

Formal Meeting
Thursday, February 3, 2022
5:00 p.m. – 7:00 p.m.

Join Via Webex (Encouraged):
<https://saltlakecity.webex.com/saltlakecity/j.php?MTID=mbaf41768a37f6050bcb7618f358b6daf>

Or Join at the Public Lands Administrative Building: 1965 W. 500 S. Salt Lake City, UT 84104
Upstairs Parks Training Room - MASKS REQUIRED

Join by phone
1-408-418-9388
Access code: 24949192821

February 3, 2022 Minutes (**approved**)

1 – Convening the Meeting	5:00PM
• Call to Order • Polly Hart • Brianna Binnebose • Samantha Finch • Jenny Hewson • Phil Carroll • CJ Whittaker • Ginger Cannon • Clayton Scrivner	
• Chair Comments Polly Hart announced that Tyler Murdock will be Public Land’s new Deputy Director.	
2 – Approval of Minutes	5:03PM
• Approve January 6, 2022 Meeting Minutes Ms. Hart solicited the board for a motion to approve the January 2022 PNUT Board Meeting minutes. Bri Binnebose motioned to approve the minutes. Phil Carroll seconded the motion. The PNUT Board voted unanimously to approve the minutes.	
3 – Public Comment Period	5:05PM
• Verbal comments are limited to no more than 3 minutes; 15 minutes total. Written comments are welcome.	

Anne Cannon Ms. Cannon stated that at the last community council meeting, many people expressed concerns regarding the overuse of Wasatch Hollow's off-leash dog area. Ms. Cannon encouraged Public Lands to implement the Park Ranger program in other parks. Jan Hemming Ms. Hemming provided the PNUT Board with an update on the Miller Bird Refuge and Nature Park, a critical issue that has been going on for the past eight years. On February 2, 2022, community members met with city officials to discuss specific issues in the park. Community members have also met with twelve conservationist groups who are anxious to work with the City. The community is hoping to bring together a coalition to stop bad practices in the park and begin a revitalization process. The community's residents also passed in a vote support for a moratorium period for vegetation plantings, soil erosion restoration and other improvements to the park.	
4 – Staff Discussion and Agenda Items	5:20PM
- Road Map of Public Lands Projects in 2022 – Kristin Riker Public Lands Director Kristin Riker shared a road map of the department's projects by division for 2022. Administration Legislative Intent - Public Lands has been asked by City Council to provide an estimate of the funding that would be needed to adequately maintain all the city's Public Lands. This estimate should include the number of employees, supplies, equipment and appropriate signage needed. This is a large project that Public Lands hopes to complete by April 2022. The legislative intent addresses 6 goals: recruitment, matching the growth of SLC with the growth of Public Lands, addressing aging infrastructure, improving stewardship capacity, funding currently unfunded responsibilities and reducing crime and anti-social behavior in Public Lands. Planning and Ecological Services Major Projects Planning and Ecological Services will be completing the following major projects. Each of these projects contains elements of Public Engagement involving Planning and Communications staff. - Allen Park, Glendale Water Park, Pioneer Park, Emerald Ribbon Master Plan, Downtown Green Loop Design, Foothills Trailhead Development, Liberty Park	15 mins

Cultural Landscape Report and Masterplan, Seven Canyons Fountain and Fisher Mansion Carriage House. Medium Projects - 9Line Urban Orchard, Wasatch Hollow Access, Hidden Hollow Irrigation, Community Parks Wayfinding and Signage, Miller Bird Refuge, Poplar Grove Tennis Renovation, Three Creeks West Vision, Liberty Park Basketball Court Resurfacing, Jordan Park Pedestrian Pathways and Event Grounds, Harrison Community Garden and the RAC Playground. Communications Communications will be completing a variety of projects throughout the year. These projects include implementing community engagement and equity analytics to analyze communications engagement data and understand how Public Lands can communicate with all, updating web pages, planning grand openings and celebrations, implementing the Love your Block grant initiative and implementing the second year of the Trail Ambassadors program. Urban Forestry Urban Forestry will be focusing on maximizing the quality of production capability and currently allocated resources as well as advocating for additional resources that are needed. The Division will also be engaging in education and outreach to SLC residents to encourage tree health and watering schedules. Operations Operations is working on implementing Cartegraph, a work order software with capabilities for tracking asset conditions, warehouse materials and work tasks, throughout Public Lands.	
● Discussion about Backlog of Public Lands Construction Projects – Tyler Murdock Tyler Murdock presented background information on the Planning and Projects team, the challenges currently being faced by the team and the solutions the team is working on. Mr. Murdock also provided the board with a written update regarding 5 projects. The growth of Salt Lake City is creating a demand for expansion of the Public Lands network. Along with this growth comes is an increased impact fee collection, which allows for the growth of Public Lands Planning Team. Currently, Public Lands has a total of 58 capital projects. - 15 recently funded and not yet started projects	15 mins

- 27 projects in concept/construction design phase
- 7 projects in bid/construction phase
- 9 closeout projects

Public Lands is facing the following challenges:

- Staffing Capacity – currently, Public Lands has 3 project planning staff members. The City’s Engineering division and outside consultant groups are also facing similar staffing issues.
- Project Management Issues – Many key issues that delay projects are related to permitting and needs for approval from numerous jurisdiction partners.
- Budget Overruns/Inflation – Historically, Public Lands has funded projects concept design and construction at the same time. This funding process is currently being altered because this process results in projects securing funding years before the funding is spent, which does not account for rise in cost of materials and inflation.
- Lack of a Project Management System – Public Lands and Engineering do not have a shared project management system. This presents a challenge for timely review, leading to delays.
- Land Use – Land use problems, zoning process, right of way vacation and lot consolidation all go through a formal process of 6-9 months which adds to complications and delays.
- Rise in Constituent Applications – A rise in these applications has resulted in reduced capacity for the planning team.
- Project Prioritization – The planning team is in need of a new project prioritization structure.

The following solutions are being implemented to address current challenges:

- Staff Capacity – Staff is currently working on the legislative intent to address staffing capacity issues. Engineering is also working on revising staff classifications to implement and hire more staff. Public Lands has also increased its number of on call consultants to 5.
- Project Management – The Engineering division recently implemented a joint project management system. Public Lands planning staff is also implementing a shared project implementation software with the community engagement team to ensure timely updates on project’s status.
- Project Charters – Project charters will be implemented to improve the decision-making process surrounding larger projects.
- Planning Timelines – Public Lands will create a 5-year strategic plan as outlined in the Reimagine Nature Masterplan.
- Asset Management – An asset management plan will be developed.
- Communication – Public Lands will be creating a website with information about all projects and updates. This site will be going live in the next couple of months.

Mr. Murdock would like to provide the PNUT Board with a write up of the timeline and implementation plan of solutions next month.

Ginger Cannon asked what ideas does Mr. Murdock have to tie back projects to the five goals of sustain, connect, welcome, protect and grow that are outlined in the masterplan and what timelines have been submitted to the City Council in regards to the masterplan? Mr. Murdock responded that the masterplan recommends a strategic 5-year plan is outlined for CIP projects. This timeline will help Public Lands understand the priorities of the community and what projects the department should be applying for. In these CIP projects, Public Lands would like to see every project tie back to the five strategic goals outlined in the masterplan. As for the Reimagine Nature Master Plan, the plan has been transmitted to the Mayor and forwarded to the Council. Public Lands is still working with Council and the plan's consulting group to identify a date for a presentation in March. After the presentation, there will be two more Council sessions featuring a public hearing and adoption of the plan. Public Lands is hoping to have the plan adopted in April 2022. During the public hearing process there will be opportunity for members of the public to comment on the masterplan draft. The draft is available at https://www.reimagineatureslc.com/ for public viewing.	
● Miller Park Update – Kat Maus Public Lands Planner Kat Maus provided the PNUT Board with an update on the Miller Park CIP application. The update provided was just on the CIP application titled Miller Park Trail ADA Access Improvements and Historic Structure Preservation. While management concerns are related to the future of this project, this project is running parallel to discussions recurring in the city regarding management of the park. The original CIP project was funded in 2018 for \$425,000. The City has used a total of \$57,165 of these funds. \$37,000 of the spent funds was used for hiring consult team Alta Planning, public engagement, hiring geotechnical structure engineers, summary board creations and producing boards and information materials that will be used in future presentations to the Yalecrest Community Council and PNUT Board. \$16,500 of these funds have gone towards engineering fees in Salt Lake City's Engineering division. \$3,700 of these funds is still left in the consultant's contract, leaving a remaining balance of \$367,835. The remaining balance will be utilized once Public Lands has direction on the scope of design and construction costs for implementing this project. Ms. Maus provided the PNUT Board with a timeline of items that have occurred since the CIP project was funded. The Miller Park CIP Project was applied for in 2017 and approved by City Council. In September of 2018, Public Lands engaged a consultant to perform an evaluation of historic walls and park accessibility. The most significant delays of the Miller Park CIP project resulted from months of no contact from this initial consultant. In early 2019 Public Lands canceled their request for contract from this consultant and went out to bid for a new consultant between February 2019 to	10 mins

May 2019. Public Lands then brought on Alta Consulting to perform an evaluation of the walls and ADA access.

The second setback that Public Lands encountered was the COVID-19 Pandemic, which lead to many projects being put on hold between March 2020 and February 2021.

In Early spring 2021, Public Engagement surrounding this project took place. Also in spring 2021, Public Land's project manager moved to the engineering division, causing the project to go without a manager for a period of time.

In July 2021, Ms. Maus was assigned to this project and has been in conversations with the constituent who submitted the project on how to proceed.

In October 2021, Public Lands met on site with community members, Councilman Dugan and Mayor's office representatives to share the project.

In December 2021, Public Lands intended to go to the Yalecrest Community Council to present a change in scope of the project. As a number of concerns have risen, this agenda item has been moved.

Public Lands proposed to present to the Yalecrest Community Council in February 2021 but had the agenda item moved due to COVID-19 concerns.

Public Lands is proposing to redefine the scope of the CIP project. The original CIP application listed two major goals of preserving the historic walls and providing ADA access to the park.

In the initial round of public engagement that began in spring 2021 as well as in findings from geotechnical structural reports, several projects have been identified that will fulfill the goals of the original application to a greater extent than the individual projects that were originally proposed in the application. The City feels it's important to share this new information and propose a change of scope amendment.

After getting feedback and recommendations, Public Lands staff will submit a budget amendment request to City Council who will make the final decision.

The timeline for this project moving forward is as follows.

Public Lands will appear on the Yalecrest Community Council agenda in March 2022. Then, Public Lands will return to the PNUT board in April 2022 for a recommendation. Once City Council makes their determination, Public Lands will work with the consultant to implement the project.

Public Lands will also ask for Yalecrest Community council to provide written feedback for the PNUT Board presentation that will be included in the board packet.

If any board members have questions regarding the project, please contact Ms. Maus directly at katherine.maus@slcgov.com

5 – Board Discussion and Action Items	6:00PM
Board Discussion on Public Lands FY2023 Budget Initiatives & Recommendation Ms. Cannon asked Ms. Riker how do the budget initiatives presented tie into the budget process? Ms. Riker responded that each year Public Lands starts with their budget from last year. The initiatives proposed are added funds to the existing budget. The budget initiatives are comprised of new things Public Lands needs to support properties coming online, currently unfunded tasks and initiatives that support the Mayor's 2022 objectives or the masterplan vision. Ms. Hart asked whether the golf course fund takes care of the trees located on golf courses? Ms. Riker responded that Urban Forestry is not responsible for taking care of golf course trees. Currently, the Golf division lacks capacity to maintain the trees in the manner that Urban Forestry could. Public Lands also recognizes that the trees on golf courses greatly benefit the community, leading the department to propose the planting of more trees in these areas since they will be watered and cared for. The PNUT Board decided that Ms. Binnebose will create a Google Form that board members will use to rank and provide feedback on the FY2023 budget initiatives. After the form is created, the board will have 10 days to make their recommendations. Then Ms. Hart and Ms. Binnebose will take a week to go through everyone's responses and clarify the list.	30 mins
6 – Confirmation of Next Meeting, Board Comments & Future Agenda Items	6:30PM
Board Subcommittee updates as needed Trails Subcommittee Update Mr. Whittaker, Mr. Carroll and Ms. Hart met with Mr. Murdock before the PNUT Board meeting to get the subcommittee moving forward. Communications Subcommittee Ms. Binnebose stated that the communications subcommittee can serve as a sounding board to Public Lands for any projects that could use input or a review. The subcommittee would love to utilize their experience to aid Public Lands communications team however they can. Bylaws Subcommittee Ms. Cannon stated that the subcommittee has a copy of some draft bylaw changes specifically about the number of voting procedures, board responsibilities, officer responsibilities and public responsibilities. The subcommittee is looking to review these with Ms. Riker and the city attorney and report back to the board after for a final	

review and vote. Mr. Allen will assist the subcommittee in facilitating a meeting with Ms. Riker and the city attorney.	
• Board Comment and Question Period Ms. Cannon commented that she is concerned that new board member Nathan Manuel has not been present at any meetings. Mr. Allen has contacted him numerous times before meetings but has been unable to get a response. Ms. Hart will attempt to contact Mr. Manuel and if there is no response the board will look at next steps. Mr. Carroll asked if Public Lands could provide the board with an org chart. Mr. Allen will send a copy of the chart to the board members. • Next Meeting: March 3, 2022 • Request for Future Agenda Item In September 2021, the board was supposed to write a letter of support for the Reimagine Nature Master Plan. Ms. Cannon and Ms. Binnebose received support from the board to coordinate and write a letter of support. If completed, the letter will be a future agenda item for March 2022. • Upcoming Involvement Opportunities	
7 – Adjourn	6:40PM

Ms. Binnebose motioned to end the February meeting. Ms. Hewson seconded the motion. All board members voted in favor of ending the meeting.

WebEx Meeting Chat

Hi everyone, I just got an email that City internet might go down for about 15 minutes momentarily. I made Tyler Murdock the host of the meeting in case I disappear for a few minutes.

from Allen, Luke to everyone: 5:44 PM

<https://www.reimagineatureslc.com/>

from Bri Binnebose to everyone: 5:45 PM

Would it be possible to get calendar invites once those dates are set?

from Allen, Luke to everyone: 5:45 PM

Yes, good idea Bri. I will keep an eye out for those dates.

from Bri Binnebose to everyone: 5:45 PM

Thanks Luke, appreciate that!

from Riker, Kristin to everyone: 6:01 PM

support

from Riker, Kristin to everyone: 6:06 PM

Thank you PNUT Board. Time to sign off. Thank you for your continued support! Tyler, Carmen, division directors, Luke, etc. can respond to your questions.

from Carmen Bailey, Public Lands SLC to everyone: 6:08 PM

Luke and I will double check that March 3rd due date for the letter

from Mikala J to everyone: 6:11 PM

Hi all, I'm signing off but I wanted to say that this is the first PNUT meeting I've attended, and I appreciate all your time and work! Thanks!