

CLEARFIELD CITY COUNCIL AND PLANNING COMMISSION  
JOINT MEETING MINUTES  
6:00 P.M. WORK SESSION  
June 20, 2017

PRESIDING:	Kent Bush	Mayor Pro Tem
EXCUSED:	Mark Shepherd	Mayor
PRESENT:	Nike Peterson Vern Phipps Tim Roper Bruce Young	Councilmember Councilmember Councilmember Councilmember
STAFF PRESENT:	Adam Lenhard JJ Allen Stuart Williams Brie Brass Eric Howes Curtis Dickson Spencer Brimley James Shoopman Trevor Cahoon Nancy Dean Wendy Page	City Manager Assistant City Manager City Attorney Assistant City Attorney Community Services Director Community Services Deputy Dir. Development Services Manager Planner I/CDBG Specialist Communications Coordinator City Recorder Deputy Recorder
EXCUSED:	Scott Hodge Greg Krusi	Public Works Director Police Chief

PLANNING COMMISSION MEMBERS: Brady Jugler - Chairman, Chris Uccardi, Karece Thompson, Kathryn Murray, Mallory Baudry, Michael Britton

NOT PRESENT: Ron Jones, Robert Browning, Steve Parkinson

VISITORS: Robert Stotts, Brent Bateman

Mayor Pro Tem Bush called the meeting to order at 6:20 p.m.

OPEN MEETING TRAINING

Brent Bateman, State Property Rights Ombudsman, shared a presentation and provided training about the Utah Open and Public Meeting Act. The training included discussions about the following topics:

- Utah Code 52-4-103 Open and Public Meetings Act
- Meeting Rules and Regulations
- Social Media
- Electronic Meetings

- Notices
- Minutes and Recordings
- Closed Meetings
- Public Hearings vs. Public Meetings
- Common Violations of Open and Public Meeting Act

**Councilmember Young moved to adjourn the City Council/Planning Commission Joint Work Session and reconvene in City Council work session at 7:27 p.m., seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Young. Voting NO – None.**

The Council took a break at 7:27 p.m.

The Council reconvened at 7:43 p.m.

#### DISCUSSION ON THE CITY YOUTH COMMISSION

Councilmember Roper reported being contacted by parents who were excited about the prospects of the City doing a City Youth Commission. He stated he had drafted tentative bylaws and an application. He encouraged a discussion about a timeframe and the process for putting the commission together. The following items were included in the discussion:

- Creating Bylaws that had specific guidelines and duties for the City Youth Commission.
- Creating a mission statement or charter for the commission.
- Gathering a core group of youth desiring to participate and allowing them to assist with planning activities and goals for the City Youth Commission.
- Seeking parents who desired to assist the commission would be important to its success.
- Beginning to organize the core group of youth so by fall of 2017 the City Youth Commission would be fully organized.
- Allowing all interested within the City boundaries to join the commission that are ninth through twelfth grade aged youth without restrictions based on academic abilities.
- Advertising through the City newsletter, website, and social media forums to seek interested youth and parents.

The Council desired having a phased approach in creating the City Youth Commission which included some type of interest survey that would be available on the City website and social media, gathering a core group of six to eight youth and parents to be involved with getting the mission statement, by-laws, and goals or activities outlined for the City Youth Commission. Adam Lenhard, City Manager, requested Trevor Cahoon, Communications Coordinator, assist with publishing an interest survey in the next City newsletter and posting announcements on social media. Mr. Cahoon agreed to report back to the Council in a month about the responses received from the interest survey for the City Youth Commission.

## RECREATION UPDATE

Eric Howes, Community Services Director, reported on the selection process for head coaches specifically football coaches for the upcoming season. He stated three interviews were held by staff to fill the known vacancy for one team and all candidates were assigned to assist as coaching staff to fill the vacancy. Mr. Howes expressed his intentions of meeting with each teams' coaching staff as a group prior to the registration deadline to help rebuild unity through an open discussion with the group and reviewing the City's expectations. He explained if registrations were high it could necessitate adding an additional team for a given age division and then the coaching selection would begin again with interviews.

Mr. Howes also addressed how fee waivers for coaches had been and should be applied. He stated historically coaches were given a fifty percent discount coupon or fee waiver at the end of the season as a token of appreciation. He explained after review of financial records it was evident that none of the football coaches had paid registration fees for football last season because the fee waivers had been applied preseason rather than post season. Mr. Howes continued the plan was to return to the practice of distributing discount coupons for coaches at the end of the season. The Council supported the recommendation by staff to return to offering a fee waiver to coaches at the end of the season and agreed giving the coaches notice of such was a good idea.

Eric Howes, Community Services Director, addressed the parking concerns during soccer practices at Cornerstone Park with the Council. He indicated the most problematic times appeared to be when teams scheduled scrimmage games rather than a practice. Mr. Howes stated the long term goal was to add a parking lot to the north end of the park but it would be a costly solution. He continued the parking issue necessitated a more timely solution with the approaching soccer season. There was a discussion about suggested short term options to help alleviate the parking concerns which included no longer using Cornerstone Park for soccer practices; limiting use to one team at a time; and prohibiting scrimmages.

Councilmember Young suggested staggering practice times could help control the flow of traffic with parents dropping off and picking up children as well as prevent scrimmage type practices. Mr. Howes agreed to try staggering team practices during the upcoming season to see if that option was effective.

Councilmember Peterson requested staff work with Layton City to designate restricted parking areas by painting the curbs near the intersection. Adam Lenhard, City Manager, agreed red paint could be helpful. He also mentioned he'd discussed the parking and safety concerns regarding Cornerstone Park with Greg Krusi, Police Chief.

The Council agreed the best approach to help with the parking congestion at Cornerstone Park until a parking lot could be built was to limit or stagger soccer practices and request teams not hold scrimmages due to limited parking and public safety concerns.

There being no further business to come before the Council, **Councilmember Young moved to adjourn 8:20 p.m., seconded by Councilmember Peterson. All voting AYE.**

**APPROVED AND ADOPTED  
This 25<sup>th</sup> day of July, 2017**

**/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 20, 2017.

/s/Nancy R. Dean, City Recorder