



**Kearns Community Committee
Meeting Minutes
Tuesday—September 1, 2026**

**Element Event Center
5658 S. Cougar Lane—2nd Floor
Kearns UT 84118**



1. CALL TO ORDER

The meeting was called to order at 6:04 PM by Susan Willis, Committee Chair.

2. DETERMINE QUORUM

A quorum was determined to be in attendance. Present were Susan Willis, Chair; Michael Coonrad, Vice Chair; Bridget McQueen, Paula Larsen, Jose Cuenca, Joanna Medina Sandoval, Jerry Wellman, Edward Aquirre. Joel Trujillo was excused.

3. CONSENT AGENDA

- A. Minutes for Review and Approval**
 - a. August 4, 2026**

Jerry Wellman motioned to approve the minutes from August 4, 2026, as published. Edward Aquirre seconded the motion; vote was 8-0, unanimous in favor with Joel Trujillo absent from the vote.

4. PUBLIC COMMENT – *Three (3) Minutes Allowed Per Person*

Sue welcomed attendees and invited public comment. A community member shared information about templesquare.org. Committee members thanked the public for attending, and no further public comments were recorded.

5. STAKEHOLDERS AND SUBCOMMITTEE REPORTS

- A. Community Involvement**
- B. Library**
- C. Public Safety**
- D. Public Works**

Chief Levi Hughes provided updates from the Unified Police Department, noting significant leadership changes within UPD, including retirements and new appointments such as Chief Chris Benedict and Chief Luis Lovato. He introduced the new Executive Office (XO) Shane Manwaring, sharing personal history about their parallel careers.

Chief Hughes discussed UPD participation in Hometown Days, including the parade, which went smoothly. He relayed feedback from Chief Batters about strong community support observed along the parade route. Hughes also noted upcoming seasonal concerns, including preparations for Halloween and Christmas on 54 events. Committee members and the chief briefly discussed social media posts involving UPD interactions, including photos with fire trucks and hydrants.

No library representative spoke, though committee members commented briefly about poster availability and distribution processes.

No formal Public Works representative provided a report, though topics relating to logistics, barricades, signage, garbage cans, and event maintenance were discussed later under Council Business.

6. COUNCIL BUSINESS (Discussion/Motion)

A. Hometown Days – Discussion

The committee conducted an extensive discussion evaluating both the parade and evening events.

Parade Review: Members generally felt the parade went well but identified areas for improvement. Several suggested assigning numbered placards to floats for easier organization. Others recommended using committee radios to improve communication during staging. A significant oversight involved barricade orders, which had not been placed. UPD and crossing guards stepped in to manage street control, and Detective Angela explained that UPD was not accustomed to handling barricades because the committee typically managed them. Committee members agreed to correct this next year. Additional concerns included late arrival of promotional banners, insufficient posting of event information, and inconsistent distribution of posters to churches and public locations. Committee members recommended advertising at least a month in advance and adding church foyers to next year's distribution list. They also discussed the parade permit process and clarifying responsibilities with city personnel.

Evening Event Review: Members offered feedback on the vendor layout, food trucks, live performances, and the drone show. Some food trucks withdrew last minute, causing long wait times; members agreed that at least two more vendors were needed next year. The drone show was well-received, though residents on side streets could only see partial views; members wondered whether the show could be angled differently. Graffiti art activities for youth were successful, but placement was too distant from the main event area. The committee agreed to consolidate activities on the west side of the park next year and include more art options. Issues with garbage cans arose when vendors relocated city-provided cans; next year, the committee plans to require vendors to bring their own waste containers and label city cans as non-vendor property. A dumpster may also be arranged. Members discussed water availability, signage needs (e.g., first aid stations, water tanks), and improving advertising clarity—particularly regarding whether a parade is part of Hometown Days. A brief incident was described involving a rapper whose performance included inappropriate language; Sue intervened and asked him to stop, and he apologized. Other performers were well received. The committee also discussed establishing next year's event date: tentatively August 14, 2027, aligning with the second Saturday.

B. ACCT Insurance (fair reimbursement) – Discussion and Potential Action

Sue explained that ACCT had paid the committee's insurance for the year, unaware that the committee had transitioned under the city's umbrella in April. Since the committee is now covered by city insurance, ACCT requested reimbursement for the months they covered. The committee also discussed dissolution of the former 501(c)(3) Kearns Community Council entity, noting confusion about who remains on that board. Attorney Lisa Watts-Baskin requested an official committee action to formally cancel the ACCT policy.

Jerry Wellman moved to cancel the ACCT insurance purchased on behalf of the former Kearns Community Council. Edward Aguirre seconded the motion; vote was 8-0, unanimous in favor with joel Trujillo absent from the vote.

Lisa indicated she would prepare a letter documenting the decision and work with the city to determine reimbursement amounts covering January through April, after which city insurance applied.

C. Rules of Order and Procedure - Discussion and Potential Action (*Lisa Watts-Baskin, KCC Attorney*)

Sue introduced the updated Rules of Order and Procedure emailed to members. Significant confusion existed due to two versions: a six-page April version and a newer nine-page version containing a Code of Conduct. Members wished to understand what changes had been made. Lisa clarified that the Code of Conduct originated from city council standards and applied broadly to boards and commissions. She explained expectations around conflict-of-interest disclosure, proper meeting conduct, respect for the chair, limits on cell phone use, compliance with state and local laws, and processes for reprimand or removal if necessary. After discussion, members agreed they could endorse the document while retaining the ability to request future amendments.

Jerry Wellman moved that the committee adopt the Kearns Community Committee Rules of Order and Procedure and endorse the attached Code of Conduct as presented. Joanna Medina seconded the motion; vote was 7-0, unanimous in favor with Paula Larsen abstaining from the vote and Joel Trujillo absent from the vote.

D. Code of Conduct – Discussion and Potential Action (*Lisa Watts-Baskin, KCC Attorney*)

Handled concurrently with the Rules of Order and Procedure above. No separate motion was required.

E. KCC Membership Changes – Discussion (*Lisa Watts-Baskin, KCC Attorney*)

Sue briefly noted that committee membership is officially under city oversight and that this has long been understood informally. No action items were proposed.

Members discussed the condition of the memorial wheels, concrete benches, plaques, staining, and cleaning needs. Paula and other volunteers had cleaned weeds and checked lighting. The committee agreed to schedule a volunteer day to clean plaques, pressure wash concrete when water access can be arranged, and address discoloration around metal fasteners. They also discussed issues with flag maintenance at Walker Park, including a missing flag and past wasp nests inside the flagpole housing.

Committee members turned in receipts for wheel restoration supplies. Sue agreed to verify whether she already received a missing Lowe's receipt.

7. CLOSED SESSIONS IF NEEDED AS ALLOWED PURSUANT TO UTAH CODE §52-4-205

No closed session was held.

8. ADJOURN

Jerry Wellman made a motion to adjourn the September 1, 2026 Kearns Community Committee Meeting at 7:24 pm. Bridget McQueen seconded the motion; vote was 8-0, unanimous in favor with Joel Trujillo absent from the vote.