



**NOTICE OF A REGULAR  
ARCH COMMISSION MEETING  
May 21, 2026, at 6:00 PM**

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PUBLIC NOTICE is hereby given that the Vineyard ARCH Commission will hold a regularly scheduled ARCH Commission meeting on Thursday, May 21, 2026, 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. AWARDS/PRESENTATIONS/RECOGNITIONS**
  - 2.1. Utah Lake Foundation Grant Follow-Up Event Report**
  - 2.2. UORG Grant for Skate Park**
- 3. CONSENT ITEMS**
- 4. WORK SESSION**
  - 4.1. Vineyard Days Follow-Up**
- 5. BUSINESS ITEMS**
  - 5.1. ARCH Grant Extension**

It has been requested that an ARCH Grant extension be offered to the Heritage Commission for the Ladle signage and Vineyard Parks & Rec for a Mountain Bike Park
  - 5.2. ARCH Grant Policy & Procedures Document Update for Approval**

ARCH Grant Policy & Procedures Document Updates for Approval
  - 5.3. ARCH Assignments Update for Approval**

ARCH Assignments Updates for Approval
  - 5.4. ARCH Bylaws Update for Approval**

ARCH Bylaws Update for Approval
- 6. STAFF AND COMMISSION REPORTS**
  - 6.1. Parks & Recreation Director - Brian Vawdrey**
- 7. REVIEW OF UPCOMING EVENTS AND ASSIGNMENTS**
- 8. ADJOURNMENT**

The next meeting is on \_\_\_\_\_.

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.gov](mailto:annan@vineyardutah.gov).

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



STAFF REPORT

Meeting Date: May 21, 2026  
**Agenda Item:** Utah Lake Foundation Grant Follow-Up Event Report  
**Department:** Parks & Recreation  
**Presenter:** Shelby

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**Background/Discussion:**

Utah Lake Foundation received a \$1500 ARCH Grant to cover the costs of transportation from American Fork to Vineyard for those attending the Paddle with Care event on Saturday, May 16th, 2026. Shelby will provide a slide deck presentation that highlights photos and information about the event.

**Fiscal Impact:**

N/A

**Recommendation:**

N/A

**Sample Motion:**

N/A

**Attachments:**

None



STAFF REPORT

Meeting Date: May 21, 2026  
**Agenda Item:** UORG Grant for Skate Park  
**Department:** Parks & Recreation  
**Presenter:** Brian Vawdrey

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**Background/Discussion:**

Vineyard City received a \$694,500 grant award from the Utah Outdoor Recreation Division for an All-Wheels Concrete Skatepark! This grant requires a 50/50 match, so Vineyard City will need to contribute approximately \$694,500 from the Vineyard RAP Tax fund to complete this project. The Vineyard City Council passed a resolution on March 10th, 2026 to allocate RAP Tax funds for the construction of the Skate Park.

The Skate Park is planned to be constructed in the lot Southeast of the Vineyard City Hall Building. The Park will include: various Skate Park elements, added parking, landscaping, restrooms + water fountain, sitting areas, bike racks, utility extension for potential outdoor lighting, etc. Full build-out is projected to be completed by end of Summer in 2027.

A potential Phase 2 of the overall site plan may occur in a future year, consisting of an asphalt pump track, shade structure for the Skate Park, and outdoor lighting to surround the Skate Park and pump track.

**Fiscal Impact:**

Approximately \$725,000. This is the approximate amount needing to be provided by Vineyard City RAP tax funds to complete the construction of the All-Wheels Concrete Skate Park.

**Recommendation:**

N/A

**Sample Motion:**

N/A

**Attachments:**

1. Vineyard City-UORG Presentation



# Vineyard City All-Wheels Concrete Skate Park

Brian Vawdrey – Vineyard City Parks & Rec Director

# KEY STAKEHOLDERS.

- Vineyard Residents
- Vineyard City Skate Park Committee
- Utah Skatepark Advocacy Group
- Hunger Skateparks
- American Ramp Company



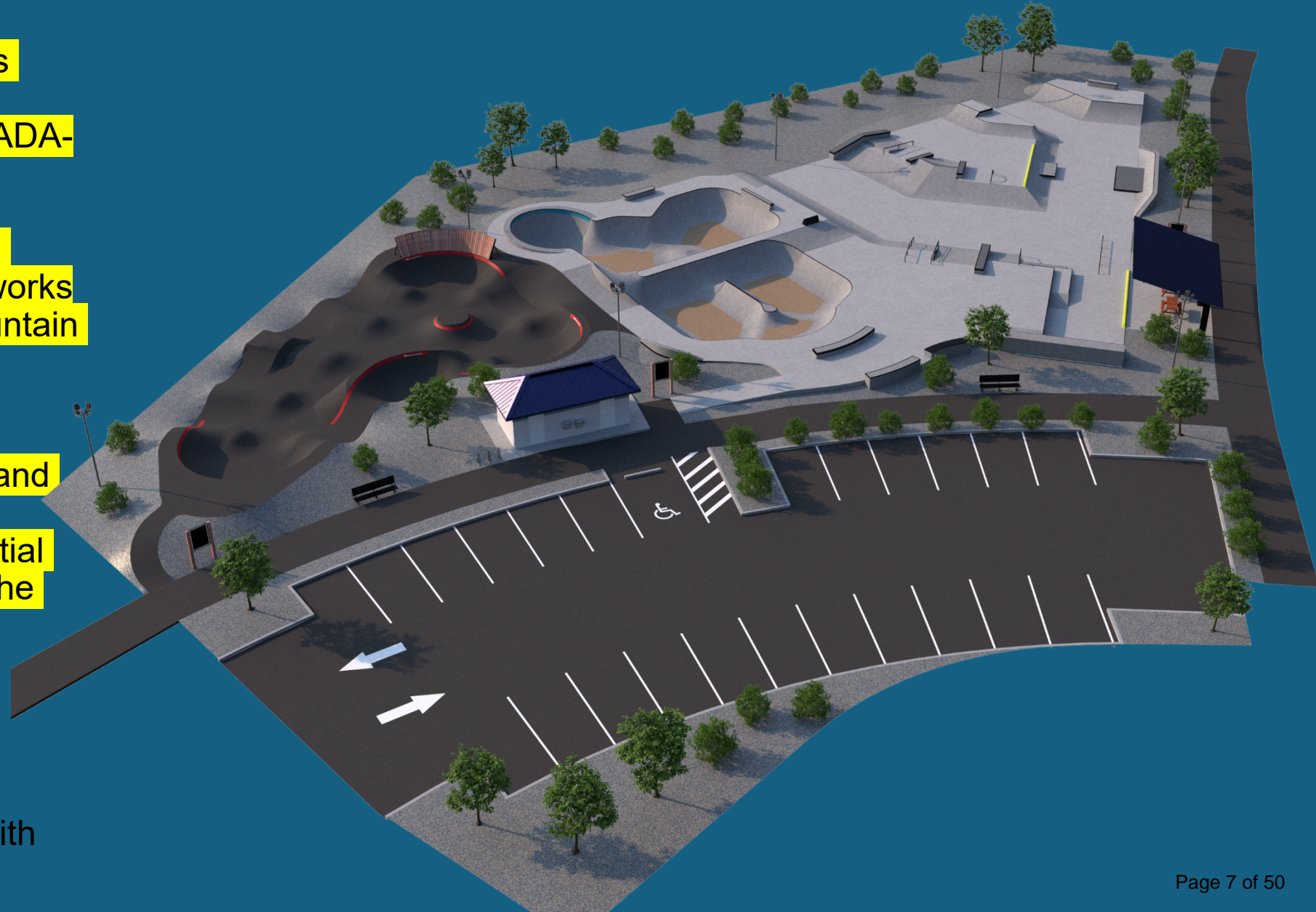
# OVERALL PROJECT VISION:

## Phase 1:

- 16,000 square foot All-Wheels Concrete Skate Park
- 24 added parking stalls (one ADA-compliant stall)
- ADA Ramp Park Entrance
- ~375' of asphalt trail added to connect two existing trail networks
- Restroom facility + Water Fountain + Bike Racks
- Two benches
- Signage
- Landscaping (trees, bushes, and crushed granite)
- Utility line extension for potential outdoor lighting surrounding the park

## Phase 2:

- Asphalt Pump Track
- Outdoor lighting
- Skate Park shade structure with seating area



# SITE PLAN:

City Hall

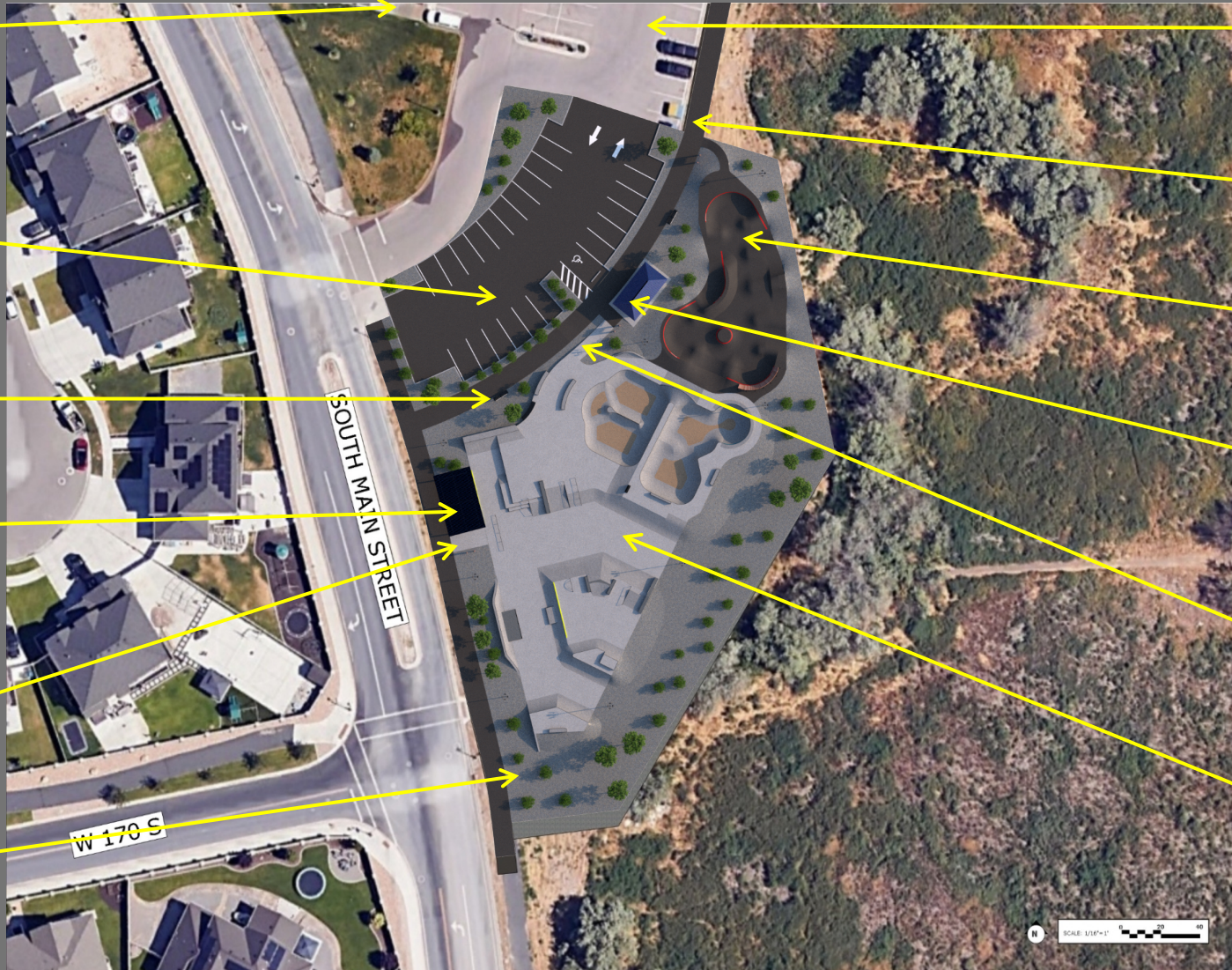
24 Added Parking Stalls (One ADA-Compliant)

Bench

Shade Structure with Seating Area

Park Entrance & Signage

Light Structure



Existing Parking Lot with 43 Parking Stalls  
Added 375' of Trail connecting two trail networks

Asphalt Pump Track

Restrooms, Water Fountain, & Bike Racks

ADA Ramp, Park Entrance, & Signage

All-Wheels Concrete Skate Park

# NEED:

- Parks & Recreation Master Plan Priority Project
- Teenager-focused & Young Adult-focused program/amenity
- Individual Sport
- Maintain Aesthetics at existing Vineyard Parks & Utah City
- Reduce travel time to Skateparks for local skaters



# 2025 ECONOMIC IMPACT – VISITATIONS:

- Orem (Built in 2002)
  - 20,400 total Skate Park visits
  - 11,100 visits from >2 miles away **(54%)**
  - Top three post-skate park visits:
    - Cold Stone
    - Maverik
    - 7/11
- Provo (Built in 2013)
  - 29,300 total Skate Park visits
  - 17,400 visits from >2 miles away **(59%)**
  - Top three post-skate park visits:
    - Palladium Apartments
    - Freedom Center Plaza
    - McDonalds
- Hyrum (Built in 2022)
  - 26,300 total Skate Park visits
  - 20,200 visits from >2 miles away **(77%)**
  - Top three post-skate park visits:
    - McDonalds
    - Ridleys
    - Chevron
- Vineyard (Pending for 2027)
  - Projected Visits in first 365 days:
    - 30,000 total Skate Park visits
    - 18,000 visits from >2 miles away **(60%)**

## AI PLACER DATA:

**15-44 Minutes = Most Popular Average Stay Time**

# REGIONAL ASSET QUALIFICATIONS:

- Lots of Non-Resident Visitations
- All-Wheels Concrete Skate Park
  - Inclusive to skateboarders, roller bladers, scooter-riders, BMX-riders, and Adaptive-riders
- Host Youth Skateboarding League Competitions

“The park design looks amazing! That is DEFINITELY a park we would want to hold an event at!! ...that park section looks so amazing and will give the kids so many options for doing tricks and making unique runs. It also has a great street section as well.”

**-Tom Blair, Director of Utah Amateur Skateboarding League**

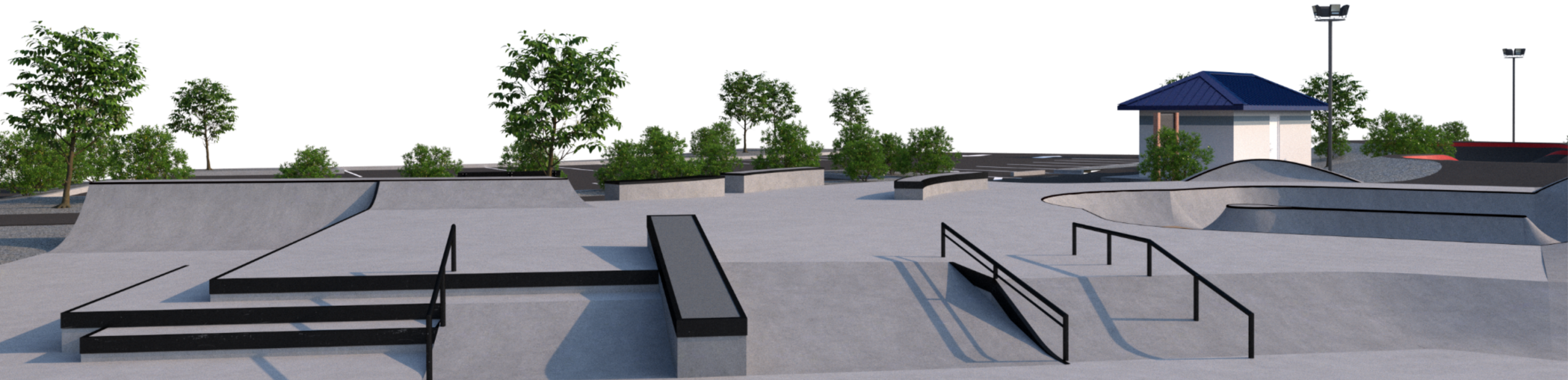
# BUDGET REVIEW:

- Cost for Phase 1: \$1,389,000
- Requesting \$694,500 from UORG for Phase 1
- Vineyard's Cash Match of \$694,500
  - \$548,256 – Amount in RAP Tax PTIF Fund as of April 28th, 2026
  - \$1,872.80 - Vineyard Community Donations
  - \$144,371.20 - Future RAP Tax PTIF Fund Revenues (Expected by 12/31/26)

**\*Resolution signed by Vineyard City Council on 3/10/26\***

100% of Vineyard City Council signed a support letter for the Vineyard City All-Wheels Concrete Skate Park

# SCHEDULE:



- Begin work within two weeks of UORG Grant Approval
- Construction complete by May 31<sup>st</sup>, 2027
- **Grand Opening on Saturday, June 5<sup>th</sup>, 2027!**

**Thank You!**



STAFF REPORT

Meeting      May 21, 2026  
Date:  
**Agenda**      Vineyard Days Follow-Up  
**Item:**  
**Department:** Events  
**Presenter:**    Teresa

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**Background/Discussion:**

Teresa Horn, Vineyard City contracted Event Coordinator, will review plans for Vineyard Days. Discussion is also to be had regarding the Art Show oversight, Parade participation, and a potential ARCH booth.

**Fiscal Impact:**

**Recommendation:**

N/A

**Sample Motion:**

N/A

**Attachments:**

None



STAFF REPORT

Meeting Date: May 21, 2026  
**Agenda Item:** ARCH Grant Extension  
**Department:** Parks & Recreation  
**Presenter:** Brian Vawdrey

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**Background/Discussion:**

The Fiscal Year '24-'25 ARCH Grant Awards included a \$14,250 offer to the Heritage Foundation for ladle signage and a \$14,250 offer to Vineyard Parks & Recreation for a Mountain Bike Park.

Both groups are requesting for a time extension to use the funds and complete the projects.

The Heritage Foundation has forwarded money to the sign maker. Upon getting final approvals from Vineyard City Planning, the Heritage Foundation can have this project wrapped up within about 60 days.

Vineyard Parks & Rec needs to verify the standing of the new Vineyard City Council for still pursuing the Mountain Bike park across the street from Gammon Park (planned to review with City Council next week). To build the mountain bike park, it will require about \$50,000 additional from the RAP Tax fund and verification from the Army Corps that the area for construction isn't jurisdictional wetlands.

**Fiscal Impact:**

N/A. Money has already been allocated from the RAP Tax fund to support both of these projects (\$14,250 each)

**Recommendation:**

It is recommended that these projects be given a time extension for project completion by June 1st, 2027. Final say to be had by the City Council.

**Sample Motion:**

I move to recommend to the Vineyard City Council that the ladle signage project by Heritage Foundation and Mountain Bike park project by Vineyard Parks & Rec have an extended completion deadline of June 1st, 2027.

**Attachments:**

1. The Great Geneva Ladle
2. Heritage Foundation Sign Design
3. Heritage Foundation Sign Placement

# The Great Geneva Ladle

Connecting us to Vineyard's rich heritage



This ladle is one of several ladles used to transport "slag" or impurities that were isolated during the processing of molten liquid metals.

You are looking at a large "slag ladle" (also referred to as a "slag pot"), that was used in the Geneva Steel Mill that was located about one mile North of where you are now standing.



*Slag, as a non-metallic byproduct of metal smelting, was used as a construction aggregate (a durable substitute for gravel in cement) and in road construction. You have likely driven on many roads, like nearby I-15, that used Geneva Steel slag as part of its roadbed.*

Red-hot molten slag, often reaching upwards of 2,000 degrees Fahrenheit, was transported in ladles like this one, mounted on flatbed rail cars, and dumped at a nearby location on the mill site.

Scan for more information.



Construction for the Geneva Steel mill began in 1941, under the direction of President Franklin D. Roosevelt to increase inland steel manufacturing capability to support the WWII war effort.



# GENEVA STEEL *Ladle*

1944-2001



in details are the exclusive property of Signarama. Any use, reproductions beyond the scope of the contracted work with Signarama without prior written consent.

Project Designer: Spencer Co

## Geneva Steel Ladle



Day View

Night View



in details are the exclusive property of Signarama. Any use, reproductions beyond the scope of the contracted work with Signarama without prior written consent.

Project Designer: Spencer Co

## Geneva Steel Ladle



## sign locations

PEDESTRIAN WALKWAY





STAFF REPORT

Meeting Date: May 21, 2026

Date:

**Agenda Item:** ARCH Grant Policy & Procedures Document Update for Approval

**Department:** Parks & Recreation

**Presenter:** Brian Vawdrey

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**Background/Discussion:**

See attached document for proposed updates by Vineyard Staff to the ARCH Grant Policy & Procedure Document

**Fiscal Impact:**

N/A

**Recommendation:**

Vineyard City Staff recommend that the ARCH Commission approve the proposed updates to the ARCH Grant Policy & Procedure Document.

**Sample Motion:**

"I move to adopt the proposed changes by Vineyard City Staff to the ARCH Grant Policy & Procedure Document."

**Attachments:**

1. ARCH Grant Policy and Procedure Document - Redline Updates
2. ARCH Grant Policy and Procedure Document - Clean

# Vineyard City ARCH Grant Policy & Procedure Document

## ARCH Background

In February of 2023, the Vineyard ARCH Commission was created by the Vineyard City Council to help promote Arts, Recreation & Parks, Culture, and Heritage within the community. The ARCH Commission shall consist of seven ~~five~~ (7) ~~members~~ ~~and two~~ (2) ~~alternates~~. All Commissioners shall be Vineyard City residents, except for one Commissioner may be at-large and may be a non-resident of Vineyard. All Commissioners shall be volunteers. A key purpose of the ARCH Commission is to annually recommend to City Council which ARCH Grant applicants shall receive funding.

In November of 2019, a majority of Vineyard City voters approved the RAP Tax. As a result, one-tenth of one percent of the City's sales tax is designated for supporting a wide range of Parks & Recreation projects, such as: capital development, ongoing operations of parks, recreational facilities, and cultural arts programs. The Vineyard City RAP tax went into effect on April 1, 2020 and shall last for 10 years. The November 2029 General Election shall include a ballot proposition to continue the Vineyard RAP Tax for an additional 10 years.

## ARCH Grant Annual Timeline

The ARCH Grant Annual Timeline shall be as follows:

- ~~July 15<sup>th</sup> September 1<sup>st</sup>~~ -- ~~September 30<sup>th</sup> November 15<sup>th</sup>~~: Online ARCH Grant application open
- ~~October November ARCH Commission Meeting~~: Grant applicants, or designee(s), shall present to the ARCH Commission
- ~~November January -- February~~: ARCH Commission reviews overall scores for each grant applicant and determines a recommendation for City Council regarding any grant award allocation(s)
- ~~February -- March November-December~~: ARCH Grant awards funding finalized and approved by City Council awarded and all ARCH Grant applicants notified of award status
- ~~March January~~: Distribution of ARCH Grant funding allocation(s)

## **General Guidelines**

1. The Vineyard City Council shall determine how much funding to allocate from the RAP Tax fund to the ARCH Grant, prior to each fiscal year.
2. The ARCH Commission may revise the ARCH Grant application prior to making it available each year.
3. All ARCH Grant applications shall be submitted via an application provided by Vineyard City.
4. Only one (1) application submission shall be permitted per fiscal year per 501(c) (3) organization/Vineyard City division.
5. All ARCH Grant applications shall be submitted prior to the application deadline. Late applications shall not be considered.
6. All ARCH Grant Applicants, or designee(s), shall be required to present and discuss their application project/program in front of the ARCH Commission.
7. The ARCH Commission shall review and score each Grant applicant and recommend which applicant(s), if any, and amount(s) the City Council should approve via majority vote.
8. Vineyard City Staff shall provide notice to all ARCH Grant applicants regarding the ARCH Commission's recommendations to the City Council and the City Council's final decision on distribution of funds.
9. The ARCH Grant fund is not an entitlement. Submitting a Grant application does not guarantee that any funds shall be awarded.
10. Organizations shall not be awarded multi-year ARCH Grant funding for the same project without Vineyard City Council approval.

11. ARCH Grant(s) may be provided to publicly-owned and operated facilities, as long as the facilities are located in Vineyard OR are within the geographical area of entities that are parties to an interlocal agreement, to which Vineyard City is a party.

### **Eligible Applicants**

To qualify for ARCH grant funding, applicants shall:

- a) Be a valid 501(c)(3) non-profit organization OR a Vineyard City-funded division.
  1. Qualifying 501(c)(3) non-profit organization(s) must have, or commit to have, a significant presence in Vineyard City AND have a purpose of advancing/preserving Vineyard City arts, music, special events, parks and recreation, theater, dance, heritage, natural history, or cultural arts.
- b) Possess and submit, with the ARCH grant application, all necessary land-use permit approvals that pertain to the project/program, prior to the ARCH grant application deadline.

### **Eligible vs Ineligible ARCH Grant Projects/Programs**

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.

- Eligible ARCH Grant Projects/Programs include, but are not limited to:
  - Art Festivals
  - Music or Dance Performances
  - Heritage/Culture Programs/Projects
  - Theater Groups
  - Special Events
  - Parks Facilities
  - Recreational Facilities
  - Library Enhancements
  - Trail/Bike Path Improvements

All ARCH Grant projects/programs must directly benefit the Vineyard community, aligning with the specific needs and interests of local residents.

- Ineligible ARCH Grant Projects/Programs pertain to, but are not limited to:
  - Road enhancements
  - Public safety
  - Schools
  - Political lobbying
  - Fundraising
  - Paying down accumulated deficits or existing debt
  - Activities not available to the general public or activities held at privately-owned facilities
  - Activities that take place outside of Vineyard City
  - Activities that are primarily religious in purpose
  - Scholarships
  - Purchasing awards or cash prizes
  - Rodeos
  - Fireworks
  - Services unrelated to Arts, Recreation & Parks, etc

Funding cannot be used for improvements to a 501(c)(3) organization itself, but must be dedicated to programming or initiatives that serve the Vineyard community.

### **ARCH Grant Award Recipient Requirements**

After the City Council approves the annual ARCH Grant funding recipient award(s), each grant recipient shall:

1. Enter into a written agreement with Vineyard City. The agreement shall be signed by both parties, prior to the exchange of awarded funds. The contract shall include:
  - A detailed list of planned expenditures.
  - A beginning and end date for the project/program, if applicable.
  - Accountability measures for Vineyard City to ensure proper use of ARCH Grant expenditures and project completion.
2. Sign and return the required agreement within 30 days of the City Council approving the ARCH Grant recipient award(s). ARCH Grant Awardees who do not expend all their grant funds properly and complete the project/program by

June 1<sup>st</sup> of the following fiscal year shall return all unused and any misused amounts to Vineyard City within two (2) weeks time, unless otherwise determined by Vineyard City.

3. Ensure that all promotional items, programs, publications, performances, and all other printed materials include the ARCH logo (supplied by Vineyard City) or other language required by ARCH.
4. Provide itemized expenses in a year-end report (compliance report). The report must be received by June 1<sup>st</sup> of each year, as applicable. If the report is not received by this date or is an inadequate report, grant funds shall be returned to Vineyard City and the grant awardee shall no longer be eligible for future Vineyard City ARCH grant funding.

Approved by ARCH Commission on the 21<sup>st</sup> of May, 2026.

4.

# Vineyard City ARCH Grant Policy & Procedure Document

## ARCH Background

In February of 2023, the Vineyard ARCH Commission was created by the Vineyard City Council to help promote Arts, Recreation & Parks, Culture, and Heritage within the community. The ARCH Commission shall consist of seven (7) members. All Commissioners shall be Vineyard City residents, except for one Commissioner may be at-large and may be a non-resident of Vineyard. All Commissioners shall be volunteers. A key purpose of the ARCH Commission is to annually recommend to City Council which ARCH Grant applicants shall receive funding.

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- November: ARCH Commission reviews overall scores for each grant applicant and determines a recommendation for City Council regarding any grant award allocation(s)
- November-December: ARCH Grant awards finalized and approved by City Council and all ARCH Grant applicants notified of award status
- January: Distribution of ARCH Grant funding allocation(s)

## General Guidelines

1. The Vineyard City Council shall determine how much funding to allocate from the RAP Tax fund to the ARCH Grant, prior to each fiscal year.
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3. All ARCH Grant applications shall be submitted via an application provided by Vineyard City.
4. Only one (1) application submission shall be permitted per fiscal year per 501(c)(3) organization/Vineyard City division.
5. All ARCH Grant applications shall be submitted prior to the application deadline. Late applications shall not be considered.
6. All ARCH Grant Applicants, or designee(s), shall be required to present and discuss their application project/program in front of the ARCH Commission.
7. The ARCH Commission shall review and score each Grant applicant and recommend which applicant(s), if any, and amount(s) the City Council should approve via majority vote.
8. Vineyard City Staff shall provide notice to all ARCH Grant applicants regarding the ARCH Commission's recommendations to the City Council and the City Council's final decision on distribution of funds.
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in Vineyard OR are within the geographical area of entities that are parties to an interlocal agreement, to which Vineyard City is a party.

### **Eligible Applicants**

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- b) Possess and submit, with the ARCH grant application, all necessary land-use permit approvals that pertain to the project/program, prior to the ARCH grant application deadline.

### **Eligible vs Ineligible ARCH Grant Projects/Programs**

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.

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  - Recreational Facilities
  - Library Enhancements
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  - Public safety
  - Schools
  - Political lobbying
  - Fundraising
  - Paying down accumulated deficits or existing debt
  - Activities not available to the general public or activities held at privately-owned facilities
  - Activities that take place outside of Vineyard City
  - Activities that are primarily religious in purpose
  - Scholarships
  - Purchasing awards or cash prizes
  - Rodeos
  - Fireworks
  - Services unrelated to Arts, Recreation & Parks, etc

Funding cannot be used for improvements to a 501(c)(3) organization itself, but must be dedicated to programming or initiatives that serve the Vineyard community.

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  - A detailed list of planned expenditures.
  - A beginning and end date for the project/program, if applicable.
  - Accountability measures for Vineyard City to ensure proper use of ARCH Grant expenditures and project completion.
2. Sign and return the required agreement within 30 days of the City Council approving the ARCH Grant recipient award(s). ARCH Grant Awardees who do not expend all their grant funds properly and complete the project/program by June 1<sup>st</sup> of the following fiscal year shall return all unused and any misused amounts to Vineyard City within two (2) weeks time, unless otherwise determined by Vineyard City.

3. Ensure that all promotional items, programs, publications, performances, and all other printed materials include the ARCH logo (supplied by Vineyard City) or other language required by ARCH.
4. Provide itemized expenses in a year-end report (compliance report). The report must be received by June 1<sup>st</sup> of each year, as applicable. If the report is not received by this date or is an inadequate report, grant funds shall be returned to Vineyard City and the grant awardee shall no longer be eligible for future Vineyard City ARCH grant funding.

Approved by ARCH Commission on the 21<sup>st</sup> of May, 2026.



STAFF REPORT

Meeting Date: May 21, 2026  
**Agenda Item:** ARCH Assignments Update for Approval  
**Department:** Parks & Recreation  
**Presenter:** Brian Vawdrey

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**Background/Discussion:**

See attachment for Vineyard City Staff's proposed updates to the ARCH Assignments.

**Fiscal Impact:**

N/A

**Recommendation:**

Vineyard City staff recommends that ARCH Commission approve the proposed updates to the ARCH Assignments.

**Sample Motion:**

"I move to adopt the Vineyard City Staff's proposed updates to the ARCH Assignments."

**Attachments:**

1. ARCH Commission Assignments Document - Redline Updates
2. ARCH Commission Assignments Document - Clean



## ARCH COMMISSION ASSIGNMENTS DOCUMENT

The ARCH Commission Chair shall assign all other appointed ~~Voting~~ Commission Members a specific area of oversight (Arts, Recreation & Parks, Culture, or Heritage). Assignments may be changed annually, or as necessary.

### ARTS REPRESENTATIVE: (Report to ARCH Chair)

- Organize and oversee all aspects of the Art Show for Vineyard Days; coordinate with Vineyard City Staff
- ~~Identify areas in Vineyard City where murals or other art features can be installed~~
- ~~May be~~ Be on evaluation committee for capital projects relating to Art Enhancements in Vineyard
- Oversee an ~~quarterly annual~~ art opportunity for the community (such as: Utah City activity, music performance, Children's library program, coloring contest, mural painting opportunity, etc); coordinate with Vineyard City Staff
- Vote on which Grant Applicant(s), if any, should be recommended to City Council each fiscal year for obtaining ARCH Grant funding.
- Ensure ARCH grant recipient(s) enhance art within Vineyard City

### RECREATION & PARKS REPRESENTATIVE: (Report to ARCH Chair)

- ~~Help provide volunteers at Vineyard City Races~~
- ~~May be~~ Be on evaluation committee for capital projects relating to Recreation & Parks
- ~~Support Vineyard's Recreation Team with a~~ ~~Oversee~~ Vineyard Days activities ~~(such as Bingo)~~; coordinate with Vineyard City Staff
- ~~Be on evaluation committee for capital projects relating to Recreation & Parks~~
- Vote on which Grant Applicant(s), if any, should be recommended to City Council each fiscal year for obtaining ARCH Grant funding
- Ensure ARCH grant recipient(s) enhance recreation and parks within Vineyard City



### **CULTURE REPRESENTATIVE: (Report to ARCH Chair)**

- ~~• Collaborate with Vineyard City Staff to create Vineyard Days theme and swag~~
- ~~• Oversee an annual cultural opportunity for the community Brainstorm and present a bi-annual event in ARCH Commission to enhance Vineyard Culture that is inclusive of all groups~~
- ~~• Oversee performance and stage schedule at Vineyard Days~~
- ~~• Recommend program items and participants for Patriot Day (9/11) Event~~
- ~~• Provide awardee recommendations for the Vineyard Impact Awards Event~~
- ~~• Meet monthly with the Community that Cares rep for Vineyard City and offer support as necessary~~
- Vote on which Grant Applicant(s), if any, should be recommended to City Council each fiscal year for obtaining ARCH Grant funding
- Ensure ARCH grant recipient(s) enhance culture within Vineyard City

### **HERITAGE REPRESENTATIVE: (Report to ARCH Chair)**

- Oversee the collection and implementation of year-in-review content (such as: video, book, hand-out, etc) that highlights Vineyard Events and programs; coordinate with Vineyard City Staff
- ~~• Organize and oversee Vineyard Heritage Day; coordinate with Vineyard City Staff~~
- Help advertise Vineyard's Memorial Bench & Tree Program
- Vote on which Grant Applicant(s), if any, should be recommended to City Council each fiscal year for obtaining ARCH Grant funding
- Ensure ARCH grant recipient(s) enhance heritage within Vineyard City

### **ARCH COMMISSION ALTERNATES: (Report to ARCH CHAIR)**



- ~~Fill in for Voting Commission Member(s) in their absence at ARCH Commission Meetings~~
- ~~Support one or more voting Commission Members with their assigned area of ARCH responsibilities~~

## ARCH LEADERSHIP ROLE RESPONSIBILITIES

### ARCH CHAIR: (Report to ~~Vineyard City Parks & Rec Director and Events Manager~~Vineyard City's staff liaison for the ARCH Commission)

- Oversee each area of ARCH
- ~~Meet monthly with each ARCH Commissioner to follow up on their specific duties and provide them guidance as necessary~~
- Meet monthly with Vineyard City's staff liaison for the ARCH Commission ~~Parks & Rec Director and Events Manager~~ to prepare and review ARCH Commission agendas
- ~~Meet monthly with the City Council member who is assigned to oversee the ARCH Commission to report on activities, accomplishments, and challenges of the ARCH Commission~~
- Lead all ARCH Commission meetings
- ~~Assist with fundraising and recruiting City Sponsorships to meet annual expectation; coordinate with Vineyard City Staff~~
- Vote on which Grant Applicant(s), if any, should be recommended to City Council each fiscal year for obtaining ARCH Grant funding
- Annually present the ARCH Commission's recommendation to Vineyard's City Council and Mayor regarding which applicant(s), if any, should receive ARCH Grant funding

### ARCH ~~VICE~~GO-CHAIR:



- Fill in as ARCH Chair, when necessary, at Commission meetings in the Chair's absence

#### **ARCH SECRETARY:**

- Record all ARCH Commission meetings
- Review and maintain minutes for each ARCH Commission meeting

#### **ALL ARCH COMMISSIONERS:**

- Attend each ARCH Commission meeting
- Review annual ARCH grant applications and provide scores to Staff for each applicant
- ~~All ARCH Commissioners are encouraged to attend all Vineyard City Events~~
- Become familiar with the Vineyard City Parks & Rec Master Plan to ensure ARCH priorities and efforts are aligned
- Assist with outreach for community feedback pertaining to ARCH-related Recreation & Parks capital projects and events (such as: flyer the city, post on community facebook page(s), etc); coordinate with Vineyard City Staff
- Understand the demography of Vineyard and conduct public outreach and education efforts to raise awareness and understanding of the value and importance of Arts, Recreation & Parks, Culture, and Heritage; coordinate with Vineyard City Staff
- ~~Foster partnerships and collaborations with local organizations, individuals, and government entities to further the goals of the ARCH Commission~~
- Develop and recommend ~~to the Vineyard Parks & Recreation Director~~ policies and programs to Vineyard's ARCH Commission staff liaison that promote and preserve Arts, Recreation & Parks, Culture, and Heritage



- Advise the City Council on matters related to Arts, Recreation & Parks, Culture, and Heritage

Approved by ARCH Commission on the 21<sup>st</sup> of May, 2026.



## **ARCH COMMISSION ASSIGNMENTS DOCUMENT**

The ARCH Commission Chair shall assign all other appointed Commission Members a specific area of oversight (Arts, Recreation & Parks, Culture, or Heritage). Assignments may be changed annually, or as necessary.

### **ARTS REPRESENTATIVE: (Report to ARCH Chair)**

- Organize and oversee all aspects of the Art Show for Vineyard Days; coordinate with Vineyard City Staff
- May be on evaluation committee for capital projects relating to Art Enhancements in Vineyard
- Oversee an annual art opportunity for the community (such as: Utah City activity, music performance, Children’s library program, coloring contest, mural painting opportunity, etc); coordinate with Vineyard City Staff
- Vote on which Grant Applicant(s), if any, should be recommended to City Council each fiscal year for obtaining ARCH Grant funding.
- Ensure ARCH grant recipient(s) enhance art within Vineyard City

### **RECREATION & PARKS REPRESENTATIVE: (Report to ARCH Chair)**

- May be on evaluation committee for capital projects relating to Recreation & Parks
- Support Vineyard’s Recreation Team with a Vineyard Days activity; coordinate with Vineyard City Staff
- Vote on which Grant Applicant(s), if any, should be recommended to City Council each fiscal year for obtaining ARCH Grant funding
- Ensure ARCH grant recipient(s) enhance recreation and parks within Vineyard City



**CULTURE REPRESENTATIVE: (Report to ARCH Chair)**

- Oversee an annual cultural opportunity for the community
- Vote on which Grant Applicant(s), if any, should be recommended to City Council each fiscal year for obtaining ARCH Grant funding
- Ensure ARCH grant recipient(s) enhance culture within Vineyard City

**HERITAGE REPRESENTATIVE: (Report to ARCH Chair)**

- Oversee the collection and implementation of year-in-review content (such as: video, book, hand-out, etc) that highlights Vineyard Events and programs; coordinate with Vineyard City Staff
- Help advertise Vineyard's Memorial Bench & Tree Program
- Vote on which Grant Applicant(s), if any, should be recommended to City Council each fiscal year for obtaining ARCH Grant funding
- Ensure ARCH grant recipient(s) enhance heritage within Vineyard City



## **ARCH LEADERSHIP ROLE RESPONSIBILITIES**

### **ARCH CHAIR: (Report to Vineyard City's staff liaison for the ARCH Commission)**

- Oversee each area of ARCH
- Meet monthly with Vineyard City's staff liaison for the ARCH Commission to prepare and review ARCH Commission agendas
- Lead all ARCH Commission meetings
- Vote on which Grant Applicant(s), if any, should be recommended to City Council each fiscal year for obtaining ARCH Grant funding
- Annually present the ARCH Commission's recommendation to Vineyard's City Council and Mayor regarding which applicant(s), if any, should receive ARCH Grant funding

### **ARCH VICE-CHAIR:**

- Fill in as ARCH Chair, when necessary, at Commission meetings in the Chair's absence

### **ARCH SECRETARY:**

- Record all ARCH Commission meetings
- Review and maintain minutes for each ARCH Commission meeting



## **ALL ARCH COMMISSIONERS:**

- Attend each ARCH Commission meeting
- Review annual ARCH grant applications and provide scores to Staff for each applicant
- Become familiar with the Vineyard City Parks & Rec Master Plan to ensure ARCH priorities and efforts are aligned
- Assist with outreach for community feedback pertaining to ARCH-related capital projects (such as: flyer the city, post on community facebook page(s), etc); coordinate with Vineyard City Staff
- Understand the demography of Vineyard and conduct public outreach and education efforts to raise awareness and understanding of the value and importance of Arts, Recreation & Parks, Culture, and Heritage; coordinate with Vineyard City Staff
- Develop and recommend policies and programs to Vineyard's ARCH Commission staff liaison that promote and preserve Arts, Recreation & Parks, Culture, and Heritage
- Advise the City Council on matters related to Arts, Recreation & Parks, Culture, and Heritage

Approved by ARCH Commission on the 21<sup>st</sup> of May, 2026.



STAFF REPORT

Meeting Date: May 21, 2026  
**Agenda Item:** ARCH Bylaws Update for Approval  
**Department:** Parks & Recreation  
**Presenter:** Brian Vawdrey

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**Background/Discussion:**

See attachment for proposed updates to ARCH Bylaws.

**Fiscal Impact:**

N/A

**Recommendation:**

Vineyard City Staff recommends that the ARCH Commission approve the proposed updates to the ARCH Bylaws.

**Sample Motion:**

"I move to adopt the proposed updates from Vineyard City Staff to the ARCH Bylaws.

**Attachments:**

1. ARCH Bylaws Redline Updates
2. ARCH Bylaws Updates - Clean

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

## Article 1: Name

The name of this organization shall be the Arts, 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

- Composition

The ARCH Commission shall consist of ~~seven~~ seven (7) members ~~and two (2) alternates~~, as appointed by the Mayor and with approval from a majority of the City Council. The members shall reflect diverse backgrounds and expertise related to Arts, Recreation & Parks, Culture, and Heritage.

- Qualifications

All Commissioners must be residents of Vineyard City, except one (1) may be at-large and reside anywhere in the state of Utah. All Commissioners shall serve for a term of four (4) years (unless designated otherwise by the Mayor and approved by a majority of City Council), and shall not serve more than two (2) consecutive terms. Each term shall begin on January 1<sup>st</sup> of the year of appointment and shall end on December 31<sup>st</sup> of the year when the appointment expires. The term length of various Commissioners shall be staggered to help ensure continued functionality of the ARCH Commission.

- Voting Privileges

Each of the seven (7) Commission members are allowed to vote on ARCH agenda items, except for when absent. ~~When applicable, one or both Commission alternates shall vote in place of the absent member(s), as designated by the member acting as the meeting Chair. There shall be no more than 5 voters at any given time.~~

- Vacancies

Any vacancy occurring during a Commissioner's term may be filled through the regular appointment process. The newly appointed Commissioner may serve the remainder of the unexpired term prior to beginning a first 4-year term, if designated by the Mayor and approved by City Council.

- Removal

The Mayor may remove any Commissioner without cause, as determined solely by the discretion of the Mayor and as approved by a majority of the City Council. Any Commissioner 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 Commissioner. The purpose of the hearing is to allow the Commissioner being removed to be heard on the issue of removal.

## Article 5: Officers

- Chair

The ARCH Commission shall elect or re-elect each calendar year, by majority vote, a current member to serve as Commission Chair. An ARCH Commission member shall not serve as the Chair for more than three (3) consecutive years. The Chair shall perform all duties as listed in the ARCH Assignments document.

- Vice-Chair

The ARCH Commission shall elect or re-elect each calendar year, by majority vote, a current member to serve as Commission Vice-Chair. An ARCH Commission member shall not serve as the Vice-Chair for more than three (3) consecutive years. The Vice-Chair shall perform all duties as listed in the ARCH Assignments document.

- Secretary

The ARCH Commission shall elect or re-elect each calendar year, by majority vote, a current member to serve as Commission Secretary. An ARCH Commission member shall not serve as the Secretary for more than three (3) consecutive years. The Secretary shall perform all duties as listed in the ARCH Assignments document.

## Article 6: Meetings

- 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.

- Special Meetings

Special meetings may be called by the Commission Chair or upon written request by three (3) Commissioners. Proper notice of the special meeting, including the agenda, shall be provided to all Commissioners at least 24 hours prior to the meeting.

- Quorum

~~Four~~<sup>Three</sup> (4~~3~~) Commissioners shall constitute a quorum for the transaction of business at any regularly-scheduled or special meeting.

- Voting

Decisions shall be made by a majority vote. Proxy voting is not permitted; must be present to vote.

## **Article 7: Duties and Responsibilities**

The ARCH Commission shall perform all duties as listed in the ARCH Assignments document. Changes to the ARCH Assignments document shall only occur with a majority vote of the ARCH Commission. ~~The ARCH Commission Secretary-Vineyard City Staff~~ shall maintain accurate records of meetings, decisions, and recommendations made by the Commission.

## **Article 8: RAP Tax Grant**

- Eligibility

Applicants must meet the eligibility criteria specified in the ARCH Grant Policy and Procedure document.

- Conflict of Interest: ARCH Commissioners closely associated with any ARCH Grant applicant(s) or applicant(s) project are required to disclose any conflicts of interest and refrain from participating in the scoring and evaluation of all applications.

- Grant Application Process

The grant application form shall be made available to the general public through the Vineyard website or other approved means. Applicants must complete the application form and submit all required documents by the specified deadline.

- The ARCH Commission shall conduct a thorough review of all applications received to ensure they meet the eligibility criteria and included all necessary information. Incomplete applications shall not be considered for grant awards.

- Grant Evaluation and Awarding

The ARCH Commission shall use pre-defined evaluation criteria to assess each application. The criteria shall be based upon the ARCH Commission's mission, Vineyard City's mission, the project's feasibility, economic impact, and budget appropriateness.

- Scoring System: A scoring system shall be used to rank applications based upon the evaluation criteria. The Commission shall use these scores as a guide in a recommendation to the City Council.
- Recommendations: The ARCH Commission Chair, or designee, shall make ARCH's recommendations to the City Council for awarding ARCH grant award(s).
- Approval: The final decision to approve ARCH grant awards rests with the City Council.

- Notification: Vineyard City Staff shall notify all applicants of the City Council's decision, along with any additional instructions or requirements.

- Grant Agreement, Reporting, and Accountability

Successful applicants shall 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.

**Article 9: Amendments**

These bylaws shall be amended by a majority vote of the ARCH Commission, provided that proper notice of the proposed amendment has been given to the Commission members at least 24 hours prior to the meeting.

**Article 10: Effective Date**

These bylaws shall become effective upon adoption by the ARCH Commission.

Approved and adopted on the 21<sup>st</sup> of May, 2026 by the Vineyard City ARCH Commission.

~~Approved and adopted on the 20<sup>th</sup> of November, 2025 by the Vineyard City Arts, Recreation & Parks, Culture, and Heritage Commission.~~

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice-Chair

\_\_\_\_\_  
Date

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

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Commissioner 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 Commissioner. The purpose of the hearing is to allow the Commissioner being removed to be heard on the issue of removal.

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Approved and adopted on the 21<sup>st</sup> of May, 2026 by the Vineyard City ARCH Commission.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice-Chair

\_\_\_\_\_  
Date



STAFF REPORT

Meeting      May 21, 2026  
Date:  
**Agenda**      Parks & Recreation Director - Brian Vawdrey  
**Item:**  
**Department:** Parks & Recreation  
**Presenter:**    Brian Vawdrey

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**Background/Discussion:**

Updates from Vineyard's Parks & Recreation Director:

- Vineyard Library is now a Certified Library
- Mini-Libraries installed at various parks in Vineyard
- Fishery has been stocked with fish. Persons age 12+ must have a fishing license. Limit of 4 Trout and 50 Blue Gill per person per day
- Slide Hill is to open up during Vineyard Days
- Concrete has been repaired by Boardwalk Trail at Grove Park
- Vineyard Grove Park Splash Pad opens on Friday, May 22nd. Operating hours are to be: 10am-8pm Monday-Saturday. Splash Pad is to be closed on Sundays.
- ARCH Commission want to request for \$5,000-\$10,000 of RAP tax to organize an annual event?

**Fiscal Impact:**

N/A

**Recommendation:**

N/A

**Sample Motion:**

N/A

**Attachments:**

None