



Clearfield Parks & Recreation Commission Agenda
Wednesday, September 16, 2020 7:00 p.m.

Clearfield City Steed Park Pickleball Courts
300 North 1000 West, Clearfield, Utah

CALL TO ORDER: Nathan Wimmer

APPROVAL OF MINUTES: August 19, 2020

1. Open Comment Period
The Open Comment Period provides an opportunity for the Public to address the Commission regarding concerns or ideas on any topic. Participants are to state their names for the record.
2. Staff Reports
Community Services Department Managers have an opportunity to provide the Commission with an update on initiatives within the division.
3. Park Watch Reports
Commissioners have an opportunity to report back on issues and concerns that they have identified during their visits to their assigned areas during the month.
4. Pickleball Instruction
Jackie Christensen, Recreation Manager, will provide instructions on pickleball.

COMMUNICATION ITEMS:

Council Liaison Minute
Commissioners' Minute
Deputy Director's Report
Director's Report

Dated this 10th day of September, 2020.

/s/Sheila Olsen, Secretary

Meetings of the Parks & Recreation Commission of Clearfield City may be conducted via electronic means pursuant to Utah Code Ann. § 52-4-207 as amended. In such circumstances, contact will be established and maintained via electronic means and the meetings will be conducted pursuant to the Electronic Meetings Policy established in City Code § 1-6-4H for electronic meetings.



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PRESIDING:	Thomas Mayer	Vice-Chair
PRESENT:	Robert Bercher	Commissioner
	Kristi Bush	Commissioner
	Paul Taylor	Commissioner
PRESENT VIA ZOOM MEETING:	Alyssa Belford	Alternate Commissioner
	Andrea Bush	Commissioner
	Jim Cordeiro	Commissioner
	Connie Dooley	Commissioner
ABSENT:	Nathan Wimmer	Chair
	Vern Phipps	Council Liaison
STAFF PRESENT:	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Director
	Sheila Olsen	Secretary

Call to Order

- Vice-Chair Mayer called the meeting to order at 7:01 p.m.

Approval of minutes

- Commissioner K. Bush moved to approve the minutes from the June 17, 2020, meeting, as written, seconded by Commissioner Cordeiro. The motion carried upon the following vote: Voting AYE – Commissioners Belford, Bercher, A. Bush, K. Bush, Cordeiro, Dooley, and Taylor. Voting NO – None.

Open Comment Period

- No public present.

Staff Reports

- No staff present.
- Director Howes reported Jackie Christensen will attend the September commission meeting which will be held at the pickleball courts.

Park Watch Reports

- Commissioner Dooley asked if the tables at Fox Hollow Park were going to be cabled together as they are being moved around. Director Howes will have the Parks Manager take care of this.
- Commissioner K. Bush stated the turf at Steed Park is very swampy, and the mower tires are leaving deep tread marks. Director Howes responded that staff will be provided more training. She also asked that the branches be trimmed on the tree in the parking lot near the garbage cans so vehicles could park.



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Yard of the Year

- Vice-Chair Mayer asked Commissioners to submit their yard of the year scores by Friday; only four have been received as of tonight. Commissioners Cordeiro, A. Bush and Belford stated they submitted scores via Google and Commissioner Taylor emailed his scores. Ms. Olsen will follow up Thursday morning.
- Director Howes asked for feedback on the yard of the year program.
 - Commissioner A. Bush stated she likes both the paper and digital options for submitting scores.
 - Vice-Chair Mayer said it would be helpful if the weekly winners were mapped out for the yard of the year judging.
 - Commissioner K. Bush said the weekly nominees she spoke to were thrilled to have been nominated and received recognition.
 - Commissioner Taylor commented the door hangers were a good idea and others agreed.
 - Consensus was the program is going well as long as each Commissioner makes it a priority to do their part.

Halloween Decorating Contest

- Vice-Chair Mayer suggested the program be managed the same as the holiday decorating program then asked for other ideas from Commissioners.
- Commissioners discussed different options of conducting the program including accepting nominations or driving around neighborhoods and how the judging process should work.
- Deputy Director Dickson explained that nominations for other programs, such as July 4 parade and Easter, were submitted via social media, email, and phone.
- Commissioner Taylor moved to approve implementing a Halloween Decorating Contest using the same processes as the Holiday Decorating Contest seconded by Commissioner Bercher. The motion carried upon the following vote: Voting AYE – Commissioners Belford, Bercher, A. Bush, K. Bush, Cordeiro, Dooley, and Taylor. Voting NO – None.
- Deputy Director Dickson will coordinate marketing of the program with Trevor Cahoon.

Recreation Programming Recommendation

- Eric Howes, Community Services Director, reported the fee increases that have been implemented since the joint meeting with the City Council on May 19, 2020.
 1. Aquatic Center daily use fees and membership fees were increased on July 13.
 2. Field use fees for soccer were increased effective with the fall soccer season.
- Other fees for facility rentals, cemetery, aquatic center programs, and recreation programs will be reviewed and adjusted as necessary following the business plan guidelines.
- Commissioner K. Bush asked if customers had complained about the fee increases. Mr. Howes reported there had been a few complaints, mostly from seniors because the senior prices had been eliminated, but most were understanding.
- One of the goals is to minimize duplication of programs and services offered by neighboring cities and to offer a greater variety of programs that are not offered in other communities such as outdoor sports.
- Three goals need to be planned for and accomplished for every service/program/activity we provide. If the program only accomplishes two goals, it should be re-evaluated. If the program only accomplishes one goal, it should probably be eliminated and replaced.
 1. RISE UP. This acronym stands for Respect, Inclusion, Skill building, Excellence, Unity and Professionalism, and Clearfield's policy priorities.



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2. Participation. Our goal is to include as many members of our community in our services as possible.
 3. Cost recovery. The goal is to generate enough revenue to cover the direct costs associated with the program.
- Some other considerations before eliminating a program are whether there are other options for participants and whether the program reaches an underserved population.
 - Program spreadsheets provided to Commissioners were explained. The spreadsheets include participation numbers, revenue, direct costs, and cost recovery. A formula based on these numbers then calculates proposed fees. Programs were highlighted reflecting status based on meeting the goals outlined earlier: green = continue, blue = modify, red = eliminate, and yellow = new program proposal.
 - Staff recommend tackle football be eliminated based on the activity not meeting goals and other issues discussed earlier.
 - The Consultant recommended a staff retreat every year in the fall where staff evaluate every program and fees, set all goals, make adjustments October to December, and have the next calendar year planned by January.
 - Commissioner Bercher moved that Mr. Howes provide a recommendation to the City Council to adopt the recreation programming plan as presented tonight at the September 15 City Council work session seconded by Commissioner Taylor. The motion carried upon the following vote: Voting AYE – Commissioners Belford, Bercher, A. Bush, K. Bush, Cordeiro, Dooley, and Taylor. Voting NO – None.

Council Liaison Minute

- Council Liaison Phipps was absent.

Commissioners' Minute

- None

Deputy Director's Report

- Curtis Dickson, Community Services Deputy Director
 - July 4 COVID celebration had a good turnout – virtual band concert, movie in the parking lot, City Council parade 41 miles through the city (four and one-half hours) with a great neighborhood turnout, virtual choir performance, and fireworks in the entire valley.
 - “Frozen” performances were successful.
 - “High School Musical” is currently in production.
 - Tackle football had only 78 participants, enough for only two teams. Staff spent three weeks trying to place football players on teams in other cities; we were only able to place 60 participants. After discussion with City Administration and Council, it was decided it would be best to put resources elsewhere and eliminate the program.
 - Pickleball has been the biggest success over the last couple of months. The pickleball courts have been pretty much full every morning and evening since opening. The leagues and lessons have been very popular. Many groups have expressed interest in using the courts for tournaments, but the decision was made not to permit tournaments this year until pricing, frequency, etc. can be determined and more parking is made available.
 - Staff is working on fall sports and looking into offering programs for youth based on the new revised school schedule during the pandemic.



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Director's Report

- Eric Howes, Community Services Director
 - Mabey Pond well is cavitated again, so no new water has been added for the last 2-3 weeks. Possible solutions would be to lower the bottom of the pipe 40 feet deeper and change the pump. The bid for repairs will be presented to City Council on September 8.
 - Public Works City Engineer is working on Steed Park parking lot design. Once that is complete, the area will be excavated and millings will be added and compacted which will then provide a temporary parking lot until funds are budgeted for a final parking lot.
 - Money has been budgeted for a restroom at Central Park, but after Mr. Howes explained the cost difference for a restroom at Steed Park versus one at Central Park and there being a greater need for one at Steed Park, Commissioners agreed he should request Council make a budget adjustment to reallocate funds for the restroom at Central Park plus additional funding to have a restroom built at Steed Park.
 - Boonanza, planned for October 24, will be very different this year. Options being considered are a drive through spook alley, "You've Been Booed" drive through similar to the Easter event, and parking lot movie.
 - A consultant will be evaluating the aquatic center facility and the programming to make recommendations on keeping the center more viable into the future and to modify programming to make the center more of a family center.
 - Parks, open space and cemetery maintenance is in catch-up mode due to the lack of seasonal employees; there are typically 13 employees at this time of year, but currently there are only five employees. We are continuously recruiting, but have not been successful in getting applicants. As a result, other tasks have been delayed, for example, installation of playground equipment at Hoggan's. The Parks department has many projects to get started, but they are way behind.
 - Staff are trying to be flexible with all the changes related to COVID which change regularly.
 - Expressed appreciation for Commission's efforts with yard of the year and for their support of staff.

Adjourn

- Commissioner Bercher moved to adjourn, seconded by Commissioner K. Bush. The motion carried upon the following vote: Voting AYE – Commissioners Belford, Bercher, A. Bush, K. Bush, Cordeiro, Dooley, and Taylor. Voting NO – None. The meeting was adjourned at 8:40 p.m.