

CITY OF NORTH SALT LAKE
PARKS, TRAILS, ARTS, & RECREATION
ADVISORY BOARD MEETING MINUTES
642 NORTH 400 WEST, NORTH SALT LAKE
AUGUST 22, 2023

FINAL

Tammy Clayton, Board Chair, called the meeting to order at 6:00 p.m.

BOARD MEMBERS PRESENT: Tammy Clayton, Camille Thorpe, Jeff Scroger, Peter Wirthlin, Dallas Golden, Kyle Poulter, Ted Knowlton – City Council Representative

STAFF PRESENT: David Frandsen, Assistant City Manager; Jon Rueckert, Public Works Director; Carmen Wilson, Public Works Operations Manager; Randy Simmons, Public Works Operations Manager; TJ Riley, Parks Superintendent; Ken Leetham, City Manager; Linda Horrocks, Communications Coordinator

1. WELCOME AND INTRODUCTION

Chair Clayton welcomed those attending.

2. MINUTES APPROVAL

Tammy Clayton moved to approve the Parks, Trails, Arts, and Recreation Advisory Board meeting minutes of July 25, 2023, as written. Board Member Golden seconded the motion. The motion was approved by Board Members Clayton, Golden, Knowlton, Poulter, Scroger, Thorpe, and Wirthlin.

3. PUBLIC WORKS UPDATE

David Frandsen, Assistant City Manager, presented a map of the proposed dog park that he would be sharing with Woods Cross City. He stated there were continuous talks and most of the bids for the project had been received. He said staff should have more updates to share in the next meeting.

Jon Rueckert, Public Works Director, presented the Wild Rose Bonneville Shoreline Trail Connection plans. He addressed the concern that the connection is currently a 19% grade user trail with large baby head rocks. On the map, he pointed out the current Bonneville Shoreline Trail was designated in black. He pointed to the orange line, which is the proposed 2% grade connection from Wild Rose Park. Mr. Rueckert said that City staff are working with Salt Lake City to construct the Bonneville Shoreline Trail from Davis County to the existing trail in Salt Lake City, which will include an environmental study and approval from the Forest Service. He

explained this had an estimated date of 2024/2025. Board Member Poulter mentioned that there were several groups who were anxious to cut the trail now. Board Member Wirthlin said that as members of these social media groups, he and Board Member Poulter could update the progress and share information that may alleviate trail users' urgency to create unapproved user trails. Board Member Wirthlin suggested that once the approved connection trail is finished, good signage could help stop traffic on the other user trails.

Board Member Scroger asked about the maintenance schedule at the parks. TJ Riley, Parks Superintendent, stated that the parks team addresses concerns as they come in. He reported they also do regular playground inspections and address other concerns as they are reported. He asked that any park concerns or damage be reported on the City website or to a member of staff.

4. DISCUSSION AND CONSIDERATION ON ESTABLISHING BY-LAWS FOR THE PARKS, TRAILS, ARTS AND RECREATION ADVISORY BOARD

Ken Leetham, City Manager, reminded the Board that formal by-laws for the citizen committees can add structure and formalize roles within the committee. He said that a detailed budget for the fiscal year (July 1 to June 30) should be a part of the yearly plan presented to the City Council in January or February. Mr. Leetham explained the Board could adopt the by-laws during a meeting and the by-laws did not have to go in front of the City Council for approval.

Board Members discussed changing the name of the Advisory Board to their focus items of trails, arts and parks. The Board recommended that since the City had a separate Recreation department, the focus of recreation be removed from the Board's title.

Chair Clayton moved to propose a name change for the Advisory Board to the City Council from PTAR (Parks, Trails, Arts and Recreation) to TAP (Trails, Arts and Parks). Board Member Wirthlin seconded the motion. The motion was approved by Board Members Clayton, Golden, Knowlton, Poulter, Scroger, Thorpe, and Wirthlin.

Councilmember Knowlton agreed to present the name change proposal to the City Council.

The Board reviewed and unanimously agreed that the following changes would be made to the proposed by-laws:

- Clarify that the seventh member of the Board was a City Council representative and remove the four-year tenure term of the seventh member.
- Members will serve a two-year term (January to December).
- Add duties for the office of a Treasurer.

Chair Clayton moved to approve the Parks, Trails, Arts and Recreation by-laws as amended. Board Member Golden seconded the motion. The motion was approved by Board Members Clayton, Golden, Knowlton, Poulter, Scroger, Thorpe, and Wirthlin.

5. NOMINATION AND ELECTION OF A VICE CHAIR

This item will be discussed in the next meeting after the by-laws have been established.

6. DISCUSSION AND CONSIDERATION OF ESTABLISHMENT OF A
SUBCOMMITTEE FOR TRAILS

Ken Leetham talked about establishing subcommittees within the committee. He said that a subcommittee should not have a quorum, which is more than half of the committee, lest those meetings be subject to the Open and Public Meetings Act. He suggested that the subcommittees work effectively with the appointed Board members, who have different expertise and interests, and report back to the Board.

Board Member Wirthlin recommended naming these working groups rather than subcommittees.

Board Member Wirthlin moved to create a working group for trails and a working group for arts. He moved that the trails working group consist of Board Members Wirthlin, Poulter, and Knowlton. Chair Clayton seconded the motion. The motion was approved by Board Members Clayton, Golden, Knowlton, Poulter, Scroger, Thorpe, and Wirthlin.

7. DISCUSSION AND CONSIDERATION OF ESTABLISHMENT OF A
SUBCOMMITTEE FOR ARTS

Chair Clayton moved to create a working group for the arts. She moved that the arts working group consist of Board Members Thorpe and Golden. Board Member Thorpe seconded the motion. The motion was approved by Board Members Clayton, Golden, Knowlton, Poulter, Scroger, Thorpe, and Wirthlin.

Board Member Thorpe shared the idea of a City winter festival with tree lighting, a visit from Santa, food trucks and fire barrels as a yearly tradition. She will bring a proposal and budget to the next meeting for consideration. She indicated she would be ready in January or February to propose education, art, and history as part of the yearly presentation to the City Council.

8. DISCUSSION OF CALENDARING OF SUBCOMMITTEE REPORTS TO THE
ENTIRE BOARD

Board Member Wirthlin recommended the working groups report to the Board after their group meetings with a plan and a budget for Board approval and City Council recommendations.

9. CITY COUNCIL UPDATES – COUNCILMEMBER TED KNOWLTON

Councilmember Knowlton talked about the Eaglewood Village detention pond. He said the pond has potential but was currently full of phragmites and needed a comprehensive update. He shared that the original bid for the pond renovation was \$600,000 a few years ago. He explained that amount was too expensive, as the priority budgetary focus was the Hatch Park redesign. He said the Council was supportive of KC Moore, a contractor who put together a plan for the pond for \$75,000. Ken Leetham shared that the plan contained a permanent boulder dyke, a concrete driveway for cleaning the pond, had ADA access, stairs into the area, and new landscaping. He explained the contractor should be able to start between now and November 1, 2023. Mr. Leetham explained this was a priority of the Council to create a good entrance/exit to the current trail joining Wildrose. He said the City had a relationship with the HOA of Eaglewood Lofts and staff will talk to them about extending the trail to the pond. He mentioned signage for the pond would be part of the City Center's wayfinding plan.

Board Member Poulter said it was the trails working group's priority to bring the current trail down to the pond. He suggested the biking team could help dig the trail if approved. Board Member Wirthlin said he had access to trail apps, including Trailforks, and he could update North Salt Lake trail maps as changes were made.

10. CHAIR UPDATES

None.

11. DISCUSSION ON UPCOMING EVENTS

Photo Contest – Board Member Golden was heading this event on September 20, 2023. He asked for the Board Members to attend the event. He stated a photo print and gift card would be given to the winner. He noted gift cards would be given to the category winners. He mentioned Derek Israelsen, photographer, would be presenting and donuts and water would be served. Linda Horrocks suggested that breakout sessions with different photography tips might be something to investigate. She indicated she would print flyers for distribution to local companies and schools.

NSL Reads – There was a discussion about moving this item to next meeting. There was consensus that this event would be held in 2024.

Halloween – Chair Clayton planned to head this walkable event at Hatch Park on October 28 at 9:00 AM. She indicated the event's activities would be the same as last year. She reported the Youth City Council would be asked to help. Public Works planned to set up the North Salt Lake inflatable and open the bathrooms.

12. REVIEW ACTION ITEMS

None

13. ADJOURN

The meeting was adjourned at 7:45 p.m.

The foregoing was approved by the Parks, Trails, Arts, and Recreation Advisory Board of the City of North Salt Lake on September 26, 2023, by unanimous vote of all members present.



Wendy Page, City Recorder