. Mr. Williams described the significant increase in HR workload associated with recruitment, onboarding, benefits, retirement administration, employee issues, and organizational growth. He stated Clearfield had averaged approximately 132 recruitments annually over the previous several years, which was substantially higher than several comparable municipalities, and that repeated recruitments and unanticipated administrative requirements had placed significant strain on existing HR staff.

Mr. Williams and Ms. Miller explained that a third full-time HR employee would allow duties to be more clearly assigned among benefits, workers' compensation, recruitment, and other functions; improve accountability; provide department heads and employees with clearer points of contact; reduce duplication; and improve workload sustainability. Councilmember Ratchford supported the proposal and expressed concern regarding the workload carried by HR staff.

Councilmember Wurth asked whether the staffing change would be budget neutral. Mr. Williams stated that was the goal, although the job description and salary still needed to be finalized. Mr. Allen stated Finance would analyze the cost of benefits and could adjust recruitment timing to capture Fiscal Year 2027 (FY27) salary savings if necessary. He emphasized that staff's immediate purpose was to confirm the Council had no objection to increasing the full-time headcount by one. Councilmember Peterson expressed support for the staffing need but asked staff to identify the actual fiscal impact rather than presuming the change would be cost neutral. Councilmember Thompson similarly noted that full-time positions carried ongoing COLA and benefit costs and therefore should not generally be viewed as permanently cost neutral. Mr. Allen stated staff would calculate the costs and could also consider available funding associated with the vacant management intern position. Councilmember Wurth supported the organizational benefit of adding sufficient capacity to reduce burnout and turnover. The Council expressed no objection to staff proceeding with the proposed full-time HR position, with staff refining the position and determining the fiscal impact.

TRANSPORTATION FUNDING OVERVIEW

Mr. Allen reviewed existing transportation funding sources, including approximately \$1.5 million in Class C gas tax revenue, approximately \$739,000 in county transportation sales tax revenue, and a General Fund subsidy exceeding \$500,000 annually. Finance Manager Rich Knapp clarified that the General Fund contribution could approach approximately \$750,000 when administrative costs were included. Mr. Allen explained that grant funding from Wasatch Front Regional Council and Davis County was periodically available for capacity, congestion, air-quality, or similar construction improvements, but generally could not be used for routine street maintenance. As a largely built-out community, Clearfield had fewer capacity-expansion projects that qualified for those funding sources.

Mr. Allen discussed Davis County's consideration of the "fifth-fifth" local-option sales tax, a 0.20 percent sales tax that would provide additional transportation revenue to municipalities and the County. He estimated Clearfield could receive approximately \$300,000 to \$350,000 in additional annual transportation funding if the County adopted the tax. Mayor Shepherd and Police Chief Kelly Bennett reported recent indications that County officials had become more

supportive of adoption, in part because of County public-safety funding needs. Mr. Allen noted that Weber, Salt Lake, and Utah Counties had already adopted the tax. He explained that the municipal portion could be used broadly for streets, sidewalks, trails, active transportation, streetlights, striping, and other transportation purposes.

Mr. Allen then introduced the concept of a transportation utility fee. He explained that such a fee would operate similarly to other utility charges, would appear on the City's utility bill, and would require creation of an enterprise fund. He reviewed the legal history of transportation utility fees and stated recent state legislation established parameters requiring fees to be related to a property's use or demand on the transportation system rather than property value or frontage. Jones and Associates was preparing an analysis of potential Clearfield fee structures and revenues, and staff planned to return to the Council for a detailed discussion.

Public Works Director Adam Favero emphasized that transportation funding needs to be extended beyond pavement to sidewalks, streetlights, active transportation, striping, and eventual infrastructure replacement. He reviewed pavement-condition information prepared using Street Logic and reported the City's current pavement condition index (PCI) was approximately 66. He explained that routine preservation treatments such as slurry seal and cape seal were significantly more cost-effective over the life of a roadway than allowing pavement to deteriorate until reconstruction became necessary. At current funding levels, the City's average PCI was projected to decline over time, even after accounting for inflation. Preliminary modeling indicated additional annual funding could move the City toward a sustainable PCI in approximately the 70-to-80 range. Deputy Public Works Director Braden Felix clarified that a PCI of 100 was neither achievable nor financially desirable because roads continually deteriorated and additional spending eventually produced diminishing returns.

Councilmember King supported considering additional funding for streets and active transportation, particularly as Clearfield Station developed. Mayor Shepherd suggested that instead of beginning with a fixed dollar amount, the Council should establish a desired PCI as a policy target and then fund the amount necessary to maintain that standard. Mr. Allen and Mr. Favero agreed that establishing a consistent PCI target would provide a more predictable and sustainable basis for budgeting. Mayor Shepherd indicated a target such as 75 could provide a clear policy goal, while the precise target remained for future consideration.

Councilmember Wurth asked what PCI level would result in improvements residents could visibly recognize and how quickly increased funding could be translated into projects. Mr. Favero explained measurable improvements would take several years, likely three to five years, rather than occurring immediately. Mr. Felix stated Public Works already maintained a substantial list of streets that could be addressed if additional funding became available, and contractor capacity generally had not been the primary limitation. Councilmember Peterson suggested that if a transportation utility fee were adopted, staff should clearly communicate which projects were made possible by the new funding so residents could see a direct connection between the fee and improvements. Councilmembers King and Wurth agreed that visible reporting and communication would be important.

Mr. Favero emphasized that many collector and arterial roads carried substantial traffic

generated by people who did not live in Clearfield and that staff would continue pursuing regional and County funding for eligible corridors so residents were not solely responsible for pass-through traffic costs. Councilmember Peterson suggested framing any potential utility fee as a response to residents' ongoing complaints about street conditions and explaining that the fee would be structured according to transportation-system demand rather than property value. Councilmembers reported that streets, sidewalks, and street lighting were among the most frequent infrastructure concerns they heard from residents.

Councilmember Thompson asked how a utility fee could affect small businesses and multifamily properties. Mr. Allen and Mr. Favero stated Jones and Associates was analyzing those issues and that the details should be addressed when the full study was presented. Staff anticipated returning to the Council with the analysis during a future work session, potentially in September. Councilmember Thompson remained cautious about creating a permanent new fee and emphasized the need for careful evaluation.

Lunch Break and Team Building Activity

The meeting reconvened at 1:00 p.m.

IDEAS FOR CHANGE / BRIDGE PROGRAM

Mr. Allen introduced change.org's Bridge Program, formerly referred to as Ideas for Change, after Mayor Shepherd forwarded information about the program. Mr. Allen explained that the program solicited ideas from residents through an online platform, allowed participants to vote on ideas, identified areas of agreement across differing viewpoints, and then brought a smaller group of residents together for compensated virtual discussions. For a community Clearfield's size, the program hoped to attract approximately 1,000 participants during the idea and voting stage and approximately 100 participants for the small-group discussions. The approximately 12-week program would have no direct financial cost to the City because it was philanthropically funded; the City's primary responsibility would be to help promote participation.

Mayor Shepherd supported the concept as another means of demonstrating that the City listened to residents and of identifying community priorities. Councilmember Ratchford supported participating. Councilmember King supported the program because an outside organization would conduct much of the engagement work and could potentially reach residents who did not typically participate through City channels.

Councilmember Peterson supported the concept but cautioned against survey fatigue and recommended that the effort be clearly presented as an independent Change.org initiative rather than another City survey. Councilmember Peterson also emphasized that if residents were asked to participate, the City should be prepared to demonstrate how the resulting information was considered and, where feasible, identify tangible actions resulting from the process. Mayor Shepherd agreed that expectations and timing should be clearly communicated and that significant community consensus should influence future Council consideration. Mr. Allen suggested the results could support development of a new multi-year strategic plan.

Councilmembers discussed timing in relation to the holiday season, the January retreat, and the Fiscal Year 2028 (FY28) budget process. Councilmembers Wurth and Peterson favored receiving information early enough to help inform budget priorities, while Councilmember Thompson preferred beginning before the holiday season if possible. Mayor Shepherd noted that the 12-week process did not include initial startup and participant recruitment and preferred either beginning immediately or structuring the timing so useful results were available for future planning. Councilmember Peterson reiterated that even if recommendations required multiple years, the City should identify at least one visible response where feasible to demonstrate that community participation mattered.

Councilmember Thompson requested that the program remain as independent as possible because of potential questions regarding participant data and data sharing. Mr. Allen said he would ask how residency was verified because Clearfield residents' responses should carry greater weight than those of nonresidents. Councilmember King asked Mr. Allen to determine how other participating cities had used the information, including the time and financial resources involved after receiving recommendations. Councilmember Peterson asked how the program addressed recommendations outside municipal jurisdiction or decisions that could no longer reasonably be reversed. Councilmembers King and Thompson noted that such responses could also identify opportunities to educate residents regarding the respective roles of local, state, and federal government.

Mr. Allen stated he would contact program representatives the following Monday to determine how quickly Clearfield could begin, how participation and residency were handled, and how other communities had implemented results. Communications Manager Shaundra emphasized that departments would need to remain open to community recommendations if the City expected the engagement effort to be meaningful.

NEIGHBORHOOD ART

Communications Manager Shaundra Rushton reviewed previous Council direction to focus approximately \$50,000 in neighborhood investment on art within residential neighborhoods rather than general beautification, parks, trails, or other existing City amenities, and to include some degree of resident participation. She presented examples of utility-based art, including painted fire hydrants, utility boxes, poles, crosswalks, manhole covers, storm drains, and bus stops, as well as other neighborhood art such as murals, sculptures, little libraries, sidewalk poetry, and neighborhood branding.

Mayor Shepherd expressed interest in painted fire hydrants because they were City-owned, visible throughout neighborhoods, and could provide neighborhood-specific themes. Councilmembers discussed operational requirements, including maintaining necessary hydrant markings and using protective or reflective coatings. Ms. Rushton stated painted hydrant art generally had a lifespan of approximately three to five years because of regular maintenance of the hydrants.

Following an informal Council survey, fire hydrants received the strongest support. Ms. Rushton

reported that the Youth Commission had also identified fire hydrants and murals as preferred options. Councilmembers discussed various forms of resident involvement, including submitting designs, voting on designs or neighborhood themes, involving schools, and having professional or student artists complete installation.

The Council gravitated toward assigning themes to different neighborhood areas and allowing residents in those areas to select among possible themes. Mayor Shepherd proposed partnering with Clearfield High School's art and CTE programs to create the final designs and potentially paint the hydrants, providing students with visible projects they could take pride in. Councilmembers King, Peterson, Ratchford, and Wurth supported involving young people and using the project to strengthen neighborhood identity and community pride.

Ms. Rushton summarized the direction as developing a list of possible neighborhood themes, using resident outreach—including the City's new texting platform—to allow neighborhoods to choose a theme, and exploring a partnership with Clearfield High School to design and potentially paint the hydrants. She stated she would research program costs, determine approximately how many hydrants could be completed within available funding, identify required specifications and protective coatings, and return to the Council at a future work session. Mr. Allen confirmed that understanding of the Council's direction.

STREETLIGHT NETWORK DISCUSSION

Mr. Allen introduced a discussion regarding requests for additional streetlights. Deputy Public Works Director Braden Felix reviewed the City's streetlight network and explained that the City maintained lights within City rights-of-way and along UDOT corridors, while lights on private streets and parking lots were privately maintained. The City paid Rocky Mountain Power on a per-light basis for electricity. Mr. Felix stated the City generally received relatively few complaints about insufficient street lighting; complaints more often involved privately owned lights or lights residents considered too bright.

Mr. Felix reviewed the City's current standards, which generally called for single-acorn fixtures in residential and commercial areas, double-acorn fixtures on portions of major corridors, placement at intersections, alternating placement along streets, and maximum spacing of approximately 400 feet in new development. Developers generally installed lights within new developments, while the City sometimes installed them as part of larger capital projects. Mr. Felix estimated a recent installation cost at approximately \$7,000 per light, although costs varied significantly depending upon the proximity to electrical service.

Mr. Felix stated potential grant sources could occasionally support streetlight improvements as part of larger transportation projects, and he noted UDOT had previously studied lighting along portions of State Street following pedestrian incidents. Councilmembers discussed individual neighborhood requests, but Mr. Allen stated staff's review had not identified significant gaps in the existing City network and Police had not identified particular neighborhoods as unusually dark. Mr. Allen and Councilmember King acknowledged that individual residents' perceptions could differ, particularly for homes located mid-block.

Councilmember Peterson stated the more frequent lighting concerns involved parks such as Barlow Park and Island View Park, where grading and limited visibility created dark areas adjacent to pedestrian routes. Community Services Director Eric Howes stated park lighting was already included on the department's long-term project list, but installation was expensive; solar technology could eventually offer a more affordable option.

Mr. Allen asked whether the Council wanted to change the City's existing approach to individual streetlight requests. Mayor Shepherd recommended retaining the current approach and stated requests should demonstrate broader neighborhood support rather than based on one resident's preference. Mr. Allen agreed that a request supported by multiple nearby residents would warrant greater evaluation. Public Works staff would continue assessing requests for feasibility, power availability, cost, safety, and potential inclusion in future capital projects. The Council provided no direction to alter the City's current streetlight standards or establish a new program.

The Council took a break at 2:20 p.m.

The meeting reconvened at 2:45 p.m.

OPEN FORUM FOR ELECTED OFFICIALS AND STAFF – ZOOM OUT AND LOOK AHEAD

Mr. Allen began the open forum by reviewing the City's "hedgehog" analysis tool used to evaluate whether the City should begin, continue, modify, or discontinue programs and services. The analysis first considered whether an activity was legally required and, for discretionary services, evaluated who benefited, effectiveness, community tradition or "sacred cow" status, cost versus benefit, risk mitigation, sustainability, whether the activity represented a need or want, and whether another provider or substitute existed. Mr. Allen encouraged staff and the Council to resume using the framework more intentionally when evaluating new commitments and existing services.

Deputy Public Works Director Braden Felix reported Public Works was experiencing staffing strain following the departure of an engineer and the return of an intern to school. He stated the department was preparing to launch sewer and storm drain cleaning programs following acquisition of the vacuum truck and was recruiting a foreman and additional employees needed to support the program.

Councilmember Wurth identified neighborhood sidewalks as a significant concern based on observations while walking throughout the community. He suggested the City give greater consideration to missing, deteriorated, or unsafe sidewalks and also continued to support addressing the former gas station property at approximately 300 North. Mayor Shepherd reported staff had recently renewed discussions regarding the gas-station property. The owner had received environmental information indicating no further cleanup was currently required, BP Oil had indicated willingness to release its interest under certain conditions, and the property could potentially be demolished and redeveloped. Staff had also discussed possible City involvement using CDRA resources if necessary, although private development interest appeared to be increasing.

Mr. Felix stated the City budgeted approximately \$100,000 to \$120,000 annually for sidewalk work, much of which had recently been consumed by required ADA ramp improvements. Public Works maintained a map of missing and deficient sidewalks and intended to incorporate sidewalk needs into the transportation utility fee analysis. Councilmember Peterson asked staff to consider whether sidewalk gaps that advanced active-transportation connectivity might qualify for regional or other outside funding. Staff distinguished between routine neighborhood sidewalk repair and larger active-transportation projects, such as major trail or bridge connections, which could require substantial long-term funding.

Councilmember Peterson requested a future policy discussion regarding municipal response to larger catastrophic events and infrastructure-related losses. She explained that existing processes generally worked for isolated incidents but could create unintended difficulties when multiple properties were affected, when third parties damaged City infrastructure, or when an employee or elected official involved in an incident created conflicts-of-interest consideration. She requested consideration of policies addressing large-event response, recovery assistance, access to records and information, accountability for parties responsible for damaging City infrastructure, and procedures that allowed employees or elected officials to retain ordinary resident access without receiving preferential treatment. Mr. Allen stated staff had identified many of the same issues internally and agreed a Council level discussion would be appropriate when the timing was suitable.

Mayor Shepherd identified neighborhood appearance and property maintenance as a major concern and asked how the City could encourage greater pride in ownership while also having effective enforcement tools for persistent violations. He discussed the difficulty of balancing education, incentives, assistance, and enforcement and expressed concern that unresolved property maintenance issues negatively affected neighborhood appearance and perceptions of Clearfield. Mr. Allen noted that the City's code-enforcement philosophy had historically shifted between proactive and complaint based approaches depending upon community and Council expectations.

Councilmembers Wurth and King discussed community-assistance programs such as MyHometown but noted that volunteer cleanup efforts did not necessarily result in long-term change if the underlying circumstances remained unresolved. Mr. Allen stated he had previously agreed to investigate MyHometown programs in other cities and acknowledged he had not yet completed that research. Community Development Director Stacy Millgate reported the City had begun using tax liens for qualifying repeat code enforcement cases so outstanding amounts would ultimately be collected with property taxes rather than remaining indefinitely as ordinary property liens. Mayor Shepherd supported that approach as a more effective accountability tool. Staff also discussed educating residents regarding basic property maintenance and landscaping practices.

Deputy Community Services Director Curtis Dickson emphasized the importance of parks, recreation programs, and special events in providing residents with affordable opportunities for physical activity, mental well-being, social interaction, and community connection. He stated Community Services continued looking for creative ways to increase use of existing facilities and programs rather than relying solely on expensive new construction. Councilmember

Ratchford suggested coordination with the Police Department's mental health officer so individuals in need could also be connected with available recreational and community opportunities.

Public Works Director Adam Favero stated that, across City functions, staff needed clear expectations from the Council regarding desired service levels and priorities. He noted that staff regularly had to balance enforcement, business impacts, project demands, and limited resources and suggested the Council and staff continue discussing where increased or reduced levels of effort were expected.

Chief Bennett reported increasing workload pressures within investigations. The department currently had only three detectives and had left one position unfilled for nearly a year; detectives were carrying approximately 25 to 40 cases each. Additional requirements associated with Children's Justice Center interviews, sextortion investigations, digital evidence, and other mandates continued to increase workload. Chief Bennett explained that the City had discontinued its own Cellebrite phone-extraction subscription after costs rose significantly and that changes affecting access to the Rocky Mountain Regional Computer Forensics Laboratory would further increase resource demands. He stated the Police Department continued to face unfunded mandates requiring staff and technology. Councilmember Peterson suggested exploring legislative requirements for fiscal impacts or first year funding when new mandates were imposed. Chief Bennett stated the Utah Chiefs of Police Association and its lobbyist actively worked with the Legislature, and Mr. Allen noted coordination also occurred with the Utah League of Cities and Towns.

City Attorney Stuart Williams identified long term organizational sustainability as a major concern. He stated that new programs, staffing needs, regulatory responsibilities, and compensation demands continued to accumulate while resources remained limited. Mr. Williams encouraged the organization to consider not only what new services to add, but what existing work might need to stop or be performed differently. Councilmember Ratchford asked about neighboring cities increasing compensation to attract employees. Mr. Williams explained Clearfield used a broader comparable market approach rather than reacting to individual cities and generally targeted compensation within approximately five percent of the market median. He cautioned that becoming a compensation leader would require substantial resources and could reduce funding available for infrastructure and other priorities.

Finance Manager Rich Knapp identified the annual cost of compensation adjustments as a significant budget concern and estimated approximately \$800,000 in known increased costs could be expected in the following year before considering additional staffing. Councilmember Ratchford raised concerns about declining energy sales and use tax revenues associated with changing consumption patterns. Mr. Allen confirmed that energy tax revenue supported the General Fund and affected the City's ability to fund all services. Staff noted potential large energy users in the Freeport Center could provide some offset, but revenues remained subject to economic conditions. Mr. Knapp added that each newly added position increased future compensation obligations.

Councilmember Ratchford suggested reviewing merchant service costs associated with utility

payments, parking-lot and City facility landscaping, possible participation in a parade-float contest, Police Department workspace improvements, stormwater impacts on road deterioration, and long term infrastructure risks. Councilmember Peterson noted that a broader review of Fourth of July expenditures and programming was already anticipated so future investments could be tied to defined objectives and a cohesive theme.

Councilmembers Ratchford and King expressed concern regarding aging utility infrastructure within the Freeport Center. Mr. Allen and Public Works staff explained that improvements were being addressed incrementally, including a sewer project on G Street and commercial water meter replacement. Mr. Knapp stated staff was also evaluating stormwater equivalent service unit billing within the Freeport Center, with a future work session anticipated in 2027.

Councilmember King emphasized active-transportation connections between FrontRunner, downtown, and the Freeport Center; safer State Street crossings; and protected bicycle facilities. She also asked how the City could increase General Fund revenue without relying exclusively on tax increases. Mr. Allen explained that sales tax rates were controlled by the State and that the City's principal opportunity to grow sales tax revenue was economic development recruitment. Staff continued working with brokers and businesses regarding Legend Hills, Lakeside, Clearfield Station, and other development opportunities.

Councilmember King asked about the status of development at Clearfield Station. Mayor Shepherd stated the developers continued working to secure financing for the market rate Zephyr apartment project and had recently requested additional market information for potential investors. Mr. Allen stated there was no immediate construction deadline for the developer and that financial advisor Jonathan Ward was exploring whether existing Clearfield Station debt could be restructured to reduce cash-flow pressure. Mayor Shepherd stated the LIHTC component had been placed on hold while the developer concentrated on the Zephyr project. Staff also discussed continuing retail-development efforts near Legend Hills and Crush Golf and Grill.

Communications Manager Shaundra Rushton asked councilmembers and departments to proactively provide her team with community-interest stories so the City could better highlight local accomplishments, events, partnerships, and residents. She explained that the two-person communications staff could not independently learn about every noteworthy activity occurring throughout the organization or community. Councilmembers agreed to help forward information. Ms. Rushton clarified that the intent was not to advertise every private event or business, but to identify stories with broader community impact that could strengthen civic pride.

Councilmember Thompson asked staff to consider revenue opportunities associated with City owned property, including possible ground leases of remnant parcels, as an alternative to recurring tax increases. He also supported a renewed discussion of code enforcement, particularly regarding fire hazards, vacant or poorly maintained properties, and public perceptions that enforcement was not occurring. Councilmember Thompson suggested exploring additional ways to recognize Clearfield youth, including banners or other public recognition for students entering military service, attending college, or achieving significant accomplishments.

Ms. Rushton stated individual youth and resident profiles could be incorporated into City communication channels, and councilmembers discussed potential sponsorships or partnerships to offset the cost of physical banners.

Councilmembers discussed vegetation and fire hazards on railroad property. Staff stated the City's ability to enforce against Union Pacific was limited, but Mayor Shepherd suggested the City's governmental affairs representative, Steve Hiatt, could investigate potential state involvement because of broader wildfire concerns.

Community Development Director Stacy Millgate reported that her department was developing a better system for tracking repeat code enforcement properties during probationary periods so violations could be addressed without relying entirely on additional neighbor complaints. She stated code enforcement remained primarily complaint driven and involved substantial administrative work. Ms. Millgate also raised concerns regarding businesses operating without required City licenses. Staff generally worked with businesses to achieve voluntary compliance, but some continued operating for extended periods without obtaining a license. Chief Bennett and City Attorney Stuart Williams explained that criminal enforcement was legally possible but required sufficient evidence and prosecution resources. Mayor Shepherd suggested that a more strongly worded notice advising repeat violators that continued operation could result in criminal enforcement might prompt compliance. Councilmember Thompson supported enforcement but cautioned that escalation should be measured to avoid unnecessary public relations problems. Ms. Millgate agreed that any stronger warning should only be used if the City was prepared to follow through.

Ms. Millgate then reported that elimination of a planning position approximately a year and a half earlier had created significant workload pressure even though vertical development had slowed. She stated Associate Planner Tyson Stoddard was carrying a substantial workload and that additional responsibilities had shifted to Ms. Millgate, Mr. Williams, Mr. Allen, and other staff. Councilmembers discussed whether part-time or contract planning assistance could help. Ms. Millgate confirmed the City retained the ability to contract for planning services. Staff noted there were no current development projects experiencing significant delays, but the existing workload had been stressful. Mr. Allen explained the position had previously been left vacant so funding could be redirected to other priorities and that staff had been testing whether the reduced staffing level was sustainable.

Deputy City Recorder Chersty Titensor reminded the Council that PrimeGov served as an ongoing resource for meeting presentations and materials and that presentations were uploaded following meetings for future reference. Councilmembers expressed appreciation for the timely availability of information.

City Recorder Nancy Dean discussed the ongoing cost of technology, noting PrimeGov represented a significant annual expense but reduced staffing needs and improved meeting administration and public access. She also noted future costs associated with accessibility requirements for City video content. Councilmembers expressed support for the investment while recognizing that subscription based technology costs required continued monitoring.

Community Services Director Mr. Howes closed the open forum by emphasizing the importance of ensuring Community Services remained part of organizational priority discussions as limited resources were allocated among infrastructure, public safety, and other needs. He stated the department continued operating largely from an outdated 1977 planning framework supplemented by Vision 2020 and shorter term planning efforts. Mr. Howes recommended undertaking a comprehensive parks and recreation master planning process to obtain updated Council and community direction for the next approximately 10 years and to ensure limited staff time and resources were focused on the services residents and the Council valued most.

Mr. Allen thanked the Council and staff for participating in the retreat and concluded the day's discussions at 4:55 p.m.

APPROVED AND ADOPTED
This 8th day of September 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 Friday, August 14, 2026.

/s/ Nancy R. Dean, City Recorder