



SUGAR HOUSE P A R K

Sugar House Park Authority

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Sugar House Park Authority | June 13, 2024, AGENDA

Date/Time: Thursday, June 13, 2024, from 6:00 pm – 8:00 pm

Location: Webex

Board Members Present:	Anchor Location:
Holly Nichols, Shehan Jaro, Jackie Rosen, Jascha Clark, Roxanne Christensen, Richard Layman, Siv Ghaffari, Patrick Leary, Toby Hazelbaker Others: Danielle Calacino, Diane Booth, Nicole Berriman, Tamra Shell, April Pond, Chris Shipman, Ryan Bybee, Nate Sorensen, Sue McJames, Garth Rushforth	There is no physical anchor location. If you have questions or need further assistance, contact Danielle Calacino at (385) 468-1801.

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/.

Call to Order – Welcome Jascha

Holly Nichols – President

Approval of Special Events and Athletic Field Use Requests

Holly Nichols – President

Name/Organization/Event	Document Reference	Date(s)
Arctic Rescue – Nicole Berriman Wants to host a Halloween themed 5K called Howl-ween, to raise funds for dog rescue. Won't have vending but will give out food and water. Considering doing a 10K option as well. Roxy asks if they are planning to use the existing loop or create their own course, Nicole says they will use the existing loop. There is discussion regarding having all dogs on-leash at the park and event, and the possibility of a road closure. Motion with the contingency that a road closure may happen by Siv Ghaffari, second by Jackie Rosen. The board approves unanimously.	Portfolio 1	10/12/2024

Blackrock Neurotech – Tamra Shell Wants to host their annual company barbecue at the Big Field Pavilion during lunchtime. Will have catered food and a potluck, some inflatables, games, and a raffle. Might have an ice cream truck that will be paid for in advance. Motion by Roxy Christensen second by Siv Ghaffari. The board approves unanimously.	Portfolio 2	07/18/2024
Cornerstone Residential – April Pond Wants to host their company barbecue for about 200 people. Will have inflatables, providing food that will be pre-paid and doing a raffle. Sheri confirms they will use sandbags for their inflatables as staking is not allowed. Motion by Roxy Christensen second by Richard Layman. The board approves unanimously.	Portfolio 3	06/20/2024
UHSAA Cross Country Championships – Chris Shipman and Ryan Bybee Wants to bring the High School Cross Country State Championship back to Sugar House Park. Ryan discusses changes they have made to their current application from their original application, which includes requesting the Park Authority to allow a sweatshirt company to hand out pre-paid orders to the athletes. The event would also be a two-day event this year, on a Tuesday and Wednesday at the end of October, resulting in a full-park closure. Set-up will take place during the days of the event, will not need to set-up the night before. Ryan discusses their plans for parking per Holly's request. Chris mentions that the course no longer crosses the road, so they won't need to stop traffic for the runners. Roxy pulls up the updated course map to discuss logistics. Chris confirms that they will have enough people to facilitate the event and should have no hiccups. Patrick lets Ryan know Salt Lake County Park Operations can open the east entrance for the event. The board has a discussion on the vending of sweatshirts, and they decide to draw a hard line on no vending. Holly	Portfolio 4	10/29-10/30/2024

does tell them that if their event is approved, they can ask again next year. Motion by Richard Layman second by Patrick Leary. The board approves unanimously.		
Water Lantern Festival – Nate Sorensen Water Lantern Festivals are family-friendly community festivals to celebrate different meanings. They have not held a festival in Salt Lake yet and prefer Sugar House Park for the water feature and surrounding grass. The event starts before sunset and then the lanterns are launched on the water for about an hour to an hour and a half after sunset. The event also includes local performers, games, and typically food trucks but they are willing to forego based on the park's rules. The lanterns are lit by LED lights, and they have a water manager who oversees the whole event. They clean up everything at the end of the night, recycle the lights, and properly dispose of the lanterns which are made of wood and rice paper. They don't close the park down, but the event itself is pre-paid where people register and pre-order their lantern kits online. Nate discusses how they retrieve the lanterns per Holly's request. Roxy shows Nate where Parley's Creek flows into and out of the pond in the park and stresses the importance of blocking any lanterns from exiting the pond through the flow. There is confirmation that Saturday, October 26 is the first available date for this event to take place. There's further discussion to make sure the event will have staff always monitoring the water and participants, and that no one is allowed in the water. The event team would also bring their own generator for sound. Holly says that as a full park rental, they ask that events put up signage ahead of time to communicate with the public. Nate quickly asks if their	Portfolio 5	10/26/2024

attendees could pre-pay for food ahead of time, and all food trucks on site would only be serving those with pre-paid orders. The board tells him that is how most events get around the vending rules, and if they wanted to work that out they could. Nate confirms that they will also be bringing in a stage, a sound system, 10-12 tents, portable toilets, a 20-30 yd dumpster, and flags they weigh down with sandbags. Motion with the understanding that the water system is protected, it's pre-registered, and there is no vending at the park by Roxy Christensen. Second by Siv Ghaffari, the board approves unanimously.		
*Aim at Melanoma	Portfolio 6	10/05/2024
*Madeleine Choir School 5K	Portfolio 7	11/09/2024

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

Motion by Patrick Leary second by Jackie Rosen. The board approves unanimously.

Shehan quickly asks about events over 500 people and that they need to have an additional mass gathering permit although it's not in the initial application. Diane confirms that the application comes before the board for initial approval, and once the board approves then Diane makes sure all the additional paperwork gets taken care of which could include the mass gathering permit issued by the health department. Shehan then asks if the organizations don't follow through on the additional paperwork or if a permit is not issued, then their event would not take place; Diane confirms that yes, that is the process.

Action Item: Park Authority Vote(s) Required

CPA Services from Peak Advisors

Shehan Jaro and Roxanne Christensen

Shehan Jaro presents on the CPA Services meeting he and Roxy had with Shalaun T. Howell, CPA, with Peak Advisors. The proposal consists of Peak Advisors maintaining the Sugar House Park Authority's accounting with QuickBooks Online Advanced. Shehan says he would work with Peak Advisors to create a general chart of the Park Authority's accounts which can be used to classify key expenses and revenue items the board wants to identify. Shehan adds that they want to have a process in place that will run consistent reporting through the year, and they need to be able to upload any invoices, checks, and bank statements quickly so they can be approved each month. Holly reminds the board that Amy Lincoln with Salt Lake County has been doing all this work for the Park Authority, and although she will still be helping to manage the invoices, etc., the CPA services will give her an easier system to work with as well. Shehan and Roxy confirm that Peak Advisors would take care of the 1099s and 990s for the Park Authority's IRS filings each year. Shehan reiterates that the reason they are looking into these services is for reporting and forecasting, and he has no problems with their services and fees.

Shehan mentions inputting the last 3 years of accounts into their CPA Services, and Siv suggests 5 years instead so they can see the differences pre and post COVID.

Roxy Christensen says they are seeking approval for the board to decide if the Park Authority should initiate services with Bountiful Peak Advisors on a 12-month contract.

Motion by Siv Ghaffari second by Jackie Rosen. The board approves unanimously.

Action Item: Park Authority Vote(s) Required

Fabian Lakeside Pavilion Signage

Roxanne Christensen – Treasurer

Roxy Christensen shows the board the concept of the signage for the new Fabian Lakeside Pavilion, but they do not have a final design ready yet. The signage will be made by the same fabricators as the pavilion, and it will include a whiteboard for easy use. Holly reiterates that the idea for the signage is to have a flexible system on one side, and a permanent system on the other. Roxy tells the board that they need the board's approval for the general fabrication and cost for the signage.

Richard says he likes the idea for the signage and it's a good step forward for the park and those who use it. Roxy tells the board that the cost for the signage and installation is \$5296.17.

Shehan quickly clarifies that the Sugar House Park Authority is a tax-exempt organization, which Holly confirms it is.

Motion by Richard Layman second by Shehan Jaro. The board approves unanimously.

Action Item: Park Authority Vote(s) Required

Approval of May 9th, 2024 Minutes

Holly Nichols – President

Holly Nichols asks the board to quickly read through the minutes and provide any feedback.

Jackie mentions that there was a recent court decision on closed meetings and that moving forward we might need to be more careful with how we close our meetings and note it in the minutes. Holly asks if Jackie has information on that, and Jackie says she can send it out and what it details.

Motion by Jackie Rosen second by Siv Ghaffari. Richard Layman absent from vote, the rest of the board approves unanimously.

Action Item: Park Authority Vote(s) Required

Approval of May 2024 Financial Statements

Roxanne Christensen – Treasurer

Roxy Christensen recaps the May 2024 financial statements for the board.

Motion by Richard Layman second by Siv Ghaffari. The board approves unanimously.

Action Item: Park Authority Vote(s) Required

Presidents Report

Holly Nichols – President

- **Pavilion Opening Event**
Holly informs the board that the pavilion project has been delayed but they are crossing their fingers for July. Patrick tells them that due to permitting process and contractor hiccups, the pavilion project is delayed and now are looking at an August opening, but construction is underway. He also quickly mentions that the contractor accidentally crushed a water line in the park, so the restrooms are down until tomorrow. Holly confirms that they still want to put on an event once the pavilion is ready, but they do not have a set date yet. Richard says his preference is to have the event in September when the weather isn't as hot, and they have more flexibility for delays.
- **Open Meetings Training**
Holly tells the board that every member needs to complete a yearly Utah Open Meetings Act Training, and she will send the link to everyone to do so. She informs everyone that they need to watch the video and then send their certificate to her and Danielle.
- **Audit**
No updates are given.

Informational Only

Other Business

- **Pavilion Update – Roxanne Christensen**
Updates were given earlier in the meeting regarding signage and the pavilion project delay.
- **Arboretum Plan Update – Roxanne Christensen**
Roxy Christensen tells the board that they have done a site walk, identified trees, and have met with the GIS (geographical information system) team with Salt Lake County who will provide a bid to put the arboretum on a GIS map. She says that bid will be used to submit for the grant, which must be submitted by Salt Lake County. Roxy says they will be supporting Dustin Wiberg, a Park Planner with Salt Lake County Parks & Recreation, to get that submitted by the end of July. Patrick mentions that for the arboretum submission, a minimum of 25 tree species had to be identified, and Roxy said they identified 31 species in the park. Roxy also mentions they hope that the grant can help pay for the signage they will be safely mounting to the trees, and that they will be accredited by early 2025.
- **CIP / Master Plan Committee Update – Richard Layman**
Richard Layman tells the board that in the Garden Center TRCC (Tourism, Recreation, Culture, and Convention) Funding Proposal, he added a line considering the accreditation of the arboretum, and the changing of the Garden Center name to reflect that. He recognizes that decision can be made during the planning process but wanted to put it out there for consideration.
- **Social Media / Website – Roxanne Christensen**
Roxy Christensen tells the board that the Sugar House Park website had over 3000 site visits during the month of May, and they are getting many new visitors to the site. Holly thanks Roxy for all the effort she's putting into the park's social media pages and website.
- **Transient Camps/Park Security Update – Siavash Ghaffari**
Siv Ghaffari tells the board that there are no new reports besides the usual stragglers after park hours that officers asked to leave. He mentions that he did see an ice cream truck in the park who was vending without permission and has asked Sergeant Brett with the Salt Lake City Police Department on what the Park Authority should do. Jackie mentions she has seen many children set-up lemonade stands as well and wanted to note that. Siv says that once he has the information on who to call, non-emergency will send out a patrol car to check out the situation.

Informational Only

Holly Nichols reminds the board that they are not meeting in July, and they will resume in August.

ADJOURN

Jackie Rosen moves to adjourn meeting.

DRAFT