



VINEYARD
STAY CONNECTED

**NOTICE OF A REGULAR
ARCH COMMISSION MEETING
March 21, 2024, at 6:00 PM**

PUBLIC NOTICE is hereby given that the Vineyard ARCH Commission will hold a regularly scheduled ARCH Commission meeting on Thursday, March 21, 2024, at 6:00 PM, in the City Council Chambers at City Hall, 125 South Main Street, Vineyard, UT.

- 1. CALL TO ORDER/INVOCATION/INSPIRATIONAL THOUGHT/PLEDGE OF ALLEGIANCE**
- 2. CONSENT ITEMS**
 - 2.1. Approval of January 18th,2024 ARCH Commission Meeting Minutes**
- 3. BUSINESS ITEMS**
 - 3.1. Election of Chair**
 - 3.2. Election of Vice- Chair**
 - 3.3. Update to Bylaws**
 - 3.4. Introduction to Civic Clerk**
 - 3.5. Grant Application Process Update**
 - 3.6. April 18th ARCH Commission meeting change**
Moving the ARCH Commission April meeting to April 11th
- 4. STAFF, COMMISSION, AND COMMITTEE REPORTS**
 - 4.1. Event Manager Anna Nelson Staff Report**
 - 4.2. Parks and Recreation Direction Brian Vawdrey Staff Report**
- 5. REVIEW OF UPCOMING EVENTS AND ASSIGNMENTS**

5.1. Introduction and Review of Vineyard Days and Earth Day

6. ADJOURNMENT

The next meeting is on TBD

This meeting may be held in a way that will allow a board member to participate electronically. 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 meeting should notify Anna Nelson at least 24 hours prior to the meeting by calling (801) 226-1929 or emailing her 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:**

March 20th 2024

CERTIFIED (NOTICED) BY:

Anna Nelson

Anna Nelson, Event Manager



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

City Council Chambers
125 South Main Street, Vineyard, Utah
January 18, 2024, 6:10 p.m.

Present

Temporary Chair Jarom Sidwell
Alternate Member Aljay Fuimaono
Commission Member Elisabeth Shelley

Absent

Chair Sherrie Kaye Miller
Alternate Member Daniela Larsen
Commission Member Kyle Reyes
Commission Member Bronson Tatton

Staff Present:

Events Manager Anna Nelson, Parks, and Recreation Director Brian Vawdrey

REGULAR SESSION

1. CALL TO ORDER

 Anna Nelson opened the ARCH Commission meeting at 6:10pm

 **MOTION:** COMMISSION MEMBER SHELLEY NOMINATES TO ELECT COMMISSION MEMBER SIDWELL TO BE TEMPORARY CHAIR FOR JANUARYS MEETING. ALTERNATE MEMBER FUIMAONO SECONDS NOMINATION, TEMP CHAIR SIDWELL, COMMISSION MEMBER SHELLEY, AND ALTERNATE MEMBER FUIMAONO VOTED YES. CHAIR MILLER, COMMISSION MEMBER LARSEN, REYES, AND TATTON WERE ABSENT. THE MOTION CARRIES

2. STAFF, COMMISSION, AND COMMITTEE REPORTS

 Events Manager Anna Nelson spoke about the events department is currently working on creating the grant process for the ARCH Commission Grant program. The hope is to have the grant process flushed out and ready to present to the ARCH Commission by the next meeting in February. She also stated that the city has started looking for 2024 sponsors.

3. CONSENT ITEMS

3.1. Approval of November 16th, 2023, ARCH Commission Meeting Minutes

 **MOTION:** COMMISSION MEMBER SHELLEY MOVED TO APPROVE FOR THE PREVIOUS MEETINGS MINUTES. ALTERNATE MEMBER FUIMAONO SECONDED THE MOTION. TEMP CHAIR SIDWELL, COMMISSION MEMBER SHELLEY, AND FUIMAONO VOTED YES. CHAIR MILLER, COMMISSION MEMBER LARSEN, REYES, AND TATTON WERE ABSENT. THE MOTION CARRIES

4. BUSINESS ITEMS

4.1 DISCUSSION AND ACTION – SHADE TENT COLOR

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

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 Parks and Recreation Director Brian Vawdrey presented options for shade structures at Grove Park and Penny Springs Park. Discussion ensued about the color options for the shade structures at Penny Springs and Grove Park. ARCH Commission Discussed Green shade sails for Penny Springs, and blue shade sails at Grove Park with the structure poles to match the existing colors of the parks pavilions.

 **MOTION:** TEMP CHAIR SIDWELL MOVES TO RECOMMEND THE SHADE SAIL COLORS AS DISCUSSED. GREEN AT PENNY SPRINGS, AND BLUE AT GROVE PARK. ALTERNATE MEMBER FUIMAONO SECONDED THE MOTION. VICE CHAIR SIDWELL, COMMISON MEMBER SHELLEY, AND FUIMAONO VOTED YES. CHAIR MILLER, COMMISON MEMBER LARSEN, REYES, AND TATTON WERE ABSENT. THE MOTION CARRIES

4.2 DISCUSSION AND ACTION – ARCH COMMISSION BYLAWS

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

 Discussion ensued about the bylaws for the ARCH Commission. No further questions about the stated bylaws.

 **MOTION:** COMMISSION MEMBER SHELLEY MOTIONS TO APPROVE THE BYLAWS FOR THE ARCH COMMISSION. COMMISSION MEMBER FUIMAONO SECONDED THE MOTION. TEMP CHAIR SIDWELL, COMMISON MEMBER SHELLEY, AND FUIMAONO VOTED YES. CHAIR MILLER, COMMISON MEMBER LARSEN, REYES, AND TATTON WERE ABSENT. THE MOTION CARRIES.

5. WORK SESSION

5.1. PREVIOUS AND UPCOMING EVENTS

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

 City Special Event Manager Anna Nelson announced the upcoming events, the Bunny Hop Egg Drop discussed options with prefilled eggs or not, and Vineyard Days with the new committee meeting for Vineyard days.

 Vice Chair Sidwell commented about the project Slide Hill at Grove Park, discussion ensued.

6. ADJOURNMENT

Temp Chair Sidwell motioned to adjourn the meeting at 6:56pm.

 **MOTION:** COMMISSION MEMBER SHELLEY MOVED TO ADJOURN THE MEETING. ALTERNATE MEMBER FUIMAONO SECONDED THE MOTION. TEMP CHAIR SIDWELL, COMMISON MEMBER SHELLEY, AND FUIMAONO VOTED YES. CHAIR MILLER, COMMISON MEMBER LARSEN, REYES, AND TATTON WERE ABSENT. THE MOTION CARRIES.

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MINUTES APPROVED ON: _____

CERTIFIED CORRECTED BY: GINGER KELLEMS
GINGER KELLEMS, RECREATION COORDINATOR

DRAFT



STAFF REPORT

Meeting March 21, 2024
Date:
Agenda Election of Chair
Item:
Department: Parks and Recreation
Presenter: Anna Nelson

Background/Discussion:

Chair for the ARCH Commission will need to be elected for the New Calendar Year.

Fiscal Impact:

N/A

Recommendation:

Sample Motion:

I move to nominate _____ as the Chair of the ARCH Commission.

Attachments:

None



STAFF REPORT

Meeting March 21, 2024
Date:
Agenda Election of Vice- Chair
Item:
Department: Parks and Recreation
Presenter: Anna Nelson

Background/Discussion:

Vice-Chair for the ARCH Commission will need to be elected for the New Calendar Year.

Fiscal Impact:

N/A

Recommendation:

Sample Motion:

"I nominate _____ as the Vice-Chair of the ARCH Commission"

Attachments:

None



STAFF REPORT

Meeting Date: March 21, 2024
Agenda Item: Update to Bylaws
Department: Parks and Recreation
Presenter: Anna Nelson

Background/Discussion:

Anna Nelson will present updates to the bylaws for the ARCH Commission.

Fiscal Impact:

N/A

Recommendation:

Sample Motion:

I move to approve the updated ARCH Commission Bylaws as presented

Attachments:

1. Draft 3.21 ARCH Commission Bylaws

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

Article 1: Name

The name of this organization shall be the Arts, Recreation and 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 and 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 and 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

Refer to the Municipal Code Chapter 2.30 Commission and Committee creation (as amended).

Article V: Officers

Section 1: Chair

The first meeting of the first quarter of each year, 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. The Chair shall serve for a

term of one (1) year and shall not serve more than two (2) consecutive terms. Each term shall begin on January 1 of the year of election and shall end on December 31 of the year when the appointment expires or until a successor is appointed

Section 2: Vice-Chair

The first meeting of the first quarter of each year, 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. The Chair shall serve for a term of one (1) year and shall not serve more than two (2) consecutive terms. Each term shall begin on January 1 of the year of election and shall end on December 31 of the year when the appointment expires or until a successor is appointed

Section 3: Chair Pro-tem

In the absence of the Chair and Vice Chair, prior to the meeting, the Chair shall appoint a member of the Commission to serve as Chair Pro-Tem. If a Chair Pro-Tem has not been appointed prior to the meeting, a Member, by a majority vote of the Commission Members present shall be appointed to serve as Chair Pro-Tem. The Chair Pro-tem shall perform all the duties of the Chair for that particular meeting only.

Section 4: 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 and 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 March 21st by the Art, Recreation, Parks, Culture, and Heritage Commission.

[Redacted signature line]

Chair

[Redacted signature line]

Staff attested



STAFF REPORT

Meeting March 21, 2024
Date:
Agenda Introduction to Civic Clerk
Item:
Department: Parks and Recreation
Presenter: Anna Nelson

Background/Discussion:

Vineyard City will be using a new Agenda Management system. All the ARCH Commission members should have received an email to create an account for Civic Clerk. This is where the Commissioners can find the agendas for each meeting.

Fiscal Impact:

N/A

Recommendation:

Sample Motion:

N/A

Attachments:

None



STAFF REPORT

Meeting Date: March 21, 2024
Agenda Item: Grant Application Process Update
Department: Parks and Recreation
Presenter: Anna Nelson

Background/Discussion:

Anna Nelson would like to update the ARCH Commission on the Grant Application Process. The Grant Application Policy Manual has been created and is attached for the ARCH Commission review. Staff is still in the process of finalizing the application and the attachments that will be required for the application. The deadline to finalize this project is April 11th so that the application window can open May 1st.

Fiscal Impact:

RAP tax is used to fund the ARCH Grants. Each year as part of the budget, a portion of RAP tax funds is allocated for the ARCH Grant.

Recommendation:

Sample Motion:

N/A

Attachments:

1. ARCH Grant Policy and Procedure Draft 3.21

Vineyard City ARCH Grant Program Policy & Procedure Manual

ARCH Grant Program Overview

Background

In November of 2019, a majority of Vineyard City voters approved the RAP Tax. The RAP tax went into effect on April 1, 2020 and will last for 10 years. The November 2029 General Election will include a ballot proposition to continue the RAP Tax for the next ten years.

The RAP tax provides additional funding for the community. One tenth of one percent of the City's sales tax goes to fund community improvements such as, but not limited to City owned cultural or recreational facilities, private nonprofit cultural organizations, a qualifying facility within the geographic area of an entity that is a party to interlocal agreement with the City, and ongoing operating expenses of a City owned recreational facility.

In February of 2023, The ARCH Commission was created by the City Council and one of the commission's duties is to review grant applications for a portion of RAP tax funding. The board consists of 4 volunteer citizens of Vineyard City and one at-large representative who gives their recommendation to the City Council on funding requests.

Eligibility

In order to qualify for RAP tax funds, an organization must:

1. Be a 501(c)(3) nonprofit organization, or a city funded recreation, arts, event or cultural program or facility.
2. Qualifying 501(c)(3) nonprofit organization must:
 1. Have, or commit to have, a significant presence in Vineyard City; and
 2. Have as a primary purpose the advancement and/or preservation of natural history, art, music, theater, dance, heritage or cultural arts.

RAP Tax funds can be used for a variety of projects and programs, in accordance with Utah State Code 59-12-1402 and Vineyard City Code 4.14. Funding may be used to support municipal or nonprofit 501(c)(3) organizations providing programs such as, but not limited to:

Heritage Foundation

Arts Festivals

Theater Groups

Bands

Museums

Certain Capital Improvements Projects

Events

Recreation Facilities

Library

Trails/Bike Paths

Playing Fields/Courts

ARCH Grant Application Process

ARCH Grant Program Annual Timeline

May 1–June 1 Applications Opened for Grant Funding

June 1–July 1 Reviewed by Board and recommended to Council

July 1–Aug 1 Project Funding Awarded

Aug 1–RAP Tax Funds Distributed

1. All requests for Vineyard City RAP Tax funds must be submitted via an application provided by the ARCH Grant Program. Applications are available each year starting March 1. The ARCH Grant Program may revise the attached application prior to making it available each year.
2. All applications must be submitted prior to the application deadline. Late applications will not be considered. Applications will be received each year, from April 1-May 1.
3. The ARCH Commission will review every application, and accompanying material, and shall identify and recommend which grants the City Council should approve via majority vote.

Applicants may be required to make a presentation and discuss the merits of their proposals in front of the ARCH Commission and/or City Council.

4. The ARCH Commission will provide notice to applicants regarding their recommendations to the City Council and the City Council's final decisions on distribution of funds to be received. Those applicants who were disqualified or denied funding will also be notified.

General Guidelines

1. The ARCH Program Grant funds are not an entitlement. Filling out an application does not guarantee that any funds will be awarded
2. The Vineyard City Council shall make all final determinations as to the amount of RAP tax funds to be distributed to each entity or organization
3. The fact that a particular project, facility, or organization has previously received RAP tax funds does not guarantee that it will receive subsequent funding unless so authorized in the original grant
4. Grant funds may be provided to publicly owned and operated facilities, all facilities must be located in Vineyard or within the boundaries of an inter-local agreement with Vineyard City.

Award Recipient Requirements

After the City Council approves the final annual RAP tax funding distribution list through the budget process, each recipient receiving a grant shall:

1. Enter into an agreement with the City prior to receiving funds. Said contract shall include:
 - A detailed planned use schedule of expenditures
 - A beginning and end date for the project, if applicable.
 - A provision allowing for Vineyard City to verify all application information and use of funds information
2. The required agreement must be executed within 60 days of the City Council approving the RAP Tax funds.
RAP Tax funds will be disbursed in accordance with the City's fiscal year (July 1-June 30). Distribution of funds will be at the discretion of the City. Organizations who do not expend all their grant funds shall return any unused portion of the grant to the City by June 30th of the fiscal year, unless otherwise determined by the City.
3. Ensure that all promotional items, programs, publications, performances and other printed materials include the ARCH logo or other language required by the ARCH Grant Program supplied by the City.
4. Provide itemized expended funds reporting for an audit in a mid-year report, and year-end report.
5. Future grant funding may be withheld due to inadequate, incomplete, or failure to submit reports.



STAFF REPORT

Meeting Date: March 21, 2024

Date:

Agenda Item: April 18th ARCH Commission meeting change

Item:

Department: Parks and Recreation

Presenter: Anna Nelson

Background/Discussion:

Because of staffing, we are hoping to move the ARCH Commission meeting to April 11th instead of April 18th. We must have 3 Commission members present to hold the meeting. The April Agenda would include the finalized Grant Application along with other ARCH Commission projects.

Fiscal Impact:

N/A

Recommendation:

Sample Motion:

"I move to approve the ARCH Commission's April meeting date change to the 11th of April."

Attachments:

None



STAFF REPORT

Meeting March 21, 2024
Date:
Agenda Introduction and Review of Vineyard Days and Earth Day
Item:
Department: Parks and Recreation
Presenter: Anna Nelson

Background/Discussion:

Anna Nelson would like to introduce the plans for both Vineyard Days and the Earth Day Beautification Project.

Vineyard Days is happening the first weekend in June. From May 28th - June 1st. The Vineyard Days website has gone live, and you can find more information on the event at Vineyarddays.org.

The Earth Day Beautification Project is happening on April 20th at 9:00 AM at Sunset Beach. In partnership with the Utah Lake Authority, we will be planting 3,000 plants to help restore the Utah Lake Shore.

Fiscal Impact:

As part of the yearly budget money has been allocated for both of these events. We also worked diligently to find sponsors for each event to help offset the cost.

Recommendation:

Sample Motion:

N/A

Attachments:

None