



**REGULAR MEETING
OF THE VINEYARD ARCH COMMISSION
Thursday, January 18, 2024, 6:00 p.m.**

PUBLIC NOTICE is hereby given that the Vineyard City ARCH Commission will hold a regularly scheduled meeting at City Hall, 125 South Main Street, Vineyard, Utah.

REGULAR SESSION

1. CALL TO ORDER

2. STAFF, COMMISSION, AND COMMITTEE REPORTS

2.1. Anna Nelson

3. CONSENT ITEMS

3.1. Approval of November 16th, 2023 meeting minutes

4. BUSINESS ITEMS

4.1 DISCUSSION AND ACTION – SHADE TENT COLOR

Parks and Recreation Director Brian Vawdrey will present options for shade structures at Grove Park and Penny Springs Park. The ARCH Commission will take appropriate action.

4.2 DISCUSSION AND ACTION – ARCH COMMISSION BYLAWS

Event Manager Anna Nelson will present bylaws for the ARCH Commission. The ARCH Commission will take appropriate action

5. WORK SESSION

5.1. PREVIOUS AND UPCOMING EVENTS

City Special Event Manager Anna Nelson will lead a discussion on the Bunny Hop Egg Drop and Vineyard Days. No action will be taken

6. ADJOURNMENT

The Public is invited to participate in all ARCH Commission meetings. In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this public meeting should notify Anna Nelson, Special Event Manager, at least 24 hours prior to the meeting by calling (801) 226-1929 or email at annan@vineyardutah.org.

The foregoing notice and agenda were posted on the Utah Public Notice Website and Vineyard Website, posted at the Vineyard City Offices and City Hall, delivered electronically to city staff and each member of the ARCH Commission.

AGENDA NOTICING COMPLETED ON: January 17, 2024

NOTICED BY: /s/ Anna Nelson

Anna Nelson, Special Event Manager



**MINUTES OF A REGULAR VINEYARD
ARCH COMMISSION MEETING**

City Council Chambers
125 South Main Street, Vineyard, Utah
November 16th, 2023, 6:07 p.m.

Present

Chair Sherrie Kaye Miller
Commission Member Kyle Reyes
Commission Member Elisabeth Shelley
Commission Member Jarom Sidwell
Commission Member Bronson Tatton

Absent

Vice Chair Bradley Fagg
Alternate Member Aljay Fuimaono
Alternate Member Daniela Larsen

Staff Present

Events Manager Anna Nelson, Parks and Recreation Director Brian Vawdrey, Recreation and
Events Coordinator Ginger Kellems, Council Member Cristy Welsh

REGULAR SESSION

1. CALL TO ORDER

 Chair Kaye Miller opened the meeting at 6:07pm.

2. STAFF, COMMISSION, AND COMMITTEE REPORTS

2.1  Events Manager, Anna Nelson spoke about recruiting sponsors and how to go about obtaining a sponsorship. A discussion ensued about what we offer to our city sponsors. Ms. Nelson explained how the city goes about promoting the businesses as sponsors. She explained how the city will showcase the new mural on the water tank and a discussion ensued.

3. CONSENT ITEMS

3.1. Approval of August 17, 2023, ARCH Commission Meeting Minutes

3.2. Approval of August 21, 2023, ARCH Commission Meeting Minutes

3.3. Approval of September 21, 2023, ARCH Commission Meeting Minutes

 **MOTION:** COMMISSION MEMBER REYES MOVED TO APPROVE THE PREVIOUS MEETINGS MINUTES. COMMISSION MEMBER SHELLEY SECONDED THE MOTION. CHAIR MILLER, COMMISSION MEMBERS SHELLEY, SIDWELL, TATTON, AND REYES VOTED YES. VICE CHAIR FAGG AND COMMISSION MEMBERS FUIMAONA AND LARSEN WERE ABSENT. THE MOTION CARRIED WITH THREE ABSENT.

4. BUSINESS ITEMS

4.1 DISCUSSION AND ACTION – Shade Tent Design

Parks and Recreation Director Brian Vawdrey will present options for shade structures at Grove Park and Penny Springs Park. The ARCH Commission will take appropriate action.

 Parks and Recreation Director Brian Vawdrey presented options for shade structures at Grove Park and Penny Springs Park. A discussion ensued about the potential plans for the shade structures, bigger trees, or a combination of the two.

 Chair Miller called for motion to recommend the shade sail designs as discussed.

 **MOTION:** COMMISSION MEMBER TATTON MOVED TO RECOMMEND THE SHADE SAIL DESIGNS AS DISCUSSED. COMMISSION MEMBER REYES SECONDED THE MOTION. CHAIR MILLER, COMMISSION MEMBERS SHELLEY, SIDWELL, TATTON, AND REYES VOTED YES. VICE CHAIR FAGG AND COMMISSION MEMBERS FUIMAONA AND LARSEN WERE ABSENT. THE MOTION CARRIED WITH THREE ABSENT.

5. WORK SESSION

5.1 LAKEFRONT PROJECT

ARCH Commission Member Bronson Tatton will present potential plans for the lakefront in hopes of gaining feedback from the ARCH Commission. No action will be taken.

 ARCH Commission Member Bronson Tatton presented potential plans for the Lakefront. Discussion ensued about possible plans for the Lakefront including roadways, paths, building structures, and art placement.

5.2 PREVIOUS AND UPCOMING EVENTS

City Special Event Manager Anna Nelson will lead a discussion on BOO-A-PALOOZA, the Tree Lighting Ceremony and Vineyard Days. A committee will be requested for Vineyard Days. No action will be taken.

 Event Manager, Anna Nelson discussed BOO-A-PALOOZA, the Tree Lighting Ceremony, and Vineyard Days. A discussion ensued about each event and a committee will be requested for Vineyard Days.

6. ADJOURNMENT

 **MOTION:** COMMISSION MEMBER TATTON MOVED TO ADJOURN THE MEETING AT 8:12 PM. COMMISSION MEMBER SHELLEY SECONDED THE MOTION. CHAIR MILLER, COMMISSION MEMBERS SHELLEY, SIDWELL, TATTON, AND REYES VOTED YES. VICE CHAIR FAGG, COMMISSION MEMBER FUIMAONO, AND LARSEN WERE ABSENT. THE MOTION CARRIED WITH THE THREE ABSENT

91 **MINUTES APPROVED ON:** _____

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93 **CERTIFIED CORRECT BY:** /s/Ginger Kellems

94 **GINGER KELLEMS, RECREATION COORDINATOR**

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VINEYARD ARCH COMMISSION STAFF REPORT

Meeting Date: Thursday, January 18, 2024

Agenda Item: Shade Sail Designs

Department: Parks and Recreation Department

Presenter: Brian Vawdrey

Background/Discussion: The Vineyard City Council has received feedback from multiple residents wanting shade sails at local city parks. With how popular the splash pad gets in the summer months, it can be hard for parents to find a shaded area to sit. In addition, the playground equipment at Vineyard City parks get very hot due to no sun protection. Due to this demand, budget has been approved to install shade sails at Vineyard Grove Park and Penny Springs Park during the 2023-2024 fiscal year. Staff is seeking for preference of shade sail color(s) from the ARCH Commission.

Fiscal Impact: \$400,000. This amount has already been approved by City Council for the 2023-2024 fiscal year. This includes the design, purchase, and installation of shade sails at Vineyard Grove Park and Penny Springs Park.

Recommendation: Staff and the ARCH Commission recommends the shade sails be triangular in shape over the playgrounds and rectangular in shape over bench areas. The triangular-shaped shade sails can help reduce overall cost to the project due to less poles needed, compared to rectangular-shaped sails. In addition, triangular-shaped sails may help with wind dispersion, easement of replacing if damaged, and improved appearance.

The Shade Sails are to be placed in the following locations and prioritized as follows:

- 1) Large area in blue with the playground and spider web type structure at Grove Park
- 2) Playground structure at Penny Springs Park
- 3) Bench areas (priority to two north bench areas at Grove Park and then two north bench areas at Penny Springs Park)

The fourth priority is to place trees in locations where shade sails aren't necessary so that shade can result at a lower cost.

Sample Motion:

I move to recommend the Shade Sail Color(s) to be....

Attachments:

ART, RECREATION, PARKS, CULTURE, AND HERITAGE COMMISSION (ARCH COMMISSION) BYLAWS

Article 1: Name

The name of this organization shall be the Art, Recreation, Parks, Culture, and Heritage Commission, abbreviated as ARCH Commission.

Article 2: Purpose

The purpose of the ARCH Commission is to promote and preserve the arts, recreation, parks, culture, and heritage within the City of Vineyard

Article 3: Authority

The ARCH Commission operates under the authority granted by the Vineyard City Council and in accordance with the applicable laws and regulations.

Article 4: Membership

Section 1: Composition

The ARCH Commission shall consist of five (5) members and two (2) alternate members appointed by the Mayor. The members shall reflect diverse backgrounds and expertise related to arts, recreation, parks, culture, and heritage.

Section 2: Qualifications

Four(4), Commission members must be residents of Vineyard City. One(1) member shall be at-large and may reside anywhere in the state of Utah. The members shall serve for a term of four (4) years and shall not serve more than two (2) consecutive terms. Each term shall begin on January 1 of the year of appointment and shall end on December 31 of the year when the appointment expires or until a successor is appointed

Section 4: Vacancies

Any vacancy occurring during a member's term may be filled through the regular appointment process. The newly appointed member shall serve the remainder of the unexpired term.

Section 5: Removal

The mayor may remove any member of a commission without cause as determined solely by the discretion of the mayor and as approved by a majority of the city council. Any member of a commission so removed shall be entitled to a hearing before the city council if a hearing is requested in writing within seven (7) calendar days after the city council votes to remove the member. The purpose of the hearing is to allow the member being removed to be heard on the issue of removal.

Article V: Officers

Section 1: Chair

The Commission shall elect a Chair from among its members. The Chair shall preside over all meetings, represent the Commission when necessary, and perform other duties as assigned by the Commission.

Section 2: Vice-Chair

The Commission shall elect a Vice-Chair from among its members. The Vice-Chair shall assist the Chair and perform the duties of the Chair in their absence.

Section 3: Secretary

The Commission may appoint a Secretary who may or may not be a Commission member. The Secretary shall be responsible for maintaining accurate records of all meetings and managing official correspondence.

Article 5: Meetings

Section 1: Regular Meetings

The ARCH Commission shall meet on a regularly scheduled basis, at a minimum of once per quarter. The meeting schedule shall be determined by the Commission at the beginning of each calendar year.

Section 2: Special Meetings

Special meetings may be called by the Chair or upon written request by 3 Commission members. Proper notice of the special meeting, including the agenda, shall be provided to all members at least 48 hours before the meeting.

Section 3: Quorum

Three (3) of the appointed members shall constitute a quorum for the transaction of business at any regularly scheduled or special meeting.

Section 4: Voting

Decisions shall be made by a majority vote of the members present at a properly held meeting, with the caveat that no action shall be approved with fewer than three votes. Proxy voting is not permitted.

Article 6: Duties and Responsibilities

The ARCH Commission shall have the following duties and responsibilities:

1. Advise the City Council on matters related to arts, recreation, parks, culture, and heritage.
2. Develop and recommend to the Special Event Manager, policies and programs that promote and preserve arts, recreation, parks, culture, and heritage.

3. To understand the demography of Vineyard and to work with staff and outside entities to advise, promote, participate, and support community programs, projects, and events designed to provide economic development and engage the wide-ranging culture of Vineyard.
4. . At least annually, review all applications, and provide the mayor and City Council with recommendations on grants for cultural arts facilities and organizations, and recreational facilities. The City Council will consider the recommendations and make a final determination in distributing the RAP Tax funds.
5. Foster partnerships and collaborations with local organizations, individuals, and government entities to further the goals of the ARCH Commission.
6. Conduct public outreach and education efforts to raise awareness and understanding of the value and importance of arts, recreation, parks, culture, and heritage.
7. Maintain accurate records of meetings, decisions, and recommendations made by the Commission.
8. Submit a quarterly report to the City Council summarizing the activities, accomplishments, and challenges of the ARCH Commission.

Article 7: RAP Tax Grant

Section 1: Eligibility

Eligibility Criteria: Applicants must meet the eligibility criteria specified in the grant policy and procedure guide. The criteria may include but are not limited to geographic location, purpose of the grant, and specific target audience.

Conflict of Interest: Members of the ARCH Commission closely associated with applicants are required to disclose any conflicts of interest and refrain from participating in the evaluation of applications involving such conflicts.

Section 2: Grant Application Process

Grant Application: The grant application form will be made available to potential applicants through the Vineyard website or other approved means. Applicants must complete the application form and submit all required documents by the specified deadline outlined in the policy and procedure guide.

Application Review: The ARCH Commission will conduct a thorough review of all received applications to ensure they meet the eligibility criteria and include all necessary information. Incomplete applications will not be considered for grant awards and may be rejected.

Section 3: Grant Evaluation and Awarding

Evaluation Criteria: The ARCH Commission will use pre-defined evaluation criteria to assess each application. The criteria will be based on the ARCH Commission and the City's mission, the project's alignment with goals, feasibility, economic impact, and budget appropriateness.

Scoring System: A scoring system may be used to rank applications based on the evaluation criteria, and the Commission may use these scores as a guide in a recommendation to the city council.

Recommendations: The ARCH Commission will make recommendations to the City Council for grant awards based on the evaluation results.

Approval: The final decision to approve grant awards rests with the City Council.

Notification: Applicants will be notified of the decision on their applications, whether approved or rejected, along with any additional instructions or requirements.

Section 4 Grant: Agreement, Reporting, and Accountability

Grant Agreement: Successful applicants will be required to enter into a grant agreement that outlines the terms and conditions of the grant, including reporting requirements, use of funds, and compliance with applicable laws and regulations.

Reporting: Grantees will be required to submit progress reports as specified in the grant agreement to update the ARCH Commission on the status of the funded project.

Monitoring: The organization may conduct periodic monitoring of grant-funded projects to ensure compliance with the grant agreement.

Article 8: Amendments

These bylaws may be amended by a two-thirds majority vote of the Commission members present at a meeting, provided that proper notice of the proposed amendment has been given to the Commission members at least 72 hours prior to the meeting.

Article 9: Effective Date

These bylaws shall become effective upon adoption by the ARCH Commission and approval by the City Council

Approved and adopted on the 8th of August by the Art, Recreation, Parks, Culture, and Heritage Commission.

Chair

Vice-Chair

Secretary

