

This meeting will be an electronic meeting and will not have a physical location. All attendees will connect remotely. Members of the public are encouraged to participate in meetings.

**Formal Meeting
Thursday, November 4, 2021
5:00 p.m. – 7:00 p.m.**

WebEx Virtual Meeting Link:

<https://saltlakecity.webex.com/saltlakecity/j.php?MTID=mc5e74021939bc0bae60a93fde0017a79>

Meeting Number (access code): 2499 753 3595
Meeting Password: YUph9P8tky5
Join by Phone: 408-418-9388

Minutes (Approved)

1. Convening the Meeting

5:00 PM

a. Anchor Location Statement

I, Samantha Finch, Chair of the Parks, Natural Lands, Urban Forest and Trails Advisory Board hereby determine that conducting public meetings at an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location. Due to the Center for Disease Control and Prevention (CDC) social distancing requirements, I find that conducting a meeting at the anchor location constitutes a substantial risk to the health and safety of those who may be present at the location.

b. Call to Order

- a. Samantha Finch
- b. Polly Hart
- c. Melanie Pehrson
- d. Phil Carroll
- e. Brianna Binnebose
- f. CJ Whittaker
- g. Ginger Cannon
- h. Jenny Hewson

c. Chair Comments

Samantha Finch, PNUT Board Chair, thanked Public Lands staff for preparing the meeting's board packet updates. Ms. Finch suggested to the board members that if they have questions about any Public Lands projects, they should email Luke at luke.allen@slcgov.com so that the requested updates can be placed in the board packet.

2. Approval of Minutes

5:03 PM

- a. Approve October 7, 2021 Meeting Minutes

Bri Binnebose motioned to approve the October 7, 2021 meeting minutes. Jenny Hewson seconded the motion. The approval of the minutes passed unanimously.

3. Public Comment Period

5:05 PM

- a. Verbal comments are limited to no more than 3 minutes; 15 minutes total. Written comments are welcome.

Kenton Peters

Kenton Peters, member of the Historic Landmarks Commission, expressed his concerns about the pausing of construction on the Foothills Trails Masterplan.

Mr. Peters shared that him and other constituents have formed an advocacy group, The Salt Lake City Trails Alliance, to promote the trails project and be a voice for all trail users. The Salt Lake City Trails Alliance asks that they can be a stakeholder that is as equally involved in the Foothills Trails Masterplan as other advocacy groups are.

Eric Edelman

Eric Edelman expressed his concerns regarding the Foothills Trails Masterplan. Mr. Edelman expressed that there is a lack of signage and maintenance along existing trails in the system. There are also areas in the Foothills that should not have trails due to the locations being prone to erosion and having other unsustainable elements.

Mr. Edelman expressed his concern regarding City Creek erosion and called on Public Lands to conduct a usage study of the Foothills to determine what is needed.

Anne Cannon

Anne Cannon expressed her concerns regarding Public Lands Ranger Program. Ms. Cannon stated that the city's smaller parks should be considered for the program as well.

4. Staff Discussion Items and Action Items

5:20 PM

- a. Continued Discussion about Proposed
PNUT CIP Prioritization Process and Projects – Lewis Kogan 55 Min.

Lewis Kogan provided the PNUT board with a recap of the PNUT Board's role in the CIP Process and suggestions on how the PNUT Board can prioritize projects for their recommendation.

Over the past month, PNUT board members received information regarding CIP project applications from staff and from constituents.

To help guide the PNUT board in formulating their recommended CIP projects, Mr. Kogan recommended the board uses one of the following strategies.

- The board can ask questions during the PNUT board meeting and then create a sequential list that outlines their ranking of projects by project category
- The board assigns each of the projects to a very high, high, or moderate priority ranking.

- The board attempts to identify a small number of projects that stand out to them as being of the highest priority and then drafts a letter to convey why they find these projects to be the most important and impactful.

Mr. Kogan then answered questions from the PNUT board regarding the CIP process and projects.

CJ Whittaker asked about the status of a previously approved Miller Park Trail Expansion CIP Project.

Mr. Kogan responded that the project was approved during the 2017-18 CIP Process but had been delayed due to issues with a consultant. Public Lands is currently working with a different consultant and the constituent to accomplish the goals of the application. The project will be presented to the board in January for approval of the new project scope.

Ginger Cannon asked how the constituent CIP application process works?

Mr. Kogan responded that the Constituent CIP application exists in an effort on part of City and Council to make the City's funding more accessible to the public. Public Lands staff then works with constituents to aid in refining their project ideas into proposals.

Ms. Cannon expressed social equity concerns surrounding CIP projects and asked how Public Lands can communicate the CIP project applications existence to community members and remove barriers to application?

Mr. Kogan responded that addressing social equity concerns in relation to CIP project applications is something being addressed by the planning team.

Polly Hart asked if the urban wood revitalization CIP project would be housed in an existing building or a newly constructed building?

Mr. Kogan responded that Public Lands would utilize a portion of the 60-acre property located behind the Public Lands building to build the urban wood revitalization center.

Ms. Hart asked Mr. Kogan if the Fisher Mansion and Carriage House Museum project consisted of funding the mansion or just the carriage house? Mr. Kogan responded that the proposed project will target the grounds and the carriage house, and a separate source of funds is going towards a visioning study for the mansion.

Ms. Hart asked Mr. Kogan if the salaries of rangers been considered in the Park Ranger project? Mr. Kogan responded that they have.

Additionally, Ms. Hart asked would rangers have enforcement capacity in their roles? Mr. Kogan Responded that he does not have enough information to answer. Director Kristen Riker is working on the development of the ranger program and would be the best contact to answers questions regarding the program.

Ms. Finch suggested the Park Ranger project be included in the agenda at a future meeting. Ms. Finch commented that the Park Ranger project is not presently considered for CIP funding because alternative funding has been found through the American Rescue Plan Act. Therefore, the Board will not be reviewing this program for potential CIP funding.

Jenny Hewson asked about the Library Plaza Repair and Improvements CIP Project. The project has appeared on the list in past years but has not been approved for funding. Ms. Hewson asked if Public Lands felt this project may be more successful in getting approved this year?

Mr. Kogan responded that Public Lands does not have a sense that this project would be more successful this time around.

Ms. Finch asked what are the next steps that the PNUT board will need to complete regarding CIP projects? Mr. Kogan recommended that the PNUT board identify 10 projects of the 40 combined constituent and internal applications they see as a high priority.

Ms. Finch solicited opinions that the board has a discussion on the CIP process later in the meeting.

b. Donation Proposals (Action Item) – Kezia Lopez 5 Min.

Kezia Lopez presented a donation proposal from a private doner to add symbols and a legend to the Korean War memorial at Memory Grove Park.

Exact value of the donation is unknown currently, as Public Lands is looking for bids.

Mr. Carroll motioned to approve the donation; Ms. Hart seconded the motion. The motion unanimously passed to approve the proposed donation.

5. Board Discussion Items and Action Items 6:10 PM

a. Letter of Support for Continued Pause of Foothill Trails Construction (Action Item) – CJ Whittaker 10 Min.

Mr. Whittaker shared the letter of support for the continued pause of the Foothills trail construction with the PNUT Board. Mr. Whittaker motioned to approve the letter as written. Ms. Hart seconded the motion.

Ms. Cannon requested that the word “unanimous” used to describe the agreement of the board in supporting the pause is removed from the letter unless all board members are in agreement of the stop.

A roll call vote was conducted resulting in all Board members agreeing unanimously to support the letter. The words “unanimously support” was included in the letter. The PNUT Board unanimously passed the approval of the letter. Ms. Finch will sign and send the letter.

b. Proposed Communications Subcommittee (Action Item) – Brianna Binnebose
i. Discuss Purpose, Scope, Timeline, and Reporting of Subcommittee 10 Min.

Ms. Binnebose outlined that the purpose of the proposed Communications Subcommittee is to advise Public Lands staff on the department’s strategic communications plan, provide advice to staff on public information materials for high priority plans and participate in media availability at communications events. The timeline of the committee will be ongoing with no expiration date. The committee will present updates at board meetings as needed.

Luke Allen stated that the addition of this committee would be wonderful for Public Lands. There will always be a need for a communications committee and Public Lands appreciates the expertise that committee members will provide.

Mr. Carroll stated that he feels more comfortable if the bylaws regarding subcommittees are written before committees are formally established.

Ms. Cannon stated that the PNUT board already has a set of bylaws that are just in need of more details, so it is in the powers of the board currently to establish subcommittees.

The PNUT board can work unofficially or work as official subcommittees.

- c. Proposed Bylaws Subcommittee (Action Item) – Ginger Cannon
 - i. Discuss Purpose, Scope, Timeline, and Reporting of Subcommittee 10 Min.

Ms. Cannon stated that the purpose of the Proposed Bylaws subcommittee is to amend the PNUT Board's bylaws to better define the board's purpose and provide guidance for future members.

The subcommittee's goal is to have a bylaw draft by the end of the year to present to the board and then aim to approve the bylaws in the spring.

Mr. Carroll commented that this committee should be a standing committee to ensure expertise among board members regarding the bylaws.

- d. Discuss Purpose, Scope, Timeline, and Reporting of Previously Approved Subcommittee to Monitor Next Phase of the Foothills System Plan – Polly Hart 10 Min.

The Foothills System Plan subcommittee consists of Ms. Hart, Mr. Carroll and Mr. Whittaker.

The committee anticipates existing through the implementation of phase three of the Foothills Trails Masterplan.

The primary staff contact for this committee will be Tyler Fonarow for the time being.

Ms. Cannon asked if this subcommittee plans to have individual meetings or work with advocacy groups.

Ms. Hewson asked that the subcommittee change the word "monitoring" in the subcommittee's purpose to a word that gives more action to the purpose.

6. Confirmation of Next Meeting, Board Comments & Future Agenda Items 6:50 PM

- a. December 2, 2021
- b. Board Comment Period
 - a. CIP Prioritization Discussion
 - i. The PNUT board revisited their discussion of CIP prioritization from earlier in the meeting,

Ms. Hart stated that in her experience on boards, staff would present what the most needed CIP applications were to the board. It would be helpful if the board is able to hear what Public Lands sees as most important.

Mr. Carroll suggested that each board member identifies what CIP projects are most important to them, then the board can come together for discussion.

Ms. Finch and Ms. Binnebose will create a Google Sheet that will be distributed to PNUT board members to rank their top 10 CIP projects.

Ms. Finch and Ms. Hart will then review the board's top projects to formulate the board's recommendation.

- b. Request for Future Agenda Item

Ms. Cannon requested that an update on the Glendale community engagement process be included as a future agenda item.

Ms. Finch requested that the Parks Ranger program be included as an agenda item next meeting.

- c. PNUT Board Field Trip
- d. Upcoming Involvement Opportunities

7. Adjourn

7:00 PM

Ms. Pehrson motioned to adjourn the meeting. Mr. Whittaker seconded the motion. The motion to end the meeting passed unanimously by the board.

8. WebEx Chat

from Allen, Luke to everyone: 5:03 PM

My email address is luke.allen@slcgov.com, if needed. Feel free to send me any update requests.

from Melanie to everyone: 5:04 PM

I apologize

from Melanie to everyone: 5:33 PM

I think it's on the currently approved projects list.

from Melanie to everyone: 5:34 PM

line 43

from CJ to everyone: 5:34 PM

oh, I must have missed it, I'll look again. This history is helpful regardless. I am walking the park with him Tues

from Melanie to everyone: 5:45 PM

Is there a way to map out the specific locations of the projects we are talking about?

from Ginger Cannon she/hers to everyone: 5:45 PM

Great job getting the asset renewal projects within this top projects list. Very important to see this in an attempt to keep ahead of aging assets in the park system.

from polly hart to everyone: 5:49 PM

I LOVE the asset renewal!!

from Ginger Cannon she/hers to everyone: 6:00 PM

Do we have bonded projects list for the 2022-23 year at this point? If so, this may help with project prioritization of the CIP.

from Ginger Cannon she/hers to everyone: 6:03 PM

The Planning project list has implications for which projects might be preferred by the Board, as you need an asset management plan and a Master Plan implementation complete in order to influence and propose design and construction projects for future years of a CIP program.

from Tyler Murdock to everyone: 6:08 PM

Here is a link to the constituent CIP website that may share a little more insight into that process.

<https://www.slc.gov/can/cares/capital-improvement-program/>

from Melanie to everyone: 6:29 PM

Can we just kind of be assigned and act "unofficially" until that's in place?

from Ginger Cannon she/hers to everyone: 6:30 PM

Phil are you making a motion?

from Keith Van Otten to everyone: 6:44 PM

I am signing off of the meeting. Hope to see many of you at the Arboretum unveiling at the Cemetery this Saturday.

from Melanie to everyone: 6:46 PM

My questions: We are getting new board members, right?

from Melanie to everyone: 6:46 PM

and what the CIP ranking process will look like.

from Melanie to everyone: 6:49 PM

Thats my preference

from Ginger Cannon she/hers to everyone: 6:53 PM

Let's make sure that prioritization of the Board on this CIP is open and transparent to the public.

from Ginger Cannon she/hers to everyone: 6:54 PM

Thanks Bri!

from Lewis Kogan to everyone: 6:57 PM

Deadline: Midnight on December 9th, which is one week after the December PNUT meeting.

from Melanie to everyone: 7:01 PM

I would love to be part of the discussion about the glendale water park as that is in my district. I've also been asked to be on a focus group for that, but have not heard more from the department about that. I can follow up with that.

from Melanie to everyone: 7:02 PM

If I am not in labor I will be there.

from Jenny Hewson to everyone: 7:03 PM

Wow, that is a way to end the meeting, Melanie :)