**Wasatch County Parks & Recreation**

**Minutes**

**September 12, 2017**

**Present:**

Spencer Park, Vice-Chair

Kendall Crittenden, Member

Steve Farrell, Member

Greg McPhie, Member

Mike Peterson, Member

Mark Nelson, Member

Tom Bonner, Director

Heath Coleman, Assistant Director

Eric Lappe, Program Director

Jon Provost, Event Center Director

Adaire Willoughby, Sales & Marketing Director

Amaria Scovil, Rec. Center Director

Brett Holmes, Rec. Center Maintenance

**Excused:**

Danny Goode, Chairman

Spencer Park called the meeting to order at 4:10 p.m.

Spencer opened with the minutes for August 8, 2017 and asked if anyone had any questions or comments.

Kendall Crittenden made the motion to approve the August 8, 2017 minutes.

Steve Farrell 2nd the motion – Motion carries.

Spencer asked if there were any public issues for future meetings - Sees none.

Spencer asked if there were any governing board issues for future meetings – Sees none.

**Warrants:**

Tom presented the warrants for August 3, 2017 to September 6, 2017 in the amount of $138,093.40.

* Steve asked how many portable toilets we had for the fair. Tom responded that there were about 30 toilets for 10 days.
* Greg asked if we pay the water at Old Mill Park and Tom confirmed that we do. The school will be turning that park over to us at a future time. The original agreement called for 4 backstops and currently there are only 2 backstops. We have been utilizing the park for baseball tournaments. They are working on sidewalks, curbing, & crosswalk.
* Mike asked if the payout for the Derby went out last month and Tom answered that yes, Stirrin’ Dirt had been paid last month.
* Mike asked if all of the buildings have LED lights. Tom reported that the Recreation Center is the only one with LED lights right now. The Event Center is in the process of being transferred over now. Mike asked if it was possible to change the ball parks to LED. Tom said it was possible but very expensive. Tom reported that when they put the lighting in at Veteran’s Park the LED lighting was double the cost and it was determined that since the ball parks are not being used at all in the winter and only evenings in the summer, it was not cost effective.
* Steve asked about the $23,000. in panels and Tom explained that those were a pass through. It was for the High School State Finals Rodeo, so we bought them and then sold them after the event. We are working on a deal with Priefert for next year to do the same thing and if we continue to do this, we can actually make a little money. The panels were $75.10 each.

Greg made the motion to approve the warrants in the amount of $138,093.40.

Steve 2nd the motion - Motion carries.

Tom asked to move to #6 on the agenda – County Fair Report.

**County Fair Report**

Heath reported that the fair went very well this year, in fact he felt it was the best Fair Days he has been involved in. He attributed this to holding daily Fair Briefing Meetings during the Fair. This was something new that was started this year, headed up by Parks & Recreation, the Sherriff’s Department, and Heber City Police Department. They met each day at 1:00 p.m. as a collective group, along with the Fire Department, EMS, & CERT, all the major players of Fair Days, to open dialogue and ensure that each event went off as planned and also to evaluate each event afterwards to identify ways to improve. These meetings turned out to be very beneficial and he plans to do them again next year.

**Exhibits, Parade, Entertainment, Miss Wasatch – Amaria Scovil**

* **Exhibits:** Amaria reported that the exhibits were moved to the Warm Up Arena this year and that it worked out extremely well. We had 1,305 exhibits from 577 exhibitors and awarded $4,971.00 , along with ribbons. The IT staff were great in helping with the new computer program, which we purchased last year for $2,700.00. This year we implemented online registration, which streamlined the registration process, so that we didn’t have long lines as we have had in the past. Janae Quilter is our volunteer for the exhibits. She spends countless hours and does a fantastic job.
* **Parade:** Amaria reported that the feedback regarding the new parade route was positive. She received comments that there was more parking, more grass, more shade. Mike asked about parking issues. The least parking used was at the new Veteran’s Park and Heath commented that there was access to that parking lot even during the Parade. Greg reported that he talked to both Chief Booth and Sherriff Bonner and they said that they used less than half of their staff from previous years. Amaria reported that the parade route was cleaned up right after the parade and the homeowners seemed happy. Kendall said that because he was aware of the resident’s concern regarding clean up, he drove the parade route one hour after it was over and it was spotless. Erik reported that he spoke with residents when they were putting up the barricades and again when they were cleaning up and the feedback from them was positive. Mike asked if there was any negative reports and Amaria said that we need to put up a couple more speakers for next year because there were a few dead spots where you couldn’t hear the announcer. Greg said there are still those who like the parade on Main Street, but that just isn’t feasible anymore. Amaria said we had 74 entries this year compared to 96 last year, but thinks that they will probably go back up. Steve commented that we need to improve the quality of the entries. Amaria said that possibly we could award prizes or incentives for floats to see if that might help. Amaria & Brett Holmes built a float for Miss Wasatch and the cost was minimal. Amaria stated that since Parks & Rec. already do the parade entry registration they might take over the line up and script for the parade next year.
* **Miss Wasatch:** Miss Wasatch is usually the first event of the Fair, held on the 1st or 2nd Saturday in July. Kelly Swainston and Wendy Casey are the volunteers/directors and they do a great job. We had 8 contestants and about 450 spectators. We brought in about $2,700. in ticket sales. We get about $1,500. in donations from local businesses that are given out the day of the pageant, so that each contestant gets something. Our expenditures were about $4,300., which includes all of the Miss Utah fees and the scholarship awards. The scholarship awards are: Miss Wasatch - $1,500., 1st Attendant - $800., and 2nd Attendant - $500., which are paid directly to their schools.
* **Entertainment/Contests:**
	+ **Party in the Park, Monday**: We do the “Blow Ups” for that and D.A.R.E. gives us $1,500. to put towards that, so our cost was about $200.
	+ **Pool Party, Tuesday**: Held at the new pool, we had about 285 participants and we give them $200. for the coin dive.
	+ **BBQ, Wednesday**: We had the hypnotist come again, which is the most popular. He charged $1,150.
	+ **Battle of the Bands, Thursday**: We had eight bands participate which is our max. 1st place receives $500. and 2nd place $250. Each band pays a $25.00 entry fee and we had about 400 in attendance. This is a popular event, especially with the younger crowd.
	+ **Hula Hoop Contest, Friday**: We had 78 participants with about 200 spectators. We give out a $25.00 prize to 5 different age groups.
	+ **Baby Contest, Friday**: We had 43 participants with about 300 spectators. For prizes we were able to use what we had left over from last year and each participant received a “swag bag”, so our cost was about $95., but entry fees brought in $430.
	+ **Concert after Rodeo, Friday**: Josh Worthington
	+ **Entertainment, Saturday**: Miss Wasatch, Swiss Miss, and Talent Show Winners

**Jr. Livestock, Derby, & Rodeo - Jon Provost**

* **Jr Livestock Sale**: Our sales were very impressive this year. Total sales were $619,674. which is an increase of $181,040. over last year. $60,000. of that went to the Parcell family. Jon reported that it worked out great having the exhibits in the warm up arena, allowing them to expand their selling area. Greg commented that we have one of the nicest facilities in the state and Jon also stated that cutting the door in was money well spent.
* **Derby**: Total sales were $184,887., an increase of $84,716. over last year and stated that the extra day was a really good thing. Spencer asked if that was enough to cover the extra cost of “Stirrin’ Dirt and Jon said that it absolutely covered the extra cost. Tom stated that although we did not end up selling out on Friday night, the feedback was that Friday night was the best night to be there when drivers were trying to qualify, so he is looking forward to the response for next year. Greg asked if it reduced our liability by having a contractor come in. Tom stated that it definitely does because our liability is the facility and the contractor is liable for the action in the arena, so it greatly reduces our liability. Having a contractor also reduces the workload for everyone. Also next year we will double up and stagger the barricades. Bottom line, everyone agreed having the contractor was very beneficial.

Mike brought up one concern about how the local drivers would fare and said it seemed like they did pretty good. Tom said that we actually had more local drivers participate than last year. We had some contestants as far away as Kentucky and the feedback was positive from those who traveled long distances. Mike commented that he liked that in the last heat each contestant was given $1,000. to help pay their expenses since they didn’t win any prize money. Mark asked what the top three reasons were why the Derby was better and Jon & Heath responded that 1) When you have a very popular event, such as our Derby, you should do it more than 1 night and that allows more local drivers and participants from around the country. 2) Lower liability. 3) Residents were able to buy tickets and attend the Derby, as compared to past years when tickets were sold out within a few minutes of going on line.

Mike said that one of the negative things he heard about a few of our events was too much focus on the sponsors. Tom responded that our sponsorship revenue is $100,000. plus. Tom said that we couldn’t do these events without our sponsors. He wishes we had more time to promote the sponsors because they are the reason we can keep ticket prices at what they are & the reason we sell more tickets. Jon also stated that the sponsor flags at the rodeo are run during the transition times. Otherwise, this would be dead time and the announcer would be having to fill in.

There was quite a lengthy discussion about the programs for the Derby and Rodeo. The council’s concern is that the programs are only advertisements. Tom responded that it is impossible to put a line up in the Derby Program because they are drawing the line ups ten minutes before the show because of who actually shows up and who passes inspection. For the rodeo on Friday night, the day sheet was not in the program, but that was corrected for the rodeo on Saturday. For next year our programs will include pictures and write ups on the County Council, Miss Wasatch, Dairy Ambassador, Swiss Miss, etc. Jon said that we now have people in place who will be able to make the improvements needed in our programs.

**Mountain Valley Stampede Rodeo**: Jon reported that the rodeo was a huge success. Ticket sales were $123,919., compared to last year at $100,066. We continue to have constant growth. Steve asked Jon what he would improve and he responded that he would like to see our prize money go up. He feels that would bring in the best cowboys because sometimes they have to choose between our rodeo and another and they go where the prize money is higher.

 **Fair Days – Programming: Erik Lappe**

* **Party in the Park**: Served about 2,500 hotdogs. Good turnout.,
* **Talent Find**: This is headed up by Kylee Geary. There were 47 performances, ranging from 4 to 18 years old. We had a great turnout and it was very successful.
* **Veteran’s Park Open House**: We honored the 8 people that the fields are named after. Refreshments were served.
* **Country Market**: Steve North is in charge of this. It opened on Wednesday. We rented out 49 total booth spaces, 21 crafts and 19 food, with some doubling up, renting 2 spaces for 1 vendor. Country Market stayed busy. The vendors were happy with the new layout and we received positive feedback overall.
* **BBQ**: Marcus Dean cooks up 45 pork roasts, Jon Burns and Perry Rose make 400 lbs. of dutch oven potatoes. We add salad and a drink and sell it for $5.00 a plate. There were approximately 1,200 served.
* **Outdoor Movie**: There were approximately 800 to 900 people going back & forth between movie and carnival, so another good turnout.

Erik thanked the council and Mike Davis for all their help with serving. The council thanked everyone for all their effort and hard work in making Fair Days a success.

**Veteran’s Park Eagle Scout Project Update – Joel Hicken**

Joel Hicken reported on the monument that he is doing for Veteran’s Park. He distributed copies of his plan to the council. The top of the monument will be carved with the outline of Mt. Timpanogas and the Parks & Recreation Logo, along with the Wasatch County Seal will be on the front. It will be engraved to honor all of the veterans that have served, not individual names. It will be situated at the Main Entrance of the Park, in the grassy area by the parking lot and will be lit up at night. The council was very pleased with the design of the monument and thanked Joel for doing this. The council also thanked Joel’s father, Robert Hicken, for all he does for our community.

**Property Discussion – Tom**

Tom distributed a map of the property to be discussed. Tom received a phone call about a month ago from Jerry Brisk regarding a property he would like to sell. It is 1.9 acres that borders Veteran’s Park and ties in to 6th South and 3rd West. Tom has talked to Mike Davis about this and he suggested that he bring it before the council for discussion. Jerry has not set an asking price, but naturally would like to get as much as he can. After discussion it was decided that we should get an appraisal and Tom will talk to Mike to get that started. It is definitely something the council would like to explore.

**Comptroller Contract Agreement – Tom**

Tom just needs authorization from the council to sign the contract for the comptroller. Council told him to go ahead. Tom will sign the contract and get it to Mike Davis.

**Special Purpose Entities Check List - Tom**

Tom provided copies of the check list to the council. Tom has filled it out and we are in compliance with everything right now. Only one Tom had a question about was #26: The Board provides an ethics hotline and adopts a whistleblower policy. He asked the board if we had a hotline for this. Kendall commented we have a process but it goes through the county, not SSD. Tom will get this completed and send it back to the Utah State Legislature.

**Update on UCIP Training - Tom**

UCIP has free on line training that anyone who is a member of UCIP. Tom & Heath attended this training last week and thought it was awesome. Tom provided the council with a list of all 89 training courses that are offered. Tom has assigned all full-time employees 3 classes for the month of September. This will be on going with 3 classes assigned each month. Employees are required to do the online training for each assigned course and pass the test with at least 80%. This training will also be used as a tool in their yearly employee evaluations. Steve asked if Tom gets a report of the results and he answered that yes he can track each employee’s progress. Steve also said that if he is going to use this in their evaluations, he needs to make sure employees have time to complete the courses. Tom said the time frame of a month gives the employees adequate time. Steve also asked if by completing this training UCIP would use that as a barometer on our rates. Tom replied that they did not say that they would, but that if they get good participation they probably would.

Mark asked if Tom has heard anything about doing the live video stream for this meeting. Tom said that it has been discussed in the past, but has not heard anything recently. Greg McPhie reported that Don Wood attended their council meeting and that we have the capability to do that now on the county’s website. This has not been given the final nod, but is definitely moving in the direction that this meeting be streamed live to create more transparency. Tom, Heath, & Laurie will have to meet with Don Wood for training.

Heath requested a closed session regarding personnel.

Kendall Crittenden made the motion to go into closed session for personnel.

Steve Farrell 2nd the motion – Motion carries.

Steve Farrell made the motion to adjourn closed session.

Kendall Crittenden 2nd the motion – Motion carries.

Kendall Crittenden made the motion to adjourn Parks & Recreation Board Meeting

Steve Farrell 2nd the motion – Motion carries.

Meeting adjourned at 5:10 p.m.

Minutes Prepared by Laurie Duke