



Sugar House Park Authority
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Sugar House Park Authority | August 8, 2024, MINUTES

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

Location: Webex

Board Members Present:	Anchor Location:
Holly Nichols, Roxy Christensen, Siavash Ghaffari, Jascha Clark, Shehan Jaro, Patrick Leary, Jackie Rosen, Richard Layman Others: Danielle Calacino, Diane Booth, Mckayla Walker, Mandy Aucutt, Kimberly Wander	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

Holly Nichols – President

Approval of Special Events and Athletic Field Use Requests

Holly Nichols – President

Name/Organization/Event	Document Reference	Date(s)
Race Cats – Mckayla Walker Youth running club for kids in 1 st – 8 th grade that has held previous races in the park. Both events will have same racecourse; first date is a smaller gathering. Motion to approve both dates by Richard Layman second by Siv Ghaffari. The board approves unanimously.	Portfolio 1	10/07/2024
Race Cats – Mckayla Walker Same as above, but this second date is a larger gathering that requires a mass gathering permit. Is approved with the first date above.	Portfolio 2	10/14/2024
Rape Recovery Center – No one shows up to present the event.	Portfolio 3	08/30/2024

<p>U of U OB/GYN Dept – Mandy Aucutt</p> <p>Wanting to hold a department gathering and will provide two pre-paid food trucks. They have reserved the Parley's Creek Pavilion for the whole day.</p> <p>Motion by Roxy Christensen second by Jackie Rosen. The board approves unanimously.</p>	Portfolio 4	09/19/2024	
<p>ReliaQuest – Kimberly Wander</p> <p>Cybersecurity company wanting to host a team building fun run where employees can bring their families. She mentions they also plan to assemble donation kits for youth. She asks and confirms they're allowed to play music and have pre-paid food trucks.</p> <p>They have a discussion on the route they should use for their run, deciding to use the big loop instead of Spoke Road by the Big Field Pavilion, which they have reserved. Kimberly asks if they can have a start/finish line down by the pavilion but also put up signs along the route. Holly confirms that they can put up little signs along the loop as long as they take them all down and confirms they can have their start/finish line but will need to sandbag it. Motion by Roxy Christensen second by Siv Ghaffari. The board approves unanimously.</p>	Portfolio 5	10/03/2024	
<p>Utah Virtual Academy</p> <p>Hayley from Utah Virtual Academy reaches out to Diane via email apologizing that she couldn't attend the meeting but asks if Diane can ask for approval on her behalf. Diane tells the board UVA is wanting to host a back-to-school night in an open-house format where they will be handing out backpacks and would like to set-up a rock-climbing wall in the parking lot of the Sugar Beet Pavilion. They discuss there are no concerns besides making sure they put the rock wall in the parking lot and not</p>	Portfolio 6	09/09/2024	

<p>on the grass. The board discusses approving events without someone present and that they have done it before, but they prefer it to not happen often. Motion with a suggestion they apply earlier and attend next year by Richard Layman second by Jascha Clark. The board approves unanimously. Diane says she will relay all that info and the approval to Hayley with Utah Virtual Academy.</p>		
*Challenger School Ice Cream Social	Portfolio 7	09/18/2024
*Cystic Fibrosis Foundation	Portfolio 8	05/16-05/17/2025
*Carden Memorial Blue and White Field Day	Portfolio 9	05/30/2025
*Girls on the Run	Portfolio 10	05/30-05/31/2025

*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 Siv Ghaffari second by Roxy Christensen. The board approves unanimously.

Action Item: Park Authority Vote(s) Required

Car Free Park

Richard Layman

Richard Layman introduces the idea of potentially having future events in the park that would entail closing the park to all vehicles, like what had to be done when the pond flooded last year. He says it's worth experimenting and has talked to the local organization, Sweet Streets, who would be interested in co-sponsoring said events. Richard then shows a presentation he put together to give more information to the board about the events, which are called Open Streets nationwide. He emphasizes that the events must be programmed, and they could potentially do 3-4 a year, but would be a good compromise to those constituents that enjoyed the park being closed to vehicular traffic during the flooding in 2023. He says it could be a great way to bring the community together, and a way to show the park's patrons that the Park Authority is listening to them.

Holly mentions how they allow other organizations to close the park to vehicular traffic all the time through special events, but as the Park Authority they never have, so it would be a great opportunity for them to be in charge of the programming.

They continue discussing the potential for doing closed park events, with Siv mentioning the park could become the place where people celebrate the Fourth of July again, like it once was. The board also discusses how they could work with different schools or different organizations to sponsor and help fund the events so they're not paying for them all themselves.

The board decides they do not need to vote, but they support Richard having discussions with Sweet Streets and bringing back next steps.

Action Item: Park Authority Vote(s) Required

Fabian Lakeside Pavilion Signage

Roxanne Christensen

Holly clarifies with Roxy that the agenda item is just to discuss the Fabian Lakeside Pavilion, and not the signage which they have already approved.

Roxy Christensen tells the board that Salt Lake County believes they have enough funds to buy the tables for the pavilion, so that will no longer have to come out of the Park Authority's budget. She mentions how the board has talked about adding grill tables to the pavilion as well and that the County's preference is to not have them, but the Park Authority can have the final say. The board discusses providing grills in a public park, with some members being for them and others not. They also discuss what signage they would need if any, and if they are a liability. Patrick says like anything at a park and what is stated in park rules, they are use at your own risk. Holly says that Chris, the park's caretaker, prefers the grills are not put back in and asks Patrick his opinion. Patrick says that the general position the Salt Lake County Parks' department takes is they do not put grills in any other regional park they have built or renovated, due to several issues they cause. He continues to say that he recognizes Sugar House Park and Bingham Creek Park are different as they have Park Authorities, and if they decide to put grills in then the park caretakers will adhere to it. They continue to discuss the implications of providing grills, like not knowing what people are burning or patrons not using them properly or cleaning up after themselves, etc. Roxy and Patrick discuss the grills being surface mounted and Patrick says they wouldn't be a long-term commitment if they end up not working out, but they may face vandalism because they're easier to dislodge. Roxy and Holly discuss how much they would be, and conclude that if the board approves, they can get the grills and ash cans within the pavilion budget, whatever the budget may be. Holly quickly asks to see who is in favor of putting in the grills, with all those in favor being: Roxy Christensen, Shehan Jaro, Richard Layman, Jascha Clark, Jackie Rosen, and Holly Nichols. Holly then asks who is against putting in the grills, with Patrick Leary and Siv Ghaffari raising their hands. Motion to incorporate grills into the Fabian Lakeside Pavilion project made by Richard Layman, second by Jackie Rosen. All those in favor: Roxy Christensen, Shehan Jaro, Holly Nichols, and Jascha Clark. All those against: Siv Ghaffari. All those abstaining: Patrick Leary.

Action Item: Park Authority Vote(s) Required

Grants | Utah DNR – FFSL 50% Match

Roxanne Christensen – Treasurer

Roxy Christensen gives an update about the Utah DNR (Department of Natural Resources) grant they applied for to fund the arboretum project.

She says they submitted it on 7/31/24 with a total project cost of \$30,001.60 but doesn't have a schedule on when they will approve of their application. She explains that the grant would be up to a 50% match, but the Park Authority would need to front the entire cost, and then would be reimbursed after the fact up to \$15,000. She clarifies that they wouldn't pay the whole project cost at once, they would pay over time as they work on the project but says she will ask further about the reimbursement schedule. Jackie asks if Roxy is looking for approval to spend the money on the project regardless of whether they get the grant, or a proposal of what they will spend money on if they get the grant. Roxy confirms they are approving the money they would spend if they got the grant, but if they don't, they will probably just buy the tree tags.

Holly asks if they could wait to have more information and a more complete picture of their financials to then make a decision at the next meeting. The board agrees and they decide to discuss it again at their September meeting.

Action Item: Park Authority Vote(s) Required

O&M 2025 Budget and 2026 Forecasting

Roxanne Christensen – Treasurer

Roxy Christensen tells the board they are starting budget discussions and shows an overview of items they are considering.

The items are:

- Annual 3% inflation increase
 - Annual increase to the current maintenance agreement with Salt Lake County.
- Garden Center operations and management
 - Roxy mentions that based on the size of the center, they might need one full-time employee to do event management, and provides a salary estimate of \$48,196 for the position. She also mentions they could possibly contract out through the County's list of vendors to provide cleaning services.
 - Roxy says that the current understanding with the Garden Center is that it wouldn't be managed under the County's contract, and the Park Authority would request the money to manage it. Holly says that is part of the bigger Garden Center conversation which they will get into later.
- Snow removal
 - They talk about possibly contracting out for a higher level of service for snow removal in the park on top of what the County provides.
 - Richard mentions that it is a 12-month park and it's important for them consider safety and access to the park for the entire year.
- Security Services
 - Roxy highlights whether they want to increase or decrease the services, and if they want to add them into the operational and maintenance budget which Salt Lake County and Salt Lake City would pay for.
- Increasing reservation fees
 - Holly says that changing reservation fees is something that is voted on and approved by the board.
 - They are considering making a change to the fees but not sure by how much. They decide they will look at this item separately.

Action Item: Park Authority Vote(s) Required

Approval of June 13th, 2024 Minutes

Holly Nichols – President

Holly Nichols asks the board to quickly look at the minutes.

Motion by Richard Layman second by Jackie Rosen. The board approves unanimously.

Action Item: Park Authority Vote(s) Required

Approval of June and July 2024 Financial Statements

Roxanne Christensen – Treasurer

Roxy Christensen recaps the June 2024 and July 2024 financial statements for the board.

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

Action Item: Park Authority Vote(s) Required

Holly Nichols quickly thanks everyone for doing the Utah Open Meetings training and says they are in a good place for their audit next year.

Holly says that she received a call from a business along 2100 that is affected by the current construction, and they asked if they could add signage on the park side of the street to help customers navigate to them. Holly thinks it's a nice, neighborly thing to do and would like to open the option to other businesses that are affected by the construction as well. She says that the board can't vote on it as it wasn't noticed on the agenda but asks for the board's support. The board agrees it's a good idea and are in support of it.

Other Business

- Road Repairs – *Patrick Leary*

- Patrick Leary talks about problems on the road going into the park from 1400 East and sinking issues that occurred there. They share a picture of the hole, and he mentions how there's 42" of asphalt that's accumulated over the years. He says that they had to excavate to repair the road, but it has been replaced. He also says that unfortunately the same problem could easily occur again elsewhere along the road.
 - Holly tells the board she did approve of the repairs as an emergency spend so it could get fixed quickly, and they will see that on their future financial statements.
- New Division Director, Chris Otto – *Patrick Leary*
 - Patrick Leary tells the board that Salt Lake County Parks & Recreation now has a new division director, Chris Otto, and gives quick background information on him.
- Bike Racks - *Patrick Leary*
 - Patrick Leary tells the board the bike racks have been ordered and should be delivered by mid-September. He says they will be hiring their contractor to install them in three of the locations they decided on.
- T.R.C.C. Pavilion Grant – *Patrick Leary*
 - Patrick Leary says that in their 2025 funding request, they're requesting funding to replace the Parley's Creek Pavilion, matching Salt Lake City's contribution.
- Arboretum Plan Update – *Roxanne Christensen*
 - Roxy Christensen says this was a duplicate item from above.
- CPA Services - *Shehan Jaro and Roxanne Christensen*
 - Roxy Christensen thanks the board for approving using CPA services, and they are working to get it all online.
 - Shehan Jaro mentions they now have a new management report on QuickBooks that gives a different view of how they look at their finances. He says they are also using a platform called Dex which allows their advisors to code into QuickBooks, and Bill.com is now being used to make their payments and creates an audit trail.
 - They have asked their advisors to input last year's data which will allow them to have year by year analytics, and that will help them forecast better.
- CIP / Master Plan Committee Update – *Richard Layman*
 - *T.R.C.C Grants (3 submitted)*
 - Richard Layman says they got three TRCC grant applications submitted: Garden Center Master Plan, Weather Track System, and the Culinary Water Line.
 - *Student Project – UoU Master of City and Metropolitan Planning (MCMP)*
 - Roxy Christensen says she submitted Sugar House Park to the University of Utah's Master of City and Metropolitan Planning program, and they received interest from two students who would like to do their master's projects on and within the park. Roxy says the first student is doing their project all about access regarding the park, and Roxy will help by promoting the student's survey.
- Social Media / Website – *Roxanne Christensen*
 - Roxy Christensen tells the board she's been posting while she's at the park and following the pavilion construction. She mentions Siv's idea about posting air quality and heat on social media and says she's happy to share any other ideas the board members might have.
 - Roxy tells Holly that she added a link to the board on the Sugar House Park website and added their board meetings to the calendar.
- Transient Camps/Park Security Update – *Siavash Ghaffari*
 - Siv Ghaffari says he has received four reports from Sergeant Brett Richmond since last meeting and mentions they're seeing an increase in vehicles and pedestrian bicyclists lingering in the park after hours.
 - Siv says there have been no incidents or security issues reported when they inspect the bathrooms and such.

- He says he's trying to find a policy or procedure for how to discourage the ice cream vendor that frequents the park and will be meeting with a liaison for the police department on how to enforce the park's policies on vending. Siv emphasizes that for now, it's important to have the no vending policy in place that they can always enforce, but eventually they could consider a process where they approve of certain vendors and give permission for them to vend in the park.

Informational Only

ADJOURN

Jackie Rosen moves to adjourn meeting.