

CLEARFIELD CITY COUNCIL MEETING MINUTES  
6:00 P.M. WORK SESSION  
October 3, 2017

PRESIDING:	Bruce Young	Councilmember
PRESENT:	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Tim Roper	Councilmember
PRESENT: VIA TELEPHONE:	Mark Shepherd	Mayor
EXCUSED:	Kent Bush	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Stuart Williams	City Attorney
	Greg Krusi	Police Chief
	Scott Hodge	Public Works Director
	Spencer Brimley	Development Services Manager
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Summer Palmer	Administrative Services Manager
	Rich Knapp	Finance Manager
	Trevor Cahoon	Communications Coordinator
	Nancy Dean	City Recorder
	Wendy Page	Deputy Recorder

VISITORS PRESENT: Brady Jugler – Planning Commission Chair, Kathryn Murray, Robert Stotts

Nancy Dean called the meeting to order at 6:00 p.m.

NOMINATION AND APPOINTMENT OF AN ACTING MAYOR PRO TEMPORE

In accordance with City Code § 1-6-2E, "...in the absence of both the mayor and mayor pro tempore...the city council may elect one of its members to serve as the mayor pro tempore until either the mayor or the appointed mayor pro tempore returns."

**Councilmember Peterson moved to nominate Councilmember Young as the Mayor Pro Tempore, the nomination was seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Peterson, Phipps, and Roper. Voting NO – None.** Councilmember Bush was not present for the vote.

## DISCUSSION ON THE STREET VACATION FOR 550 SOUTH STREET

Spencer Brimley, Community Development Manager, stated in 2015, the City Council held a public hearing to consider the vacation of 550 South Street. He indicated the vacation was approved along with the approval of the Clearfield City Shops Subdivision plat. Mr. Brimley noted due to signature issues with an out of state property owner the plat was lost and needed to be redone. He mentioned the plat recently was returned with all necessary signatures and ready to be recorded with the County. He explained Davis County was requiring an ordinance vacating 550 South Street be passed before it would record the Clearfield City Shops Subdivision plat. Mr. Brimley acknowledged the request was before the Council to formalize the process required by the County to record the plat.

Councilmember Phipps asked if the County was requiring the Council action because there was a new recorder or it was just a new process. Mr. Brimley explained State Statute allowed for a street vacation to be approved either by a plat or by ordinance. He stated the County had purview to its own process for record tracking and had historically required a street vacation be approved by ordinance before it would record the plat. Mr. Brimley noted the Council would need to consider approval of Ordinance 2017-16 for the proposed street vacation of 550 South and the relocation of that right-of-way at 574 South Main Street.

## DISCUSSION ON RECREATION PROGRAMS AND ACTION PLAN

Eric Howes, Community Services Director, reviewed the recreation action plan and updated the Council regarding its implementation since the previous discussion during work session on March 21, 2017. There was a discussion about the successes, challenges and goals for continued application of the plan which were highlighted as followed:

- The bylaws for the Parks and Recreation Commission (PRC) were amended which allowed for issues or concerns to be addressed by staff going up the chain with the Community Services Director making the final decision rather than involving the PRC.
- Security cameras had been installed at Fisher and Steed Parks and one additional camera would be installed soon at Steed Park to allow adequate coverage.
- Monthly staff training meetings included discussions on the City's core values, codes of conduct, and Rise Up. July was the only month training was not scheduled.
- Staff would receive regular and consistent training. There was a review of the training schedule and content.

Councilmember Phipps asked if the reference to staff meant that employees, coaches, or referees had been trained. Mr. Howes explained staff included part time and full time employees. Summer Palmer, Administrative Services Director, mentioned coaches and some officials were not employees so training was provided by a third party.

Councilmember Phipps asked if there was training material, a schedule, or information that guided the training meetings. Mr. Howes responded a general agenda was prepared; however, monthly consistent meetings allowed for issues or problems to be addressed through training. Mr. Howes continued his review of the action plan.

- Coaches meetings were mandatory and held prior to the start of each season. There was a review of the meeting content.
- Parents meetings should be held prior to the start of each sport and should be recorded and posted on the City's website; however, staff did not provide a parents meeting for football during the 2017 season, consequently, it was not recorded or posted on the website. A goal going forward would be to work towards holding and posting parents meetings.
- RISE UP qualities were reviewed. Signs had been used on the fields to promote the message; however, staff hoped to continue to promote the message with signs, at meetings, and potentially using a video.
- Participant surveys were done after the baseball season using Survey Monkey and some challenges faced were distribution, low rate of responses, and only those extremely happy or very frustrated took time to respond.

Councilmember Young suggested surveying could be done at the start of the season as part of the registration process. Mr. Howes indicated football surveys would be distributed by email with a link to Survey Monkey once all teams had finished the season. He commented offering a pre and post survey would be worth trying during the upcoming basketball season to see how participants would respond. He continued to review the action plan.

- Staff presence, responsibilities, and expectations were reviewed. Incident reports were specifically noted to have been a topic of additional training recently to help insure it would be completed appropriately and contain factual details.
- Late registrations policy and procedures were reviewed. The process would be evaluated, refined and coordinated with the Customer Service clerks to insure the procedures would be administered appropriately.
- The organization chart for Community Services was reviewed highlighting staff changes and assignments during the interim of hiring and training staff for the two program specialist position vacancies.
- Football season 2017 required changes in staff roles. There was a review of the staff roles specifically for the Community Services Director, Recreation Manager, Community Services Deputy Director, Recreation Program Supervisor, Recreation Coordinators and Program Assistants. Highlights included the following: multiple meetings were held with coaches; a parents meeting was not held prior to the season as intended due to staffing changes; consequently, it was held during the week of August 14, 2017 allowing new program supervisors to introduce themselves and RISE UP; presence of staff at meetings, practices and home games was noticeable; the most experienced part time employees were scheduled to work during the football season.
- The Community Services Director personally met with all head coaches for the 2017 football season to assess willingness to abide by codes of conduct and address RISE UP. Additionally, three coaches meetings were held for all coaches to promote codes of conduct and RISE UP.
- Concussion Protocol was reviewed noting to date during the 2017 season there had been eight (8) participants diagnosed with concussions during home games. The City addressed concussions by implementing the following changes for recreation football:
  - The City contracted with Mountain Land Physical Therapy to provide medical evaluation including concussion assessment.

- North Davis Fire District (NDFD) had an ambulance and first responders stationed at the field when it was not responding to other priority calls for a majority of the home games.
- An automated external defibrillator (AED) was available at all practices and all games for the 2017 football season.
- Staff was properly trained on Cardiopulmonary Resuscitation (CPR), First Aid, and the AED machine operation.

Councilmember Phipps asked if the City had metrics for concussions from previous years. Mr. Howes answered the City had not always tracked the amount of injuries and indicated injuries sustained during 2017 were a typical amount. There was a discussion about the impact of concussions to the participants, the City, and the league. Mr. Lenhard, City Manager, explained there was a liability risk to the City by participation associated with contact sport programs.

There was a discussion specific to recreation football about inherent risks, associated costs, non-contact sports teaching similar skills, additional or affordable program alternatives to City recreation, and safety equipment. Mr. Howes redirected the discussion to the action plan implementation efforts.

- Reporting issue procedures were reviewed. Contact information for staff was distributed at meetings and available on the league and City websites. The increased availability of staff at the fields during the football season was helpful in resolving issues rather than having them escalate.

Councilmember Roper wondered how many issues had to be reported. Mr. Howes recalled personally handling about four complaints in the last six years he had been employed with the City. He indicated most issues were resolved at the program supervisor or the recreation manager level. Mr. Howes acknowledged about a fifth of his time was spent on the fields during 2017 football season to help rebuild relationships within the program. He indicated in the future he would plan to step back once things were running smoothly. He continued reviewing the action plan implementation.

- Staff discipline was not necessary due to employee resignations; however, clear and specific guidance regarding performance expectations and conduct were provided and agreed upon with the remaining Recreation Division staff.

Mr. Howes concluded the review of the action plan and its implementation. He indicated there were areas for continued improvement which included the process for equipment check-in and check-out, completing a thorough inventory of existing equipment, holding parent's meetings prior to the start of each season, and continued evaluation of potential safety concerns.

Mr. Howes explained the concerns with the existing equipment shed at Fisher Park. He noted limited storage space, life expectancy, and requests from coaches for more practice equipment during the football season prompted cost evaluations for a second shed. He shared potential expenditures for a good quality additional shed would range from between \$3,500 to \$6,000. Councilmember Peterson asked if a new shed would be large enough to hold all the football equipment including the items that were large and left out over the winter. Mr. Howes answered there was not room in the existing shed but because the equipment included three large metal

sleds likely those would not all fit even with an additional shed. Mr. Lenhard emphasized the existing shed was deteriorating and not expected to last much longer. Councilmember Peterson questioned if the shed was on the replacement schedule. Mr. Lenhard indicated the shed's replacement had not been budgeted; however, given its current status, eventually it would need to be considered for replacement or upgrades.

Mr. Howes stated there were many complaints received about the heat on the fields. There was a discussion about hydration, scheduling fields for earlier times, turf field rules regarding drinks and food, and the City providing water coolers and ice for the teams. Mr. Howes remarked safety was a concern and he would continue to look for ways to improve. He mentioned bringing additional ice to the fields throughout the day was a simple step that could be easily implemented.

Mr. Howes reviewed the cost recovery model highlighting the benefit ranges, program categories, and actual costs. He noted the benefits ranged from community to individual based on level of impact for each group. He mentioned staff reviewed the program categories for about six months to best determine which programs matched the benefit ranges. Mr. Howes explained the cost values were based on the category as a whole rather than an individual program. He commented the goal when planning a program was to meet the cost recovery percentage as set by the model. He acknowledged the computer software used to track the data had changed over the years; however, according to data obtained the City was staying within the percentages of the cost recovery model.

Nancy Dean, City Recorder, announced Mayor Shepherd had left the meeting via his telephone connection at 7:33 p.m.

Mr. Howes reviewed the Fiscal Year 2018 Budget for the Wasatch Front Football League (WFFL) with the Council. He explained each recreation or aquatics program had a similar budget sheet. He noted the number of participants, scholarships awarded, costs for equipment and supplies could vary. Mr. Howes acknowledged actual expenditures and revenues for the football program were typically close to the budgeted amounts. He reported planning for a 55 percent cost recovery rate for the football program during fiscal year 2018. He reminded the Council that the football program was in the category for an 80 percent to 110 percent cost recovery; however, as an individual program it had a lower percentage because the cost percentage was based on the category as a whole.

Mr. Howes highlighted the WFFL Equipment expenditures for the last five years. He explained most of the expenditures for the football program were during the previous year's fiscal budget so equipment and uniforms would arrive prior to the start of the season. He noted an average cost per year for equipment was \$14,704.68 and based on 160 participants the average individual cost for each participant would be \$91.90. Mr. Howes indicated football was an equipment intensive sport and providing all new equipment each year would be costly; consequently, the City tried to replace all equipment every three to four years except helmets which were reconditioned each year. He explained the expenses involved with the sport of football made cost recovery at 80 to 110 percent very difficult. He stated the full-time administrative staff wages were not factored in to the expenditures for the programs.

Councilmember Young remarked the cost recovery model only looked at benefits based on percentages rather than actual costs or absolute dollars. He expressed his opinion the actual costs could be relevant and something worth considering especially if the benefited group should be the same. There was a discussion about the cost of football versus other youth programs, neighboring cities registration fees, the possibility of partnering with businesses or individuals to defray costs with sponsorships or signage, impact of time and resources dedicated to football by the City, WFFL rules regarding jersey names and patches, teams raising money to purchase specialized uniforms or equipment, increasing the fees, impact for scholarship registrants, options within the program to maintain safety, and community support of the football program. Mr. Lenhard asked if there was a request for specific data that staff should provide for a followup discussion.

Councilmember Young expressed his opinion the program costs for football should be within the levels of the cost recovery model which had been adopted.

Councilmember Roper wondered what it would take to have actual dollars be within the percentage outlined by the cost recovery model for the football program. Mr. Howes indicated data showing comparisons of the youth programs actual dollars and number of participants could be compiled for review at a future meeting.

Councilmember Peterson recommended factoring the replacement costs for the shed at Fisher Park into the data because it was shared by multiple programs. She also requested to know the long term plan for its use and or replacement.

Councilmember Phipps requested to see data with comparisons between the City and other communities' rates for youth programs.

Mr. Howes asked the Council if there was any additional feedback regarding the action plan or its implementation that has not been discussed previously. The consensus of the Council was to continue to implement the plan as outlined, consistency was needed to make the plan effective, and striving harder to implement areas outlined that needed improvement. Mr. Howes identified the parents meetings would be important to hold prior to the seasons in the future.

There being no further business to come before the Council, **Councilmember Peterson moved to adjourn at 7:58 p.m., seconded by Councilmember Phipps. All voting AYE.**

**APPROVED AND ADOPTED**  
**This 28<sup>th</sup> day of November, 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, October 3, 2017.

/s/Nancy R. Dean, City Recorder