

CLEARFIELD CITY COUNCIL AND PARKS AND RECREATION
COMMISSION MEETING MINUTES
6:00 P.M. WORK SESSION
July 16, 2019

City Building
55 South State Street
Clearfield City, Utah

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush Nike Peterson Vern Phipps Karece Thompson	Councilmember Councilmember Councilmember Councilmember
EXCUSED:	Tim Roper	Councilmember
STAFF PRESENT:	Stuart Williams Kelly Bennett Adam Favero Eric Howes Curtis Dickson Brad McIlrath Trevor Cahoon Wendy Page	City Attorney Police Chief Public Works Director Community Services Director Community Services Deputy Dir. Senior Planner Communications Coordinator Deputy Recorder
EXCUSED:	JJ Allen Summer Palmer Spencer Brimley Nancy Dean	City Manager Assistant City Manager Community Development Director City Recorder

PARKS AND RECREATION COMMISSION MEMBERS: Jim Cordeiro, Thomas Mayer – Vice Chair, Nathan Wimmer – Chair, Andrea Bush, Bob Bercher, Jeff Baker, Kristi Bush

NOT PRESENT: Connie Dooley, Paul Taylor, David Greaves

VISITORS: Michael Rolow, Devin Prouty, Ruth Jones

Mayor Shepherd called the meeting to order at 6:02 p.m.

INTRODUCTIONS AND DISCUSSION REGARDING VISION AND GOALS FOR THE
PARKS AND RECREATION COMMISSION

Trevor Cahoon, Communications Coordinator, requested the Mayor, Council, Parks and Recreation Commissioners, staff and visitors participate in an activity which included introducing themselves, reporting their role in the City, and sharing their favorite City park,

recreation, or aquatics activity. There was a discussion about the favorite activities within the City and how each person has a role within the community. Mr. Cahoon explained each person working together or individually could make a difference in the community. He added the exercise showed how each person was interconnected and important no matter the role.

Eric Howes, Community Services Director, distributed handouts which included the Parks and Recreation Commission's vision, mission statement, and goals, as well as its bylaws. He explained the change in the agenda was to help the Council and the Commission better understand the goals for the Commission before moving forward with discussions in other areas. He pointed out several of the bylaws coincided with many of the goals of the Parks and Recreation Commission. Mr. Howes stated the Parks and Recreation Commission had identified its purpose over the years and staff was working towards helping the Commission accomplish its goals.

Mr. Howes reviewed the goals which included standardization of park amenities, closer integration with the operations of the parks and recreation department, community involvement and feedback, and appreciation and thanks for coaches, athletes, teams making a positive impact for Clearfield. He reported the Parks and Recreation Commission had been utilized to implement the goals and it would continue to work towards their accomplishment. He identified the following ways the Commission was working to accomplish its goals: providing input and making recommendations to the Council for standardizing the park amenities; providing input on PARAT tax projects; reviewing program proposals to ensure the details are the level of quality desired; participation, involvement, and taking an active role in the community through enhancing the yard of the year program and others; providing park watch reports; becoming integrated with staff through having the division managers attend the Parks and Recreation Commission meetings twice a year to open lines for better communication; by its volunteering efforts; and providing recognition to the City's volunteers.

Mr. Howes stated staff was aware of the four goals of the Commission and planned to work on implementation and supporting the Commission with its goals. He asked if there were things the Council would like to see the Commission and staff work on or if there was anything the Commission could do to better support the Council with its role. Mayor Shepherd expressed his appreciation to the Parks and Recreation Commission. He pointed out the City was known for the quality of its parks and recreation programs. He explained the Commission was an additional set of eyes and ears for the Council and to continue in its focus on the expressed goals. He added he would trust the recommendations made by the Commission.

Councilmember Bush commented one of the amenities the City did not currently have was a dog park; however, there was property set aside for it and suggested one of the next steps could be to get it established. Mr. Howes responded staff had tried to work with a contractor to get the fencing installed with some excess money before the end of the fiscal year; however, due to time and scheduling constraints it was unable to happen as desired. He mentioned staff would continue to look for ways to move projects forward when possible with the available resources.

Councilmember Bush recommended the City utilize the help of its residents when parks were installed. Mr. Howes indicated community build projects were a great way to involve the

residents, build community pride, and even seemed to decrease vandalism. He reported staff had improved its efforts over the years finding ways to utilize the labor of volunteers and felt it would be good to continue to do when possible.

Councilmember Peterson asked the commissioners what would help them feel more included as part of the process from the beginning to the end. Commissioner Kristi Bush responded it would be helpful if the Council continued to seek input from the Parks and Recreation Commission about PARAT tax spending, keep the Commission updated about its decisions, and allowed the Commission to be more included in the decision making process. Mr. Howes stated the role of the Commission was to be an advisory board to the Council which was the decision making body. He mentioned the Commission had been involved through committee participation at times and recently when the new playgrounds were designed and colors were selected. He noted there was always room for improvement.

Vice Chair Mayer indicated staff often provided many details and information which helped the Commission make better and informative decisions. Mr. Howes stated staff valued the commissioners' opinions and feedback because they lived in the City. Commissioner Bercher expressed his appreciation for the details provided by staff at Commission meetings. Commissioner Kristi Bush agreed and indicated because of the details shared at the last meeting she was better able to realize the needs of keeping the parking lot of the church clean and spent time cleaning up following the City's Fourth of July celebration so the use of the parking lot would continue into the future.

Mr. Cahoon reported there were three members of staff now working on marketing and communication needs so some of the gaps should be covered and it would allow time for more public involvement. Mayor Shepherd pointed out the City was working on its website redesign and wondered if it would affect the Parks and Recreation Commission. Mr. Cahoon responded the new website should be ready by March of 2020. He indicated it would have better accesses and also provide a visual element. He stated feedback would be helpful so it could be designed to help the public better access the data. Commissioner Andrea Bush asked if beta testing would be done. Mr. Cahoon answered it would be done to test the functionality and content of the site.

Mr. Howes announced the restrooms would be installed soon at the Cornerstone Park. Commissioner Baker commented he would appreciate an opportunity to chime in on some of the upcoming development projects and be invited to participate in the process. There was a discussion about projects where committees were used to help in the planning and design process. Mayor Shepherd explained there were times when residents, groups, committees, staff or the Council were involved in the planning phases, but often the City or residents were not able to be involved with other agencies or developers in the decision processes. Commissioner Baker requested if there was a project in the future where resident involvement was desired, he would like to be involved.

Mayor Shepherd expressed appreciation to the members of the Parks and Recreation Commission for joining the meeting and thanked them for the role they play in the community.

There being no further business to come before the Council and the Commission,
Councilmember Thompson moved to adjourn the joint work session and reconvene in work session at 6:59 p.m., seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmember Bush, Peterson, Phipps, and Thompson. Voting NO – None. Councilmember Roper was not present for the vote.

**APPROVED AND ADOPTED
This 28th day of August, 2019**

/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 16, 2019.