**Wasatch County Parks & Recreation**

**Minutes**

**October 10, 2017**

**Present:**

Danny Goode, Chairman

Spencer Park, Vice-Chair

Kendall Crittenden, Member

Steve Farrell, Member

Greg McPhie, Member

Mark Nelson, Member

Mike Peterson, Member

Tom Bonner, Director

Heath Coleman, Assistant Director

Danny Goode called the meeting to order at 4:17 p.m.

Tom presented the minutes for September 12, 2017 and asked if anyone had any questions or comments.

Greg McPhie made the motion to approve the September 12, 2017 minutes.

Mark Nelson 2nd the motion – Motion carries.

Danny asked if there were any Public Issues for future meetings.

Tracy Taylor approached the Board and reported that they were discussing the Merit system for the Sherriff’s Department at the County Council meeting last month. She distributed a copy of the State Code that states that any limited District that has a budget of over $50,000. should be doing a Merit System. She stated that this code would also encompass the Fire District and Parks & Recreation. She asked that the Board look into this.

Tom reported that he has already started working on a policy for merit increases, step and grade for each position in the Department. He said it will take a couple of months to write the policy and present it to the Board for approval.

Steve asked if she was talking about two separate Merit Systems. She responded that she was but had put it all in one document because in the County Meeting the Sherriff’s Department was also being discussed. Tracy said that she is not an expert on this, but that there is a committee set up to help with this. She stated that she wanted to make the council aware of this state code.

Tracy also stated that she has been asking for some time to see a Profit & Loss Statement for the Event Center and the Recreation Center. There was a lengthy discussion regarding this. Steve said that it is very difficult to provide a Profit & Loss Statement on these facilities due to so many indirect issues, such as sales tax, etc. Tracy replied that she wants to know the fixed costs for the maintenance operations of every building we have with any public entity. She stated that as a tax payer she wants to see this information and to know how these facilities are being used.

Greg responded that we have provided the expenses and revenues, which is what we are required to do as a government entity. He said that they have provided that information on multiple occasions.

Tom reported that last month the Board authorized him to sign the Comptroller Agreement which he has done. He has had some discussions with Ben, to see what type of documentation they can put together to try to satisfy a profit & loss statement, under the county guidelines.

Danny summarized that Tom and Ben would provide the closest document to a Profit & Loss Statement that is applicable to our type of entity. Tom said that was correct and that he didn’t know if it was even possible but that they were definitely going to look into it.

Tracy would like all information posted on line. Currently, we post the audio recordings, agendas, and minutes for all Parks & Recreation Board Meetings.

Danny asked if there were any more comments or further public issues for future meetings – Sees none.

Danny asked if there were any Governing Board Issues for future meetings – Sees none.

Danny reminded everyone that if they have any questions, or items for the agenda, to contact him, Tom Bonner, or Vice-Chairman, Spencer Parks. He explained that the reason we put this on the agenda is to meet all the criteria outlined in the requirements for Special Districts.

**Parks & Recreation Binders:**

Tom provided each Board Member with a Parks & Recreation binder showing each department’s summary report for September. Tom explained that these binders will be put in their boxes the Friday before the Board Meeting for their review. He asked that they put them back in their boxes on the Monday or Tuesday before the next meeting so he can collect them and add the next month’s reports. He will e-mail them a few days before to remind them to put the binders in their boxes.

The reason he would like them to have these binders is so that if they get questions from the public they can refer to these reports. The binders are broken down for each month with reports for the Event Center, Recreation Center, Recreation Center Programs and General Information. This is a work in progress.

Danny asked if we could scan everything in the binder to be posted on the website. Tom replied that we can do that.

**Warrants:**

Tom presented the warrants for September 8, 2017 to October 6, 2017 in the amount of $97,561.70. Reminder that the high-lighted items are pass through items.

Greg McPhie made the motion to approve the warrants in the amount of $97,561.70.

Kendall Crittenden 2nd the motion – Motion carries.

**Property Discussion Update:**

Tom reported that in regards to the property across from the Rec. Center, at 415 West 600 South, there is an appraisal being done by Aspen Appraisal. As soon as Tom gets the appraisal he will e-mail it to the Board.

**UCIP Training:**

Tom reported that all of his staff was assigned three courses for the month of September. Every employee completed their assigned courses. He briefly discussed some of the courses assigned. Tom feels these courses are very beneficial and the Board agreed. The website to see the courses offered is: https://www.localgovu.com/products/learn/?t=UCIP

**Upcoming Events:**

**Blood Drive** - The Recreation Center is sponsoring a Blood Drive on Oct. 19th from 2:00 – 6:30 p.m. With the devastating events that have happened recently, Amaria came up with this idea to help us do our part.

**Cowboy Poetry Mounted Shooters** – Oct. 25th through Oct. 28th. There will also be the Wild Horse and Burro sale at the Event Center.

**Annual Halloween Carnival** – Oct. 26th, 5:30 to 8:30 p.m. This is a huge event that we coordinate with the PTA and is a great fund raiser for them.

**Wilderness Circuit Rodeo Finals** – Nov. 2nd through 4th. This is our 4th year doing this. We are on the 1st year of our new 3 year contract. Steve asked if they are satisfied and Tom responded that they are very satisfied. They actually wanted a 5 year contract, but Tom says he prefers a 3 year contract because at the start of the 3rd year, we can negotiate for two more auctioneers. Friday and Saturday nights will be sold out. Tom informed the Board that they should have received an e-mail from Adaire regarding seats for this event. If they need them they need to contact Adaire.

Tom explained that we are starting a new advertising campaign with bill boards which will be at the Point of the Mountain area. Adaire Willoughby heads up our advertising and does a great job. She is going to a course put on by Google, to maximize our opportunities in advertising with social media.

Steve asked if the ticket sales were ours and if we have to put in money for advertising. Tom explained that in the previous contract we had to put in a certain percentage, but not anymore. We are not required to put any in, or we can put in what we see fit to increase ticket sales.

It was asked if we did an incentive for Thursday and Tom responded that there was a “Buy One Adult Ticket and Get One Child Free” coupon in the October Recreation Connection flyer.

Mike asked about not having enough available rooms in the past if that has hurt us and Tom responded that it absolutely has. Mike asked about the new hotel and Tom said that the person in charge wants to be involved in our events and community. He spoke with Tom before they even broke ground to see if we could come up with a partnership to utilize his hotel. He will make a block of rooms available for events.

Tom reported that the LED Change over at the Event Center is complete. Two things should happen: We should get our rebate check and our power bill will reflect the savings.

Danny asked about an update regarding an MOU for recording and streaming our meetings. Tom said he has not received it, but when he does we will get training going.

Steve asked about an update on the Rec. Center roof. Tom said that the contract is signed and work will begin on October 23rd. Work will start on the south side and progress over the roof to the south side of the hallway. Tom said that we are prepared to go into spring depending on weather this winter.

Danny asked if there were any more comments or questions for Tom. There were not.

Danny asked if we needed a closed session. There was no need for a closed session.

Greg made the motion to adjourn

Steve 2nd the motion – Motion carries

Meeting adjourned at 4:49 p.m.

Minutes prepared by Laurie Duke