

Orem Recreation Commission *Draft Minutes*

Date: August 27, 2026

Time: 12:00 PM

Location: Orem Family Fitness Center - Upstairs Conference Room

Address: 575 W Center Street, Orem, UT

Members Present: Reed Payne, Stephanie Whyte, Eric Allen, Crissa Robertson

Members Absent: Michael Jones, Jill Bowler

Council Member: LaNae Millett

Number of Seats Available: 1

Staff: Bryce Merrill, Debbie Boone, Mariah Shirley, Katie Reynolds

Guest Staff/Presenters: Teresa McKitrick, Aaron McKnight

Welcome

- Reed Payne opened the meeting by welcoming everyone and invited everyone to introduce themselves.

Meeting Minutes (Teresa McKitrick)

- Discussion on the Legal Requirements: Official minutes must include the date, time, location, present voting members, names of recognized public speakers, voting records, and submitted handouts or presentations.
- Commission minutes generally require a brief, two to three sentence summary of the substance of matters discussed rather than full transcripts. However, it is up to the commission to decide how detailed they would like to have them.
- Discussed the Posting Deadlines: Audio recordings must be posted online within 3 days. Draft minutes must be posted within 30 days. And Finalized/Approved minutes replace draft versions online once voted on.
- Best Practices and Accessibility: The city requires meeting minutes alongside audio/video links due to 3-year audio retention limits and the risk of broken links.
- The commission discussed a reviewing process for the meeting minutes going forward and agreed to distribute draft minutes via Google Docs shortly after meetings (ideally within a week) so that members can suggest edits before formal approval.

Ethics/Conflict of Interest and Disclosure (Aaron McKnight)

- Discussion on Disclosures and Conflict of Interests: Noted Orem City Code 2-6-8 (B). Members must formally disclose any personal or direct financial conflicts of interest (or those involving immediate family) and disqualify themselves from deliberating, discussion, or voting on the matter. Disclosures must be formally recorded in the meeting minutes.
- Discussed Guidelines such as Verbally Disclosing a Conflict of Interest and then temporarily stepping down/away during the discussion is a recommended (though not legally required) practice to demonstrate non-participation.
- Gifts & Economic Benefits: Members can not accept gifts intended to influence decisions; non-monetary gifts under \$50 and public service awards are permitted.
- Members cannot use their official position for personal economic gain, accept substantial gifts, or fail to document transactions involving the municipality. Ethics violations can lead to removal from office or criminal charges; questions and concerns can be directed to the City Attorney's office.
- Board Roles vs. Volunteering: Unpaid board roles require public conflict disclosure but allow participation if no direct financial benefit exists.
- Discussed multiple examples and scenarios of what qualifies and doesn't qualify for Conflict of Interest.

Actions and Tasks

- Reed proposed that the commission postpone the approval of the May meeting minutes until the next meeting. Crissa seconded the motion. **VOTES BY MEMBERS PRESENT: Yes** (4) Reed, Stephanie, Eric, and Crissa : **No** (0)
- Due to time- The commission decided to discuss the remaining agenda items at the next meeting.
- Bryce will make the Parks and Rec Master Plan presentation available for the commission members to review.
- Katie will make the current meeting minutes as well as the May meeting minutes available to the commission to review within the next week, and will distribute those as a Google Doc with "Commentor" status given to commission members.
- The next meeting is scheduled for September 24th at noon, pending poll confirmation from the quorum.

Adjournment

- Stephanie motioned to adjourn the meeting. Eric seconded the motion. **VOTES BY MEMBERS PRESENT: Yes** (4) Reed, Stephanie, Eric, and Crissa : **No** (0)