

Arts Committee Meeting

March 3, 2025

6:00 p.m.



Agenda

1. Welcome & Introductions
2. Selection of Chair & Vice Chair
3. Citizen Comment
4. Training-Open & Public Meetings Act
5. Training-Rules of Order
6. Meeting Schedule Review
7. Proposed Bylaws Recommendation
8. Mural Program Overview/Schedule
9. Committee Goals & Programs



Welcome & Introductions

Staff Liaisons:

- Sherrie Pace, Community Development Director
- David Frandsen, Asst. City Manager

Committee members:

- Suzette Jackson (Seat 1, non-voting), City Councilmember
- Heidi Smoot (Seat 2)
- Rachel Chase (Seat 3)
- Heather Hendrix (Seat 4)
- Camille Thorpe (Seat 5)
- Tom Hewitson (Seat 6)

Training:

Open & Public Meetings Act

UTAH OPEN & PUBLIC MEETINGS ACT

UTAH CODE TITLE 52, CHAPTER 4

City of North Salt Lake Annual Training 2025



WHO?

WHAT?

WHERE?

WHY?

HOW?

WHO ESTABLISHED OPMA?

The Legislature

(Annual Training is Required)

WHAT IS OPMA?

Open and Public Meetings Act

WHERE is it found in State Code?

Title 52 Chapter 4



WHY?

§52- 4-102

- The legislative intent of the Open and Public Meetings Act is for public bodies to:
- *(a) take their actions openly; and*
- *(b) conduct their deliberations openly.*

HOW is OPMA enforced?



The attorney general and county attorneys of the State shall enforce it.

Criminal penalty is a class B misdemeanor.

- Utah Code § 52-4-303 & 305)

WHO are the public bodies in NSL?

- City Council
- Planning Commission
- Arts Committee – YOU!
- Civic Events Committee
- Eaglewood Golf Course Oversight Committee
- Health & Wellness Committee
- Trails & Active Transportation Committee

WHAT is considered an Open & Public Meeting?

A gathering of a public body; with a quorum present; and that is convened for the express purpose...to:

- (A) Receive public comments about a relevant matter;
- (B) Deliberate about a relevant matter;
or
- (C) Take action upon a relevant matter.

- Utah Code § 52-4-103(5)

WHAT is a Quorum?

- § -103(9) **“Quorum”**
means a simple majority of
the membership of a public
body, unless otherwise
defined by applicable law

NSL Committees have five (5)
voting members so three (3)
members would be a quorum.

WHAT is required to give public notice of a meeting?

- The Agenda – shall provide “reasonable specificity” of topics
- The Date
- The Time
- The Place



- Utah Code § 52-4-202(1)(b) & (6)(a)

WHEN is notice required to be given?

At least 24 hours in advance.

HOW is notice required to be given?

- Utah Public Notice Website (utah.gov/pmn/)
- City's Website (nslcity.org)
- City Hall

- Utah Code § 52-4-202(3)(a)

WHAT types of meetings are allowed?

Electronic Meetings § 52-4-207

A public body may conduct a meeting that some or all members of the public body attend through an electronic video, audio, or both video and audio connection, in accordance with this section.



Utah Code §52-4-201, -204 & -205

Closed Meetings



- CAN A MEETING BE CLOSED TO THE PUBLIC? IF SO WHEN?
 - A meeting is open to the public unless closed under § 52-4-204 or 52-4-205
- An open meeting can be closed for the following purposes (most common listed):
- Discussing an individual's character, professional competence, or physical or mental health
 - Strategy sessions to discuss collective bargaining
 - Strategy sessions to discuss pending or reasonably imminent litigation
 - Strategy sessions to discuss the purchase, exchange, or lease of real property
 - Strategy sessions to discuss the sale of real property
 - Discussion regarding deployment of security personnel, devices, or systems

WHAT is forbidden during a Closed Meeting?

- You may not:
 - Approve any ordinance, resolution, rule, regulation, contract or appointment
 - Interview a person to fill an elected position
 - Take final action



**Final votes must be open and on the record
(except as allowed specifically by statute)**

WHO keeps records of open meetings in
NSL?

(Utah Code § 52-4-203)

The City Recorder is the
Records Officer for the City

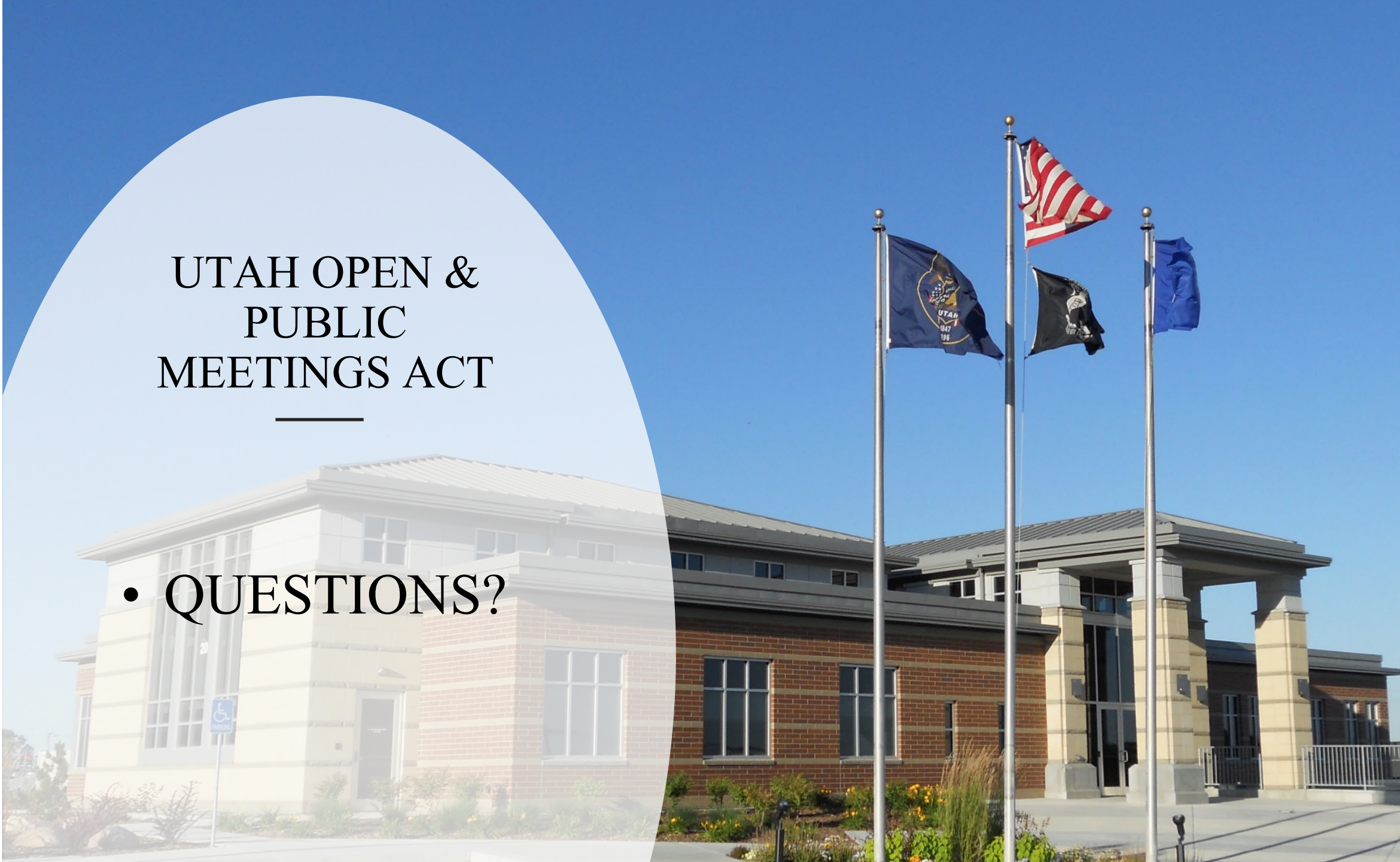
Do we have to keep minutes and/or recordings?

YES TO BOTH!

Even though there is a recording, the approved written
minutes will be the official record.

UTAH OPEN & PUBLIC MEETINGS ACT

- QUESTIONS?



Training:

Rules of Order

Committee Meeting Procedures

Meetings

- Staff may reschedule or cancel meetings in consultation with Chair & provide appropriate notices.
- Electronic meetings

Agendas

- Staff will prepare agenda in consultation with Chair
- Agenda item deadline (2 weeks)
- Agenda items align with mandates, objectives, goals, work plans, priorities, workload
- Agenda and meeting materials distributed 5 days before meeting (Wednesday)
- Agenda revision requires 24 hour notice

Minutes

- Recorded by staff
- Transcribed by minutes secretary
- Approved at next meeting
- Posted on City website & PNW

Role of Chair

- Preside at meetings
- Participate in discussion
- Voting member
- Responsible:
 - Maintaining dignity of meetings
 - Call meeting to order and confine discussion to agenda items
 - Recognize committee members for motions & discussions
 - Allow audience and staff participation as appropriate
 - Parliamentary procedure
 - Ensure compliance with open and public meetings act
 - Discourage monopolizing of discussions
 - Ensure uninterrupted discussions
 - Recognize members offering motion, restate motion, call for a second, call for vote and announces the vote.

Committee Members

- Responsible:
 - Remarks pertain to agenda item being discussed
 - Avoid references to personalities or questioning motives of others
 - Demonstrate courtesy
 - Do not seek privileges or personal gains or the appearance of impropriety
 - Dedicated to effective use of City resources
 - Refrain from activity that would hinder objectivity or impartiality
 - Ensure City business is discussed in open, well publicized meetings (refrain from ex parte communication)

NOTE: When speaking, please state your name for the recording and the minutes secretary

Parliamentary Rules

Rule #1

The meeting is governed by the agenda and the agenda constitutes the Committee's agreed-upon roadmap for the meeting.

Procedure (Chair)

- Announce agenda item number and state the subject
- Invite report on item
- Asks members for questions & discussion on the matter
- Invite public comment, when applicable
- Invite a motion and request for a second
- Announce name of the member who made the motion and the second for the recording
- Call for a vote of the motion
- Announce the votes in favor and opposed
- Motion to adjourn does not require a second, but does require a vote

NOTE: When speaking, please state your name for the recording and the minutes secretary

Parliamentary Rules

Rule #2

One question at a time and one speaker at a time

Procedure

- One speaker at a time
- Raise your hand or otherwise get the attention of the Chair
- Chair will call upon speaker by name
- Do not interrupt speaker

NOTE: When speaking, please state your name for the recording and the minutes secretary

Rule #3

Three yes votes are required to pass any item before the committee

Procedure

- Regardless of how many members are in attendance
- State statutes set both the number of quorum and the minimum vote required on any issue

NOTE: When speaking, please state your name for the recording and the minutes secretary

Resident's right to be heard

The City Council's goal: that residents afforded the opportunity to participate in City business and policy decisions.

Procedure

- Committee speak in civil manner, decorum, and respect
- Chair must recognize the public speaker
- Public comments only need to be taken during citizen comment period, unless recognized by the Chair
- Resident's should limit to matters of fact regarding the issue
- 3 minute time limit
- Personal attacks not allowed
- Interrupting public meeting or causing a disturbance can result in removal from meeting

NOTE: When speaking, please state your name for the recording and the minutes secretary

For Consideration:

Bylaws

Committee Bylaws

Article I-Name

- City of North Salt Lake Arts Committee

Article II-Purpose

- Support public art, branding, signage, & creative urban design
- Foster environment where arts can thrive & become integral part of City infrastructure
- Evaluate and proposed projects for site selection where art may be commissioned
- Recommend approaches and budgets for City Council Consideration
- Once per year recommendations, or as needed

Committee Bylaws

Article III-Committee Membership

Section 1-Representation

- 5 members-citizens at large
 - 2 with 3 year terms
 - 3 with 4 year terms
 - All with 4 year terms after initial committee appointments
- Members may invite non-voting citizens to participate in specific matters being considered

Section 2-Supporting Staff

- One City Councilmember Liaison
 - Attend
 - Report to Council on arts updates
 - Align Committee priorities with City Council Goals
 - Non-voting member
- Assistant City Manager, designee
- Community Development Director, designee



Committee Bylaws

Section 3-Membership Tenure

- 3 & 4 year terms
- May be reappointed
- Each Councilmember has an appointment

Section 4-Attendance

- 3 unexcused absences in calendar may be recommended for removal by City Council

Section 5-Member Responsibilities

- Read agenda and packet to be fully informed
- Attend and arrive on time (notify support staff and chair)
- Attend committee events and perform committee assignments
- Act in a courteous and respectful manner

Committee Bylaws

Section 6-Vacancies

- Resign with written notice

Section 7-Compensation and Reimbursement

- \$50 per meeting or event (set by Council budget)
- Reimbursement for approved expenses

Article IV-Meetings

- **Section 1-Location:** City Hall or as otherwise noticed
- **Section 2-Notice:** Open & Public Meetings Act (UCA 54-4-101), 2 week deadline for agenda item
- **Section 3-Quorum & Voting:** Minimum 3 members
- **Section 4-Order of Business:** Follow agenda, attendance taken, minutes
- **Section 5-Recording of Meetings:** Written and audio recording

Committee Bylaws

Article V-Officers

- **Section 1-Election of Chairperson and Vice-Chairperson:**
- **Section 2-Officer Terms:** Committee discretion
- **Section 3-Officer Duties:**
 - Chair preside at meetings
 - Vice-Chair preside in absence of Chair
 - Order of business specified by Chair or support staff
 - Acting Chairperson when necessary

Article VI-Duties & Responsibilities

- Assist staff in implementation of Public Art Program
- Cultivate and review proposals for public arts projects
- Advocate for public arts
 - Build awareness
 - Forge connections for involvement, investment, and opportunity
- Evaluate developments for sites that art may be commissioned & recommended approaches and budgets
- Evaluate city infrastructure for public arts
 - Parks, trails, open space
 - Freeways, roads, bridges
 - Sidewalks, plazas, gathering spots and buildings
- Administer mural art program

Article VI-Duties & Responsibilities, Continued

- Identify funding sources
 - Grants
 - Private funding & philanthropic fundraising
 - Other sources
- Annual report to City Council
 - 1st quarter of year, goals, objectives, activities
 - Budget requests
- Other duties as assigned by City Council



Committee Bylaws

Criteria for site and art evaluation

- Visibility/Public Access
- Public Safety
- Cultural Significance
- Function/Uses
- Future Development
- Permanence
- Media
 - Portable
 - Permanently affixed or incorporated into design or function of public space or building

Committee Bylaws

Article VII-Rules of Order

- See previous slides

Article VIII-Support and Resources

- Call upon City staff and City Council for reasonable support and resources

Article IX-Amendments

- Recommendations for amendments at regular meeting
- Affirmative vote of 3 members
- Approval by City Council

For Review:

Mural Program

Mural Program



- **Goal 1:** Sense of place and Destination
- **Goal 2:** Accessible Murals
- **Goal 3:** Highlight the history, nature, and culture of the city, or is culturally uplifting

Mural Program



Mural Community Jury



- ◆ 3-member jury
- ◆ Assembled by City Staff
- ◆ NSL community and other local arts community
- ◆ Jury feedback to Arts Committee (**Theme, Location, and Artist**)

Structure Selection Process



- ◆ Identify structures with willing owners (letters of intent)
- ◆ Rank priority structures
- ◆ Maintain structure interest list
- ◆ Jury feedback on preferred location(s)
- ◆ Arts Committee recommend to City Council theme and new murals as budgeted

Mural Structure Requirements



Mandatory:

- ◆ Building owner interest
- ◆ Visibility
- ◆ Code compliance
- ◆ Safe viewing area
- ◆ Not facing residential
- ◆ Primary Mural Funding Locations

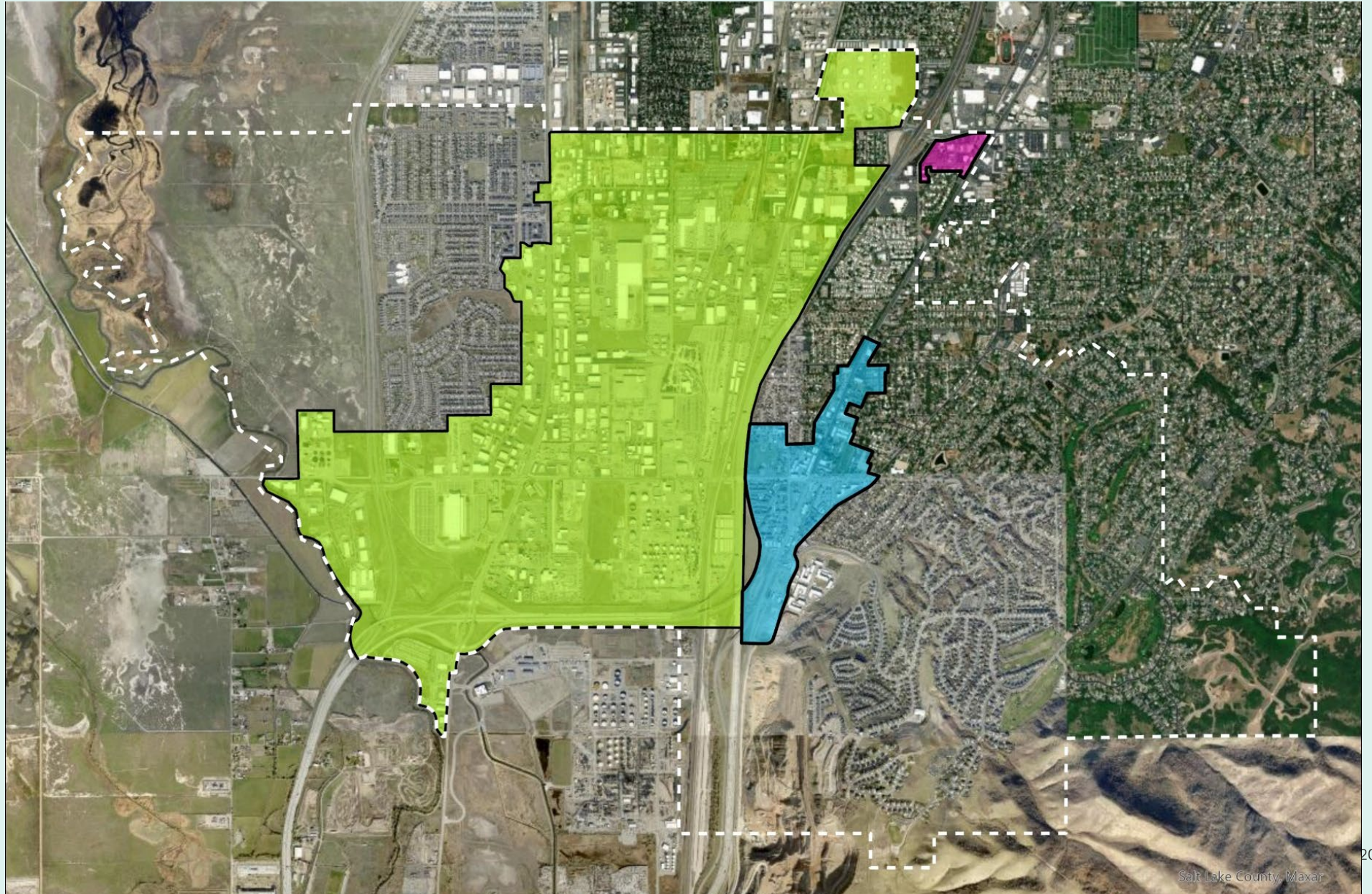
Mural Structure Requirements



Preferred:

- ❖ Accessible (pedestrian, active transportation, and transit routes)
- ❖ Primary Mural Funding Locations
- ❖ No obstructions
- ❖ Improves the aesthetics

Mural Funding Locations



Processes



- Theme Selection
- Artist Selection
- Design Selection

Maintenance



- ◆ Non-sacrificial anti-graffiti coating
- ◆ Paint color codes provided
- ◆ A 5-year agreement
- ◆ Damage repair (city with artist)
- ◆ Property Owners maintenance
- ◆ Mural Artists repair first option

Timeline



- **Jan.-** Identify interest
- **Feb.-** Mural Program adopted
- **March-** Community Jury
- **March-** Arts Committee recommend structure/theme
- **March/April-** CC approval
- **March/April-** Agreements
- **April-** Call for Artists open
- **May-** Call for Artists close

Timeline Continued



- **May-** Arts Committee selects artist(s)
- **May-** Artist(s) approved by CC
- **May-** Artist contract(s) signed
- **July-** Building owner approval
- **July-** Design recommendation
- **July-** CC final design approval
- **July/Aug.-** Discover Davis Grant
- **Sept.-** Painting period opens
- **Sept./Oct.-** Work completed

Mural Program

Budget

Item	Cost per Unit	Unit	#	Total
Stipend	4500.00	Unit	1	4,500.00
Graf-X WB Anti-Graffiti Coating (100 sq ft/gal)	83.33	Gal	28	2,333.24
Scissor Lift Rental	1290.00	Week	1	1,290.00
Scissor Lift Delivery + Fees	393.75	Week	1	393.75
CFA Distribution				135.00
Total				8651.99

Based on 2800 sq ft mural (Largest in SSLC)

For Discussion:

Committee Goals & Programs

Committee Goals and Programs

- Mural Program
 - Identify Buildings with Willing Owners
 - Select Jury
 - Mural experts
 - ?
 - Theme ideas
- Public Art Locations
 - Hatch Park
 - Town Center/City Hall
 - City Entrance Monuments
 - ?
 - ?
- Programs
 - NSL Reads
 - Photo Contest
 - Art Exhibits
 - ?
 - ?

For Discussion:

Future Agenda Items

Adjourn