



## Sugar House Park Authority

6332 S Airport Road, West Jordan, UT 84084

Ph: 385-468-7275 Fax: 385-468-1855

[www.sugarhousepark.org](http://www.sugarhousepark.org)

### Meeting Minutes from the Board Meeting on Thursday, January 13, 2022 at 6:00 PM

#### I. Call to Order - Reading of Electronic Meeting Statement

Taylor called the Sugar House Park Authority Board meeting to order at 6:02 PM.

Board Members Present: Taylor Weavil, Holly Nichols, Lucy Hansen, Sarah Sherer, Siv Ghaffari, Patrick Leary, Lee Bollwinkel

Board Members Absent: Landon Allred

Taylor read the Electronic Meeting Statement.

#### II. Approval of Special Events and Athletic Field Use Requests

**Bowe Family Rehearsal Dinner (06/10/22):** The Bowe family cancelled their event and withdrew their application from review of the board.

**Prime Lap-Race Day Management (07/17/22):** Dirk Cowley presented his event for July 17, 2022. It will be a professional level production that is streamed live online in the United States and Europe. Patrick mentioned that he would like Sugar House Park to receive credit for the race when posted online. The event will need a full-park closure to accommodate the number of spectators that are expected (1,000+). Sarah questioned the security needs for the event. Dirk mentioned he would coordinate with Salt Lake City Police to add additional security. Signage will be posted to the park one (1) week prior to the event. Jake mentioned to work with Diane to receive an invoice and make a payment. Sarah motioned to approve, pending a follow-up on security. Lucy seconded. A vote to approve was unanimous by a show of hands.

**ALS Assoc Rocky Mtn Chapter (09/03/22):** Jaycee presented her event for September 3, 2022. This is their third year hosting the event at Sugar House Park. Tents will be used but not staked down. Jake mentioned to work with Diane to receive an invoice and make a payment. Lucy motioned to approve. Sarah seconded. A vote to approve was unanimous by a show of hands.

**Crohn's and Colitis Foundation (06/18/22):** Erin presented her event for June 18, 2022. The event will have about 350 people. Fundraising will occur prior to the event date. Jake mentioned to work with Diane to receive an invoice and make a payment. Holly motioned to approve. Siv seconded. A vote to approve was unanimous by a show of hands.

**American Liver Foundation (08/06/22):** The event was presented for August 6, 2022. The event will have about 100 people. The host questioned if the need for portable restrooms was required. The Sugar Beet Pavilion is near restrooms, and with the number of people planning on attending the event, portable restrooms aren't needed. Jake mentioned to work with Diane to receive an invoice and make a payment. Holly motioned to approve. Lucy seconded. A vote to approve was unanimous by a show of hands.

**Pakistan Student Association (03/26/22):** The event was presented for March 26, 2022. The students in charge of the event wondered if food trucks would be able to sell food in the park due to budget constraints. The board recommended checking with food trucks to see if they would be willing to donate to the event. Pre-selling tickets prior to the event would be okay. The students will brainstorm and will be re-presenting at the February meeting.

**Border Wars (09/24/22):** Devin Moody presented his event for September 24, 2022. Taylor mentioned concern that the whole park wouldn't be closed for this event, as stated on the application. The event is likely to be large and should warrant a full park closure. Devin mentioned that he would like a full closure with no other pavilions open to the public (different than what is listed on the application). Lucy questioned the wear and tear on the lawn with this event. Depending on weather, the lawn should not be affected by the event. Taylor also mentioned that new trees have been planted at Sugar House Park, which may have an impact on the course. Patrick motioned to approve with a full park closure, with the exception of double-checking on the Big Field reservation on Friday night. Siv seconded. A vote to approve was unanimous by a show of hands.

**\*Aim at Melanoma (06/11/22):** Sarah motioned to approve. Holly seconded. A vote to approve was unanimous by a show of hands.

**\*Carden Memorial (05/13/22 & 06/03/22):** Sarah motioned to approve. Holly seconded. A vote to approve was unanimous by a show of hands.

**\*CTF Shine a Light Walk (06/25/22):** Sarah motioned to approve. Holly seconded. A vote to approve was unanimous by a show of hands.

**\*Girls on the Run Utah (06/04/22):** Sarah motioned to approve. Holly seconded. A vote to approve was unanimous by a show of hands.

\*These event requests are exempt from having to appear before the board for approval because they have held the same event for three or more years

### **III. New Signage Presentation – Valerie Huitzil w/ Salt Lake City**

Valerie presented some of her signage portfolio from Salt Lake City Public Lands, including formatting, graphics, etc. Patrick requested that Lee send Valerie's presentation to him for Salt Lake County review. The board doesn't make signage, so Salt Lake City and Salt Lake County would put together joint signage with the approval of the board. Salt Lake County would most likely procure the signage costs, since they are the day-to-day operators of the park. Valerie mentioned that she would be willing to help with sign designs. A 36"x24" sign costs approximately \$400.00, and that's for a double-sided sign. A single-sided sign would be about \$300.00. This price only includes the cost of the sign, not the base, frames, etc. Taylor requested a proposal with two (2) outlines, one (1) for a full sign replacement package and one (1) for the history of the park. Holly and Valerie will work together regarding content. Patrick, Lee, Holly and Valerie will work together regarding logistics on pricing.

### **IV. Approval of November 2021 Minutes**

No edits are needed. Lee motioned to approve. Patrick seconded. Siv abstained because he was absent for November's meeting. A vote to approve was unanimous by a show of hands.

### **V. Approval of November & December 2021 Financial Statements**

Landon was not able to attend the meeting for review/approval of November and December 2021 financial statements. These will be discussed for approval in February's meeting.

### **VI. 2022 Budget Review – Landon**

Landon was not able to attend the meeting for the 2022 budget review. Sarah is also the new treasurer; she will be working on the 2022 budget with guidance from Landon. These will be discussed for approval in February's meeting.

**VII. Other Business**

**Park Security – Taylor**

No activity has been reported other than potential Highland High School students vandalizing property. Taylor will reach out to the Highland High School principal regarding students causing vandalism at pavilions. Discussion regarding more security patrol during the busy season will be discussed at future meetings to determine how often Salt Lake City police will be present. Patrick will follow up on specific incident reports to see if names have been listed to track down vandalism.

**Bike Racks – Patrick**

No updates on bike racks. An update will be provided in February.

**Bylaw Status with County – Patrick & Jake**

Jake and Patrick will continue working with the Salt Lake County Mayor's Office to update the bylaws.

**Flower Garden Updates/Presentation – Patrick**

Patrick will provide an update on the flower gardens at the February meeting.

**VIII. President's Report**

**Open Board Position Next Steps**

The SHPA board member vacancy was posted to the Salt Lake County Boards Commission website. Applicants will be contacted and interviewed at the February meeting at the end in a closed session. Taylor will create interview questions for the board to review to ensure consistency with candidates. Sarah is willing to help with interview questions as well. The question regarding the vacancy being just a partial term or a full four (4) year term. There will be three (3) vacancies this year; one (1) vacancy that is open now and two (2) vacancies that will be open in October.

**Pavilion Reservation Timing**

The pavilion reservation times have been proposed to be 8:00am-2:00pm and then 4:00pm-10:00pm. This allows for a two (2) hour time gap to clean the pavilion areas for the next reservation instead of a one (1) hour time gap.

**1300 E. Project**

Construction will be happening along 1300 E. close to the park, as well as on 2100 S. These are two (2) different construction projects. More information will follow.

**IX. Social Media Updates – Holly & Sarah**

No updates on social media.

**X. Other Discussion**

Mary and Darla from the Garden Center will be joining the February meeting. They are wanting a different lease agreement set up instead of just month-to-month. Taylor will follow up with Landon regarding the Garden Center's contract. Infrastructure for internet for the Garden Center and the Greenhouse will need to be discussed at future meetings.

**XI. Closed Session: Board Member Participation Review**

All board members voted to move to a closed session.

**XII. Adjournment**

*Siv motioned to adjourn. Patrick seconds.*

The time is 7:54 PM.