



Sugar House Park Authority | January 11, Draft Minutes

Date/Time: Thursday, January 11, 2024, from 6:00 pm – 8:00 pm

Location: WebEx

Board Members Present	Anchor Location:
Siv Ghaffari, Richard Layman, Holly Nichols, Roxanne Christensen, Jackie Rosen, Patrick Leary, Toby Hazelbaker, Taylor Weavil, Kaila Grafeman Other Attendees: Jackie Standing, Diane Booth, Chris, Garth Rushforth, Lisa Hanussak, Ryan Bybee, Scott Bunker	There is no physical anchor location. If you have questions or need further assistance, please contact Jackie Standing at 385.468.1800.

This meeting will be conducted virtually only via WebEx meetings. Agendas, recordings, and meeting minutes can be accessed on the Utah Public Notice site at utah.gov/pmn.

6:00 **Call to Order**
Holly Nichols – President

6:05 **Approval of Special Events and Athletic Field Use Requests**
Holly Nichols – President

Name/Organization/Event	Document Reference	Date(s)
Carry the Load-Madison W. Honor fallen military. Team lives on tour bus. The event is the walk. People join them at the park to walk. Motion by Richard Layman second by Siv Ghaffari. The board approves unanimously.	Portfolio 1	05/20/2024
SP Plus Corp-Monica wants to host their staff summer party. They will have food trucks, but they will have tickets not payment. Roxanne Christensen recommended the Sugar Beets pavilion for proximity. Motion by Richard Layman, second by Jackie Rosen, the board approved unanimously.	Portfolio 2	06/22/2024

UHSAA-Ryan Bybee-The coaches association. For fifty plus years the state cross country meet has been held at Sugar House Park. Ryan talked about the past venues he has held past meets. The park works well for loading and unloading. He discussed the logistics he plans to use by using a QR code system with a prepayment system and not exchanging cash but verifying payment. All UHSAA events are prepaid. Discussion about having a sweatshirt stand at the highland high corner. Holly Nichols mentioned the use of the garden center. The board asked questions about food vendors and audio equipment. Holly Nichols brought up prepay parking. Jackie Rosen brought up ADA. There is only one parking lot that the race crosses which is on the south side of the hill. They have someone man that station. The board voiced their concerns about park users being turned away because they don't have a ticket to the event. The board is open to the event being held with certain stipulations.	Portfolio 3	10/23/2024
*ALS	Portfolio 4	09/28/2024
*Girls on the Run	Portfolio 5	11/16/2024
*Haunted Half Runtastic Events	Portfolio 6	10/19/2024

*These event requests are exempt from appearing before the board for approval because they have held the same event for three or more years.

Motion by Taylor Weavil Second by Richard Layman. The board approves unanimously.

6:15

Bench Request near Memorial Tree for Dr. Mike Kuhns

Lisa Hanussak Scott Bunker spoke about honoring Dr. Mike Kuhns. Would like to add a bench by the tree. Dr.Kuhns has had a huge impact on foresters in the community. He has authored several books and fact sheets for USU. He is well known Nationwide. He has done other benches like what he is proposing in the community and people love them.

Action: Park Authority may take action to approve

Motion by Roxanne Christensen to approve the bench location utilizing the parks bench standard bench design. Seconded by Kaila Grafeman. The board approved unanimously.

- 6:30 **SLCPD Drone Request**
Josh Ashdown
Action: Park Authority may take action to approve-Moved to February
- 6:45 **Future Pavilion Planning – Request to choose the next two Pavilions for funding request**
Roxanne Christensen - Treasurer
Action: Park Authority may take action to approve
Roxanne Christensen shared a whiteboard with all the pavilions listed and guided a discussion about the pavilions. The board talked pavilion designs, ranking of the pavilion conditions (worst to best), and other considerations. The board discussed having deeper discussions or getting more guidance for a new amphitheater.
Motion to approve by Taylor Weavil that the next two Pavilions be Parleys Creek and Segoe Lily to the Medium Size. Seconded by Siv Ghaffari. The board approved unanimously.
- 7:15 **Sugar House Park Master Plan Next Steps**
Roxanne Christensen - Treasurer
Action: Park Authority may take action to approve
Has not been a meeting since the last meeting. Roxanne Christensen would like to form a master plan committee. Siv Ghaffari inquired about time commitment. Roxanne Christensen said they could put CIP on pause and focus on master plan. Richard Layman said CIP meets a couple hours a month in meetings and more time outside. Siv Ghaffari is curious but concerned with the time commitment. The board discussed about getting the master plan committee started.
- 7:30 **Approval of November 2023 Minutes**
Holly Nichols – President
Action: Park Authority may take action to approve
Richard Layman emailed changes. Changes were made. The board would like to have last names used in the minutes from now on. I have updated last month's minutes.
- 7:35 **Approval of October, November, and December 2023 Financial Statements**
Roxanne Christensen - Treasurer
Action: Park Authority may take action to approve
The board looked over November and December 2023 financial statements.
Richard Layman motioned to approve second by Siv Ghaffari. The board approved unanimously.
- 7:40 **Review of 2023 Budgeted and Actual and Look at 2024**
Roxanne Christensen - Treasurer
Action: Park Authority may take action to approve
Roxanne Christensen went over budget summary line items. Roxanne Christensen wants to have a discussion with the county about maintenance. Richard Layman moves to approve with Patrick Leary's comments seconded by Siv Ghaffari. The board approves unanimously.
- 7:50 **Board Elections - Treasurer**
Holly Nichols – President
Action: Park Authority may take action to approve
Roxanne Christensen accepts the nomination as **Treasurer**.
- 7:55 **Presidents Report**
Holly Nichols – President

- Board Opening Application-working with Liz Sollis to find a replacement. The board is interested in someone with a background in finance. The board discussed past vacancies. The board discussed when they should interview February or March?
- Park Signage was sent out. the pdf is going to production. The board can send more comments to Board chair.
- Rotating Board Presence at SHCC for 2024-Holly Nichols would like board members to attend one meeting a year if you have the time. Richard Layman said its important for visibility.
- Joe Hill Memorial Unveiling-Turnout was great. Chris (no last name stated) said they didn't get the graffiti sealant down before it got cold.

8:00

Other Business

- Pavilion Update – *Roxanne Christensen* Fabian pavilion has been ordered. The board wants to know if the name is Fabian Lake or Fabian Lakeside.
- CIP Committee Update – *Roxanne Christensen*
- Irrigation Repairs – *Patrick Leary*-No update. Next month will have a presentation.
- Garden Club Lease – *Jackie Rosen*-Get a draft for review for next month.
- Social Media / Website –*Kaila Grafeman*-Met with Roxanne Christensen and built out social media posts for the next few months.
- Transient Camps/Park Security Update – *Taylor Weavil*-Still doing the one time a week until April then will move to twice a week.
- Richard Layman-Brought up snow removal and garbage can placement.

8:19

ADJOURN

Motion by Siv Ghaffari to adjourn the meeting.