



CLEARFIELD PARKS & RECREATION COMMISSION AGENDA JANUARY 19, 2022

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.

Multipurpose Room, 2nd floor
55 South State Street
Clearfield, Utah

CALL TO ORDER: Thomas Mayer
APPROVAL OF MINUTES: December 15, 2021; November 17, 2021; October 20, 2021;
September 15, 2021; August 18, 2021

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. 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.
3. Nominations and Election of Officers
Commissioner's will hold nominations and elections for Chair and Vice-Chair.
4. Commissioners Manual
A brief overview of the Commissioners Manual, with new printed copies distributed to the Commission.
5. Barlow Dog Park Amenities
Discussion on options for amenities in the Dog Park.
6. Goals Discussion
Commissioners will initiate discussion on setting goals for 2022.
7. Council Liaison Minute
8. Deputy Director's Report
9. Director's Report

****PARKS AND RECREATION COMMISSION MEETING ADJOURNED****

Dated this 12th day of January, 2022

/s/Jennie Laub, Secretary



Clearfield City Parks and Recreation Commission Minutes August 18, 2021

PRESIDING:	Nathan Wimmer	Chair
PRESENT:	Kristi Bush	Commissioner
	Tony DeMille	Commissioner
	Connie Dooley	Commissioner
	Jim Cordeiro	Commissioner
	Matthew Mangum	Commissioner
	Thomas Mayer	Vice-Chair
	Paul Nielson	Alternate Commissioner
STAFF PRESENT:	Curtis Dickson	Community Services Deputy Director
	Vern Phipps	Council Liaison
ABSENT:	Alysa Belford	Commissioner
	Eric Howes	Community Services Director
	Aubrie Miller	Youth Commissioner

Call to Order

- Chair Wimmer called the meeting to order at 7:00 p.m.

Approval of Minutes

- Commissioner Mayer moved to approve the minutes from the June 16, 2021, meeting, as written, seconded by Commissioner Cordeiro. The motion carried on the following vote: Voting AYE – Commissioners Bush, DeMille, Dooley, Mangum, Cordeiro, Mayer and Nielson. Voting NO – None.

Open Comment Period

- Chair Wimmer acknowledged no public were present at the meeting.
- Introductions of new Commissioners Tony DeMille and Matthew Mangum.
- All current Commissioners and Staff introduced themselves to the new Commissioners.

Staff Report

- No staff report was given.

Park Watch Reports

- Commissioner Dooley gave compliments to staff regarding the good condition of the basketball courts at Fox Hollow.
- Concerns were expressed regarding the condition of the Kiwanis Park restroom. Mr. Dickson confirmed that renovation is planned with the FY22 budget.
- Reports of fires being built at night on the Rail Trail. Mr. Dickson will notify the PD Dispatch.
- Chair Wimmer discussed Park Watch and Trail Assignments.
- Commissioner Bush expressed concern about Chinese Elm trees at Central Park.



Clearfield City Parks and Recreation Commission Minutes August 18, 2021

Halloween Decorating Contest

- Mr. Dickson reviewed how the Halloween Contest is conducted.
- Kimberly Martin, in the Customer Service Department, will be the point of contact for the contest. Sheila Olsen has retired, and her position has not yet been filled.

Council Liaison Minute

- In response to Commissioner Dooley's query regarding neighborhood flood damage, that was due to an infrastructure issue, Councilman Phipps explained the availability of Good Neighborhood Funds, and Summer Palmer is the person to contact.
- Commissioner Bush questioned where funding would be for city beautification, especially for trees. Expressed concern about how close new projects are built to the road on State Street. Mr. Dickson assisted in explaining what the city can be responsible for versus the developer or private owner.

Commissioners' Minute

- Chair Wimmer stated that commissioners' minute had been covered earlier, during introductions.

Deputy Director's Report

- Parks Division:
 - The biggest problem is staffing.
 - Drought has created many challenges, including an increase in noxious weeds. The new central irrigation system has been very successful in reducing water use.
- Aquatic and Fitness Center
 - Daily admissions are on the rise, memberships still fluctuating. Covid is still affecting long term membership commitments.
 - Staffing is also an issue, running at approximately 50% staff for part time positions. Full time staff continues to fill in.
- Recreation
 - They recently hosted a state Pickleball Tournament. Commissioner Dooley commented that the commissioners would volunteer to help with events like that, but they are never asked to. Mr. Dickson said he would pass that info onto the Recreation Staff.
- Arts Center
 - It is four to six weeks before the Center renovations will be completed. Currently painting the interior. Next week ceiling grid goes back in, followed by the heating and electrical. Flooring and punch list last. Open house planned when it is completed.
 - Currently producing "Mama Mia" at the Bicentennial Park Amphitheater.
- PARAT Tax Use, General Fund Capital Projects
 - Finishing up Pickleball courts, new restroom ground being prepped, will be delivered next month. Additional pavilions and benches will be installed. The parking lot will be paved and curbing added. A new sound system is planned.
 - Extension of Canal Trail, so it does not re-route through the neighborhood. Working with Wasatch Front Regional Counsel and waiting to see if grant monies are available.
 - Introduced to commissioners the combined bid process coming up for several smaller projects, as a "not to exceed" contract.
 - New playgrounds planned: Jacobsen and Kiwanis.



Clearfield City Parks and Recreation Commission Minutes August 18, 2021

- Commissioners' questions:
 - Is appreciation being shown to the volunteer staff (coaches, etc.) as had been previously discussed? Mr. Dickson reviewed measures that are taken, and coaches receive a \$25 credit on their recreation account to use when they sign up for programs.
 - What is happening with the old library building? Mr. Dickson reviewed different options, private parties are negotiating to purchase the building, and possible plans to renovate the amphitheater. Nothing is firm yet.

Directors Report

- Mr. Howes was absent.

Adjourn

- Commissioner Dooley moved to adjourn, seconded by Commissioner Bush. The meeting adjourned at 7:50 p.m.

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Clearfield City Parks and Recreation Commission Minutes November 17, 2021

PRESIDING: Nathan Wimmer Chair

PRESENT: Tony DeMille Commissioner
Matthew Mangum Commissioner
Thomas Mayer Vice-Chair

PRESENT VIA
ZOOM MEETING: Jim Cordeiro Commissioner

STAFF PRESENT: Eric Howes Community Services Director
Curtis Dickson Community Services Deputy director
Vern Phipps Council Liaison
Jennie Laub Secretary

ABSENT: Kristi Bush Commissioner
Connie Dooley Commissioner
Aubrie Miller Youth Commissioner
Paul Nielson Alternate Commissioner

Call to Order

- Chair Wimmer called the meeting to order at 7:02 p.m.

Approval of minutes

- No minutes to approve.

Open Comment Period

- Chair Wimmer acknowledged no public were present at the meeting.

Staff Reports

- No staff reports were made at the meeting.

Park Watch Reports

- Commissioner Mayer reported he has spent a lot of time at Cornerstone Park, and it is a very nice park.
- Commissioner Mangum asked about plans to replant vegetation along Canal Trail, after work is completed along the sound barrier wall. Mr. Howes responded that UDOT will oversee with a native mix as soon as work is complete.

Holiday Decorating Contest and Commission Dinner

- Discussed time to meet, time needed to drive around and judge the holiday decorating.
- Chair Wimmer suggested dinner is held at a Clearfield owned business, and Wingers was agreed on.
- Departure time of the bus was set at 6:00 pm sharp. Chair Wimmer asked all to remember to be respectful of everyone's time, and to be punctual.



Clearfield City Parks and Recreation Commission Minutes November 17, 2021

Discussion on terms of commission members

- Terms expiring in December 2021:
 - Chair Nathan Wimmer; Will end term with no renewal.
 - Commissioner Kristi Bush; Will end term with no renewal. Not present but has previously submitted her intent to end her term to Mr. Howes.
 - Commissioner Connie Dooley; not present. Has not yet notified staff regarding intent to renew term or not.
 - Commissioner Alysa Belford resigned via email the first of November. Her term would expire December 2022.

Council Liaison Minute

- Councilman Phipps expressed appreciation to the commission for the work they have done. Mentioned how significant the Yard of the Week/Year contest is to residents.
- Chair Wimmer added comments that the commissioner position had been a great opportunity for him, and it has been mostly a rewarding experience. He asked future commissioners to remember this commission is all about the community, not just one individual.

Deputy Director's Report

- Reviewed Boonanza and Halloween decorating contest. Boonanza was successful. May rethink doing free pumpkins for decorating for next year.
- Jr Jazz update, participation is very good.
- Christmas tree lighting will be November 29, followed by an open house at the newly remodeled Arts Center.
- Mentioned staffing issues, asked to spread the word about working for the City.

Director's Report

- Updated commissioners on the current compensation study, as the city evaluates wages and positions to remain competitive in the market. Short staffing has also affected revenue.
- Capital projects discussed; current "Mega-Bid" project will soon be under contract. I-15 landscaping is out for bid for design.
- Discussed use of CDBG funds (Community Development Block Grants) For the parks, new garbage cans and tables. New benches in parks and trails.
- Fisher Park has been a challenge to keep clean – at lunch, high school students leave a lot of trash. Mr. Howes has meet with the principal of Clearfield High and the student leaders, and the school will clean up the park two times a week. The City will increase the number of trash cans.
- Discussed goals set for the commission, will discuss new goals in January.
- Open discussion began about the importance of keeping the decorating and yard contests going, Mr. Howes expressed how pleased he has been with the community response. Also thanked outgoing commissioners for their contributions.



**Clearfield City Parks and Recreation Commission Minutes
November 17, 2021**

Adjourn

- Commissioner Mayer moved to adjourn, seconded by Commissioner Cordeiro. The meeting adjourned at 7:47 p.m.

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Clearfield City Parks and Recreation Commission Minutes October 20, 2021

PRESIDING:	Nathan Wimmer	Chair
PRESENT:	Tony DeMille	Commissioner
	Jim Cordeiro	Commissioner
	Paul Nielson	Alternate Commissioner
	Matthew Mangum	Commissioner
	Thomas Mayer	Vice-Chair
PRESENT VIA ZOOM MEETING:		
	Kristi Bush	Commissioner
	Connie Dooley	Commissioner
STAFF PRESENT:	Eric Howes	Community Services Director
ABSENT:	Curtis Dickson	Community Services Deputy Director
	Vern Phipps	Council Liaison
	Aubrie Miller	Youth Commissioner
	Alyssa Belford	Commissioner

Call to Order

- Chair Wimmer called the meeting to order at 7:00 p.m.

Open Comment Period

- Chair Wimmer acknowledged no public were present at the meeting.

Staff Reports

- No staff reports were made at the meeting.

Park Watch Reports

- No issues with parks were reported.

Halloween Decorating Contest

- Commissioners were reminded of the upcoming contest, and to have their judging submitted by October 26, 2021.

Business Plan Review

- Mr. Howes had a prepared presentation reviewing the Recreation Business Plan.

PARAT Tax Master Plan

- Mr. Howes reviewed the options for the remaining PARAT Tax funding.

Council Liaison Minute

- Councilman Phipps was absent.



Clearfield City Parks and Recreation Commission Minutes
October 20, 2021

Commissioners Minute

- No additional comments

Deputy Director's Report

- Mr. Dickson was absent

Director's Report

- Nothing further to report following the Business Plan and PARAT Tax discussion.

Adjourn

- The meeting was adjourned at 8:45 p.m.

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Clearfield City Parks and Recreation Commission Minutes December 15, 2021

PRESENT:	Kristi Bush	Commissioner
	Jim Cordeiro	Commissioner
	Anthony DeMille	Commissioner
	Connie Dooley	Commissioner
	Matthew Mangum	Commissioner
	Thomas Mayer	Vice-Chair
	Aubrie Miller	Youth Commissioner
	Paul Nielson	Alternate Commissioner
	Nathan Wimmer	Chair

STAFF PRESENT:	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Director
	Vern Phipps	Council Liaison
	Jennie Laub	Secretary

Members met at Clearfield City Hall at 6:00 p.m. for a tour of the city judging Christmas lighting displays.

After the judging was complete, members and guests met at Wingers for dinner.



Clearfield City Parks and Recreation Commission Minutes September 15, 2021

PRESIDING:	Eric Howes	Community Services Director
PRESENT:	Jim Cordeiro	Commissioner
	Tony DeMille	Commissioner
	Connie Dooley	Commissioner
	Matthew Mangum	Commissioner
	Thomas Mayer	Vice-Chair
	Aubrie Miller	Youth Commissioner
STAFF PRESENT:	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Director
	Jackie Christensen	Recreation Manager
ABSENT:	Alyssa Belford	Commissioner
	Kristi Bush	Commissioner
	Paul Nielson	Alternate Commissioner
	Nathan Wimmer	Chair
	Vern Phipps	Council Liaison

Call to Order

- Mr. Howes called the meeting to order at 7:00 p.m.

Approval of Minutes

- No minutes to approve

Open Comment Period

- Mr. Howes acknowledged no public were present at the meeting.

Staff Reports

- Report by Jackie Christensen, Recreation Manager
- Updated the commissioners on the current events with the Arts. Planned events have been performed at alternate sites, as the remodel on the Arts Center has been underway.
- Reviewed plans for Movie in the Park, coming up in October. Pumpkin carving contest with Boonanza.
- Jr Jazz sign-ups have started for kindergarten, 1st and 2nd grade, and they play in the fall. Older kids' sign-up starts October 1st, and they start play in January. Some years the Recreation Manager/Supervisors coordinates with Clinton and other cities to form a team for the older girls, due to low participation in that age group.
- All the adult leagues (Men's Basketball, Adult softball, Adult soccer) are doing well with participation.
- Pickleball has also been very successful. The city has hosted several tournaments, and participation is high from the surrounding communities.
- Group discussion regarding staffing, and participation levels for all girls' sports. Ms. Christensen explained the extensive marketing and outreach programs to solicit participation. A summer



Clearfield City Parks and Recreation Commission Minutes September 15, 2021

basketball camp was very successful. Also, the All Sport League, where a different game is played each week has been successful, and they will be continuing that in the future.

- Mr. Howes explained that the city tries to offer options other cities do not. Also working with high school athletics, to have students work as officials in games, as a solution to short staffing.

Park Watch Reports

- An overhanging Elm tree needs trimmed back on the Canal Trail at 650 North.
- Commercial vehicles are being left for extended weekend parking at Bicentennial Park.
- Several sightings of Graffiti at different city parks.
- Kiwanis Park & Jacobsen Park playgrounds are budgeted to be replaced.
- Dead trees at Fox Hollow.

Council Liaison Minute

- Councilman Phipps was absent.

Commissioners' Minute

- Compliments for the Arts in the Park program during the past summer.

Deputy Director's Report

- Update on the Arts Center remodel
- Review of upcoming Capital Projects, improvements to parks, entrance to city hall.

Director Reports

- Discussed use of CDBG funds
- Plans to install more drinking fountains, replace tables, benches, and garbage cans.
- PARAT will cover parking lot improvements.
- Discussion on staff shortages, and current labor market. The city has had to contract out some open spaces work.
- Discussion on Aquatic Center pool liner replacement, expansion plans. Addition of new blinds.
- Upcoming retreat: will evaluate each program and how it fits the business plan.
- Review of how the city has adapted to the drought. Updated water systems in parks have shown substantial water savings. All new turf is being seeded with a low water seed mix.

Adjourn

- The meeting adjourned at 8:28 p.m.