

CITY OF NORTH SALT LAKE
PARKS, TRAILS, ARTS, & RECREATION
ADVISORY BOARD MEETING MINUTES
642 NORTH 400 WEST, NORTH SALT LAKE
JULY 25, 2023

FINAL

Tammy Clayton, Board Chair, called the meeting to order at 6:00 p.m.

BOARD MEMBERS PRESENT: Tammy Clayton, Camille Thorpe, Jeff Scroger, Peter Wirthlin, Dallas Golden, Ted Knowlton – City Council Representative

BOARD MEMBERS EXCUSED: Kyle Poulter

STAFF PRESENT: David Frandsen, Assistant City Manager; Carmen Wilson, Public Works Operations Manager; Randy Simmons, Public Works Operations Manager; TJ Riley, Parks Superintendent; Ken Leetham, City Manager

VISITORS PRESENT: Travis Davis, representative of Hughes General Contractors

1. WELCOME AND INTRODUCTION

Chair Clayton welcomed those attending.

2. MINUTES APPROVAL

Peter Wirthlin moved to approve the Parks, Trails, Arts, and Recreation Advisory Board meeting minutes of June 27, 2023, as written. Councilmember Knowlton seconded the motion. The motion was approved by Board Members Clayton, Golden, Knowlton, Scroger, Thorpe and Wirthlin. Board Member Poulter was excused.

3. PUBLIC WORKS UPDATE

David Frandsen, Assistant City Manager, thanked everyone who helped with the Liberty Fest events. He presented pictures of the updated tennis courts at Tunnel Springs Park. He shared pictures of the new playground equipment and rock signs at Stonehenge, Caleb, and Oldham Parks. He also shared the new rock signs that are being placed at Buckingham Park, Boston Park, Cambria Park, Legacy Park, Wild Rose Trailhead Park, and South Community Park.

Ken Leetham, City Manager, talked about the roles of the City's citizen committees. He reported that the City has had great success with forming these committees. He talked about a couple of different committees, one being the Golf Oversight Committee that had been in effect for 7 years. Mr. Leetham noted that Committee meets every month and helped the City go through a

process of selecting how the golf course and the events center would be managed. He continued the Committee went through the process of selecting a general manager, Tyler Abegglen, who has been with the City for about three years. He explained the Committee helped with the clubhouse renovation. He acknowledged the Golf Oversight Committee has been an effective citizen committee working in partnership with City staff and the City Council.

Mr. Leetham reported that the Health and Wellness committee was formed a couple of years ago and was supported by several staff members. He mentioned the Health and Wellness Committee formed by Resolution went through a process that Mr. Leetham recommended would also be beneficial to the Parks, Trails, Arts, and Recreation Advisory Board. He said the Health and Wellness Committee formed some by-laws, added structure, and formalized how to do business.

Mr. Leetham suggested that with the changes and growth of the Parks, Trails, Arts and Recreation Advisory Board, it might be beneficial to look at formalizing some by-laws in the same way that other committees have done. He recommended that this Board's by-laws might include rules on procedures, agendas, and how the board would like to conduct business going forward. He recommended electing officers as part of the plan. He said City staff was working internally on some by-laws that could be shared with the Board before the next meeting as a starting point on how to move forward. Mr. Leetham said he would send a copy of the Health and Wellness by-laws to board members for review.

Mr. Leetham said with current interest in all aspects of parks, facilities, trail building, active transportation and civic events, there might be a growing need for additional committees that have specific, effective purposes rather than this committee breaking off into subcommittees. He said the City wants to surge ahead to cover all aspects of the focus points. Mr. Leetham mentioned that the upcoming Hatch Park redesign is exciting and will take up a lot of time and resources and he does not want any other aspects of the Board to be left behind.

Mr. Leetham said that formal by-laws have helped strengthen the citizen committees with the City Council. He shared that the Health and Wellness Committee chairperson goes to the City Council meeting once a year and shares their goals with the Council. He recommended that formalizing the Board and attending a meeting with the City Council could produce feedback in both directions for a better understanding of goals. He gave an example of active transportation being one goal that the City Council has, along with the State of Utah, that this Board could include in its annual goals.

Mr. Leetham said the City Council could benefit from a presentation by the chairperson of the Parks, Trails, Arts and Recreation Board in early 2024. He recommended giving an overview of what was accomplished in 2023, sharing the organization of the board, introducing the board members, and sharing goals for 2024. He said the role of a citizen committee was to recommend things to the City Council. He explained the Council could then decide where resources and staff are best spent with regard to those recommendations.

Chairperson Clayton suggested the Board get on the City Council calendar for September since there are events planned for the remainder of the year. Board Member Wirthlin suggested the

Board attend quarterly City Council meetings with a focus on each aspect of parks, trails, arts, and recreation.

Mr. Leetham thanked the board members for their donation of time and attendance at City events.

4. CITY COUNCIL UPDATE

Ken Leetham gave an update of the Hatch Park redesign request for proposals (RFP) status. He said the submittal deadline is August 3, 2023, but it might be extended to August 10, 2023. He mentioned City staff had a voluntary meeting with nine design firms that are interested in the project. He stated the City reserved the right to select a firm based upon their qualifications, innovation, and creativity rather than the lowest bid. Mr. Leetham said the methodology for scoring included analysis of two submittals. He noted one would be a design proposal and the second submittal would be a sealed bid with the price. He explained the first submittals would be scored before opening the second submittals. He commented the recommendations from the notes drawn up originally by the Hatch Park design committee were shared with the interested firms for review.

Mr. Leetham said the South Davis Recreation District Board was not prepared to commit to the Hatch Park expansion at this time. He noted that he and Mayor Horrocks, who would be the chair of that board, would be working in 2024 to get a firm decision. He acknowledged the potential recreation center would be part of phase two of the project. He explained the design would reserve 3.5 acres for three years to give them time to decide whether the District would contract with us on the expansion of the property.

Mr. Leetham said the first step in phase one of the Hatch Park project would take approximately 8-9 months to engage the designer and finalize plans. He stated then it would go out to bid for contractors on the project. Mr. Leetham suspected start of construction was approximately a year out and the phase two timeline was out about three years.

Councilmember Knowlton shared that the City Council passed the Water Conservation Plan developed by Bowen Collins. He mentioned implementation of the plan would affect the pricing of water, education, and ordinances that affect landscaping. He stated he would share the plan with board members.

5. CHAIR UPDATES

Chair Clayton asked about a budget for each event that the Parks, Trails, Arts and Recreation Advisory Board puts on each year. She wanted to make sure that those events stayed within the budget.

6. DISCUSSION ON UPCOMING EVENTS

Photo Contest – Board Member Golden would be heading this event. He would be looking for someone to do a presentation. He mentioned there would be no theme this year, but photos must be taken in North Salt Lake. Chair Clayton suggested resident Kelly Sansom. Board Member Thorpe suggested Derek Israelsen. Board Member Golden stated he would bring assignments for the Board to the next meeting.

NSL Reads – Chair Clayton asked for suggestions for speakers. The Board unanimously agreed that the essay and photo contests would be sponsored by North Salt Lake but would be open to everyone, even non-residents.

Halloween – Chair Clayton planned to head this walkable event.

7. REVIEW ACTION ITEMS

None

8. ADJOURN

The meeting was adjourned at 7:45 p.m.

The foregoing was approved by the Parks, Trails, Arts, and Recreation Advisory Board of the City of North Salt Lake on August 22, 2023, by unanimous vote of all members present.



Wendy Page, City Recorder