



Special Event Advisory Committee Meeting Agenda & Minutes

Date: Tuesday, April 12, 2016

Place: Park City Library – Meeting Room 201, Second Floor

Time: 12:00 p.m. to 2:00 p.m.

In attendance: Todd Hansen, Judy Cullen Bob Kollar, Carrie Westberg, Sarah Klingenstein, Mellie Owen, Cindy Matsumoto, Annette Sneed, Travis English, Charlie Sturgis, Whitney Wall, Ginger Ries, Jenny Diersen, Jason Glidden, Tommy Youngblood, Polly Samuels McLean

Absent: Cheryl Fox

Electronic Participation: Maria McNulty

Meeting Facilitator: Jenny Diersen & Jason Glidden

Meeting Minutes: Tommy Youngblood

Next Meeting: Tuesday, July 12th

Meeting Called To Order: 12:04 p.m.

Approval of Minutes from Feb 9, 2016 Meeting – not available to approve for this meeting will be distributed and approve a meeting on July 12, 2016

Public Comment: no public comment. 2 members of the public were present

Topic #1: Legal Training (12:05 p.m.)

Purpose: Legal Department to provide meeting guidelines for the Open Public Meetings Act.

Person: Jenny Diersen & Polly Samuels McLean

Allocated Time: 20 Minutes

Other Information:

Notes:

Polly introduced herself as an attorney from Park City Municipal and stated that anyone from the Committee could contact her or Mark Harrington in the City Attorney's office for information about the Open Public Meeting Act (OPMA).

Polly has reviewed our policies and had some questions. The OPMA Training is mandated by Utah State Law; even though SEAC is an advisory group. Polly asked what the purpose of the group and confirmed that SEAC is an advisory committee to make recommendations to City Council on Special Events with Park City. Members serve at the discretion of City Council for 3 year terms. Council has asked for the SEAC to focus on three areas; Event Threshold, Event Resources Assistance and Debriefs. Members should review the Staff Report and resolution creating the committee. The Staff Report clarifies beyond the wording of the resolution what Council expects of the committee.

Polly began the training; the OPMA is designed to allow open access to those meeting where the general public sees that government; is deliberating, making decisions and conducting the public business in an open manner. All committee meetings must be noticed to the public for attendance. A meeting is defined as a quorum of SEAC members discussing committee related items. SEAC has twelve (12) voting

members; a current quorum is seven (7) members. If there is a 6/6 vote on any item the motion would not carry forward. A 6/6 vote would be presented to Council for their decision. A majority is need for action. In the event of a majority vote for example 8/4, SEAC should report the minority opinion to Council. Meeting participants took time to introduce themselves. A conference call or group emails could be considered a meeting if subjects include SEAC business. Polly advised not to discuss SEAC business via email. Members could be subject to the Governmental Records Act if substantive discussions are in emails.

Be careful not to have a meeting after the meeting. All discussions must take place in the open public meeting. All meeting outside of those currently scheduled must be properly notice to the public. All communication during meetings must be verbalized. Members are not allowed to electronically communicate with each other during the meeting.

Notice of meeting is required 24 hours in advance and the meeting, including site visits, can only take place where it has been noticed to occur. SEAC cannot change locations during the meeting. Polly stated that electronic meeting are allowed if the committee has created a resolution or rule for them.

Jenny added the current electronic meeting rule is included within the current SEAC policy. Jenny and Polly have discussed removing the provision and bring it back to SEAC for a separate approval. Polly advised taking into account the practicality of a member having equal input when they remotely attend and offed to help frame the policy.

Polly stated there are a very few instances where there can be a closed meeting. Those situations are to discuss an individual's character, strategy sessions, litigation, real estate, security, personnel and investigative proceedings involving criminal conduct. If a situation occurs that would cause a closed meeting Polly/ PC Legal dept. will advise.

Notice for meetings must be given at least 24 hours prior to include date and time with an agenda specific enough to know what will be discussed. Item not listed on the agenda can be discussed, but no action can be taken unless the item is on the agenda. Meetings must be posted at City Hall and the meeting location as well as with Utah Public notice website. There is no rule mandating that the public can speak at the meeting however it is a common practice to allow. They are allowed to listen but the committee can decide whether to allow input on individual items. All meeting must be recorded and have minutes, site visit need to have minutes but do not have to be recorded. Minutes must be reviewed for accuracy and voted on at the next scheduled regular meeting. The unedited recording of the meeting and minutes must be available to the public.

Knowingly or intentionally breaking OPMA laws is a Class B misdemeanor; enforced by the Utah Attorney General or the Summit County Attorney's office. Uncommon in Utah but violation of the public meeting acts do happen and are investigated.

Polly advised that SEAC select a chairperson. There was talk on creating a supermajority for some items. Polly advised to study this carefully before going forward. If SEAC discovers that the policies are not working the group should rework them and go back to council for input.

NO ACTION TAKEN

Topic #2: Board Business (12:25 p.m.)

Purpose:

- Joint Council Meeting Thursday, July 21.
- Provide an overview of the upcoming events during the 2016 spring/summer season.
- Review past events including Spring Gruv and Thin Air Innovation Fest.
- Update on code changes.

- SEAC Policy Follow Up
 - Disclosures during voting process
 - Requirement of # voting members
- Debriefing process for events through summer.

Product: Educate and get feedback of committee of the changes and activities that have been going on over the past 2 months in the Special Events Department.

Person: Jenny Diersen

Allocated Time: 30 Minutes

Other Information: Review Calendar, Policies as included in Committee Packet.

Notes:

Jenny reminded everyone about the joint meeting with city council July 21, 2016, with the purpose of checking in about the committee's direction; focusing on the three goals of reviewing Event Threshold, Event Resources Assistance and Debriefs. It is important that this discuss take place. Jenny encourages everyone to attend. This joint meeting will be at council chambers likely in a work session prior to 6pm. Jason emphasized that Council will want to hear SEAC feedback on threshold levels as a priority; What tools would we use to decrease events?

Jenny stated there are 25 events before the next meeting. Travis, Bob and Jenny are working on a centralized summit county events calendar at the chamber website and planning to use that as the place we drive the public to for general information for events, parking information, when to avoid downtown traffic, construction and other related topics that would affect there commutes to make them aware. One-stop shopping for information, each entity will continue to maintain their own calendars. Planning to post events that affect the community where public, private, resort or approved event

Charlie asked should SEAC members push knowledge of the Chamber calendar out to the community Bob said yes; Jenny added that they plan on having a test of the site in May and should be up and running by the first week of June.

Jenny will be sending out the event debrief forms to members over the next few weeks; it is important that members review and fill out the forms so we have the information as we go into the July meeting.

Record what you like, don't like, what you hear about events.

Sarah asked when the event prioritization will occur. Jason stated in the fall

Jenny stated that the debrief tool should be used year round

Charlie asked if there was an expectation of at least one or 2 SEAC members at each event?

Jenny stated it should be discussed of how that will play out?

Jenny will send out Debrief form.

Whether members schedule to be at an event or they come across it in their travels.

Jason stated they don't expect each member to have comments on all events; more importantly to get into the mindset of noting what members encounter or hear.

Jenny stated Special Event Code changes Jan 28th, 2016, Fee reduction and New Special Event application have gone out. She requested comments on Spring Gruv and Thin Air Festival.

Charlie did not notice Thin Air it flew under his radar; does it need better marketing?

Mellie stated a lot of events go under the radar before they get bigger

Jason attended Thin Air

Bob stated the goal of Thin Air was to draw out-of-state corporate groups at the end of the ski season Seminars and Concert was well attended; Chamber will be voting to fund year two.

Mellie thought the Thin Air concert was too loud

Further conversation suggested we should review the overall noise ordinance and event noise

Jenny asked how SEAC wants to handle disclosure policies in the voting process.

Jenny asked 'What is the requirement of voting members?'

Motion:

Charlie motioned to approve a super majority as 6 voting member with a quorum of 7 or more; If an applicant is a member of the board they would recuse themselves from the conversation but not have to leave the room

Sarah seconded

Unanimous approval of motion

Topic #3: Event Fee Reduction (12:55 p.m.)

Purpose: Evaluate Fee Reduction Requests for Events July 1 through December 31.

Product: Recommendation by Board for fee reduction.

Person: Jenny Diersen/Jason Glidden

Allocated Time: 25 minutes

Other Information: Fee Reduction Policy Attached.

Notes:

Jenny started by stating the SEAC makes recommendation of reduction requests over \$10,000. This represents 5 out of the 49 applications received. These events are Miners' Day, Halloween, Extreme Soccer 4th of July, Tour of Utah. These 5 requests total \$143,000

The Total amount requested for all 49 events is \$193,000

Jason clarified SEAC can recommend all, partial or no reduction

Council approved \$200,000 for fee reductions fund from July 1st to Dec 31st, 2016

Motion for fee reduction:

1. Miners' Day recommendation for a full reduction of \$22,155
2. Halloween recommendation for a full reduction of \$11,900
3. Extreme Soccer recommendation for a reduction of \$0.00
4. 4th of July – removed from this discussion
5. Tour of Utah recommendation for a reduction of \$35,000

Motion made by Sarah to recommend granting the reduction amount of \$69,055 for the listed events

Motion seconded by Cindy and unanimously approved

Topic #4: Event Changes/Updates (1:20 p.m.)

Purpose: Discuss event debrief for events with possible changes for the 2016 year.

Product: Committee discussion and feedback

4a: 4th of July

Person: Tommy Youngblood & Jason Glidden

Allocated Time: 20 minutes

Questions for Committee:

What do you think is working / What do you like and why?

What do you think isn't working/ where and how can the event improve/ What don't you like and why?

What feedback have you heard either from community members or from organizations? How many people are giving you this feedback and how are the comments coming to you or being solicited?

Notes

Jason said that we are over the time for the meeting but need to get basic discussion on 4th of July and PSSM

Jenny added what does SEAC think is working and what is not for these events? What have members heard about both events in the community?

Jason stated there are different options moving forward.

The Chamber would like to reduce their financial role which may reduce activities.

Is this a fund raiser for Boy Scout, Rotary, etc.?

Consensus was yes

However these groups do not pay for the expenses of the event.

Charlie stated that the 4th is too crowded and there are no locals and he feels that this is an average opinion.

Sarah agreed.

Travis stated you don't see your neighbor and friends any more

Jason says the park is mostly locals and the Police Department says locals cause most issues.

Consensus is that the south city park is too crowded.

Cindy stated she thinks the parade is too big and there are too many floats.

Bob stated there are no Salt Lake float entries

If you restrict floats by number 'who do you say no to?'

Should we call a special meeting to discuss 4th of July and PSSM?

Consensus is yes

Jenny will send out meeting request for special meeting to discuss 4th of July and Silly Market

Mellie stated that she thought these are large issues and the committee should take more time to discuss.

4b: Park Silly Market (1:40 p.m.)

Person: Jason Glidden & Jenny Diersen

Allocated Time: 20 minutes

Questions for Committee:

What do you think is working /What do you like and why?

What isn't working, where and how can the event improve, What don't you like and why?

What feedback have you heard either from community members or from organizations? How many people are giving you this feedback and how are the comments coming to you or being solicited?

Notes:

No discussion

Item moved to special meeting

Topic #5: Recap Meeting & Preview July Meeting (2:00 p.m.)

Purpose: Establish attendance, timeline and agenda items for the July 12th meeting.

Product:

Person: Jason Glidden & Jenny Diersen

Allocated Time: 10 minutes

Other Information:

Notes:

Meeting Adjourned (estimated time 2:10 p.m.) Adjourned 2:32pm

Attachments included with this Agenda:

DRAFT February SEAC Minutes

Summer Preview 2016 Event Calendar List
Fee Reduction Policy
DRAFT SEAC Polices

APPROVED JULY 12, 2016