



CITY OF NORTH SALT LAKE

CIVIC EVENTS COMMITTEE

NOTICE & AGENDA

MARCH 25, 2025

6:00 PM

Notice is given that the Civic Events Committee of the City of North Salt Lake will hold a regular meeting on March 25, 2025 at 6:00 pm at the NSL Public Works building located at 642 North 400 West, North Salt Lake, Utah. Some members may participate electronically.

The following items of business will be discussed; the order of business may be changed as time permits:

AGENDA ITEMS

- 1) Welcome and Introduction
- 2) Public Comment
- 3) Open and Public Meetings Act Training
- 4) Committee Procedures and Rules of Order
- 5) Review of Civic Events Advisory Board Bylaws and Recommendation to City Council
- 6) Nomination and Appointment of Committee Chairperson, Vice Chair and Treasurer
- 7) Coordination with Health & Wellness Committee – Councilmember VanLangeveld
- 8) Discussion on Tentative Meeting Schedule
- 9) Assignments for 2025 Events
- 10) Budget for 2025 Events
- 11) Committee Goals and Objectives
- 12) Public Works Update
- 13) City Council Updates – Councilmember Tammy Clayton
- 14) Adjourn

City Council meetings are open to the public. If you need special accommodation to participate in the meeting, please call (801) 335-8709 with at least 24 hours' notice.

Notice of Posting:

I, the duly appointed City Recorder for the City of North Salt Lake, certify that copies of the agenda for the Civic Events Committee meeting to be held **March 25, 2025** were posted on the Utah Public Notice Website: <https://www.utah.gov/pmn/>, City's Website: <https://www.nslcity.org>, and at City Hall: 10 E. Center St. North Salt Lake.

Date Posted: March 20, 2025


Wendy Page, City Recorder



NORTH SALT LAKE CITY Committee Meeting Procedures

This guide is provided to assist City Advisory Committees with meeting procedures that facilitate efficient and effective decision-making processes that are accountable and transparent. These procedures build upon the committee bylaws to provide instructions for how an advisory committee meeting is run.

COMMITTEE MEETING SCHEDULE, AGENDAS, & MINUTES

All public bodies (elected or appointed) of the City of North Salt Lake will have a notice and agenda that complies with the Utah Open Meetings Act.

- In consultation with the Committee Chair, staff liaisons may cancel or reschedule a meeting. Changes to a meeting date will be noticed on the City website and Utah Public Notice website at <https://www.utah.gov/pmn/>.
- Electronic meeting participation shall be in accordance with Utah Open Meetings Act and City's Electronic Meeting Policy, however in person attendance is strongly encouraged to avoid possible technical difficulties that may arise with electronic meetings.
- Staff liaisons shall have discretion to prepare agendas with consultation of the Committee Chair prior to finalization of the agenda.
- Committee Members may submit agenda items to the Chair and staff liaisons for consideration prior to inclusion on the agenda, all request shall be submitted a minimum of two (2) weeks prior to the meeting to provide staff liaisons the ability to research and prepare materials for the meeting packet.
- The Chair and staff liaisons shall consider agenda items for alignment with Committee mandates, objectives and goals, workplans, and strategic plan priorities prior to addition to the Committee agenda.
- Agendas shall contain:
 - Date, time and place of meeting
 - Citizen comment
 - List of all matters to be discussed with accompanying materials included in packet
 - Chair & staff announcements or reports
 - Approval of minutes
 - Adjournment
 -

- Agendas and all meeting materials shall be published and provided to the Committee members a minimum of five (5) days prior to the meeting.
- Revised agendas may be provided with the approval of the Chair up to twenty-four (24) hours prior to the scheduled meeting.
- Minutes of every meeting shall be recorded by the staff liaison, or designee, and approved by the Committee at their subsequent meeting.
- Approved minutes will be posted on the City website and Utah Public Notice website.

ROLE OF THE CHAIR AND OTHER COMMITTEE MEMBERS:

The Chair shall preside at meetings of the Committee and shall:

- Participate in discussion of all matters.
- Shall vote as a member.
- The Chair has the primary responsibility for ensuring that the rules of procedure are followed:
 - Maintain the dignity of Committee meetings.
 - Call the meeting to order and confines the discussion to the agenda.
 - Recognize Committee members for motions and statements and may allow audience and staff participation at appropriate times.
 - Follow and apply the rules of parliamentary procedure.
 - Ensure that the Utah Open and Public Meetings Act is complied with.
 - Courteously discourage members from monopolizing the discussions.
 - Ensure those who have the floor are not interrupted.
 - Recognizes the member offering the motion, restates the motion, requests a second to the motion, presents it to the Committee for consideration, calls for the vote, announces the vote, and then announces the next order of business.

The Committee members shall:

- Ensure their remarks apply to the agenda item being considered.
- Avoid references to personalities, and refrain from questioning motives of other members or staff personnel.
- Demonstrate courtesy and shall not disrupt proceedings.
- Not use their positions to secure privileges or personal gains and avoid the appearance of impropriety.
- Be dedicated to the effective use of the City's available resources.

- Refrain from any activity that would hinder their ability to be objective and impartial.
- Ensure that City business is discussed in open, well-publicized meetings.

PARLIAMENTARY RULES:

The following may be referred to as the North Salt Lake City's Rules of Order and shall be the parliamentary rules for conducting the business of a City Advisory Committee.

RULE NO. 1: The meeting is governed by the agenda and the agenda constitutes the Committee's agreed-upon roadmap for the meeting.

PROCEDURE. Each agenda item can be handled by the Chair in the following basic format:

- The Chair should clearly announce the agenda item number and should clearly state what the agenda item subject is.
- The Chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have.
- The Chair should ask members of the Committee if they have any technical questions of clarification.
- The Chair may invite public comments on the matter being considered.
- The Chair should invite a motion and request a second for the motion by another member.
- The Chair shall announce the name of the members making and seconding the motion. If no second to the motion is offered the motion fails.
- The Chair shall repeat the motion and invite discussion of the motion.
- If no discussion is made or after the discussion the Chair shall call for a vote of the motion.
- The Chair shall announce the votes in favor and opposed to the motion and announce the results of the motion.
- A motion to adjourn the meeting shall not require a second of the motion, but shall require a vote of the committee members.

RULE NO 2: One question at a time and one speaker at a time.

PROCEDURE: Only one question will be discussed at a time.

There will only be one speaker at a time. Anyone who wishes to speak should raise their hand first after the current speaker finishes or otherwise indicate to the Chair that they would like to comment. The Chair will call upon the person by name. Once a member has been recognized, he has been granted “the floor” and may begin speaking. The speaker may not be interrupted except as allowed by these rules.

PURPOSE OF THE RULE. The purpose is to focus on only one question and to allow committee members the ability to express their points of consideration without losing their train of thought and to completely finish without fear of interruption.

RULE NO 3: Three yes votes are required to pass any item before the committee.

PROCEDURE. Regardless of how many committee members are present, an affirmative vote of (3) three members is required to pass any motion.

PURPOSE OF THE RULE. Utah statutes set out both the number of the quorum and the minimum vote required on any issue.

RESIDENTS’ RIGHT TO BE HEARD:

It is the City Council’s goal that residents of the City are afforded the opportunity to participate in City business and policy decisions. Accordingly, the City Council expects any person presenting to an advisory committee to speak in a civil manner, with due respect for the decorum of the meeting, and with due respect for all persons attending.

- No member of the public shall be heard until recognized by the Chair.
- Public comments will only be heard during the Public Comment portion of the meeting unless a member of the public is asked to speak on a matter by the Chair.
- Speakers must state their name and address for the record.
- Any resident requesting to speak shall limit him or herself to matters of fact regarding the issue of concern.
- Comments should be limited to three (3) minutes unless prior approval by the Chair.
- Personal attacks made publicly toward any person, committee member or city employee are not allowed.
- Any member of the public interrupting Committee proceedings or creating a disturbance, or failing to abide by these rules of procedure in addressing the Committee, shall be deemed to have disrupted a public meeting and, at the direction of the Chair, shall be removed from meeting by Police Department personnel or other agent designated.

**BYLAWS
OF
CIVIC EVENTS COMMITTEE
OF
THE CITY OF NORTH SALT LAKE, UTAH**

Adopted (**DATE**)

ARTICLE I

NAME

The City of North Salt Lake City Council established a citizen committee on December 3, 2024 by Resolution 2024-42R known as the Civic Events Committee. The name of the committee shall be the Civic Events Committee (CEC) and hereafter in the document when reference is made it shall be stated as the Committee.

ARTICLE II

PURPOSE

The purpose of the Committee is to act, pursuant to the duties described in the resolution, as the City's citizen board to formulate and submit recommendations to the City Council related to current and future City sponsored civic events. The City Council has formed this Committee for the purpose of advancing and improving the quality of life for all residents of the city, to provide activities and/or events that promote citizen engagement, belonging and inclusion for businesses and residents. In carrying out all of its duties and responsibilities, the City Council acknowledges that it is critically important that an advisory committee be created so that a citizen committee can assist in the creation and implementation of plans, policies, proposals, and any other matters related to civic events in the City.

ARTICLE III

COMMITTEE MEMBERSHIP

Section 1 Representation.

The Committee shall be made up of not less than five (5) members as follows: five citizens at large, two of whom shall serve an initial term of three years and three of whom shall serve four year terms. After the initial term of three years is completed, all subsequent term shall be four years. Each of the five Councilmembers of the City Council shall recommend one citizen committee member for appointment to the Committee. Such appointments will be made by a

majority vote of the City Council. The Committee may also invite members of the public they believe will be of assistance to the Committee as it carries out its duties and responsibilities. Such invitations do not require approval from the City Council and such invited individuals will not be voting members of the Committee.

Section 2 Supporting Staff.

The Committee shall also have the active support and official participation of the following non-voting members:

- a. One member of the City Council selected by the Mayor
- b. the Public Works Director or his/her designee
- c. the City's Communications Manager, or his/her designee;
- d. the Public Works Operations Manager(s), or his/her designee.

The role of the City Council liaison will be to:

- a. Attend regularly scheduled Committee meetings.
- b. Communicate back to the City Council regarding civic events updates.
- c. Align Committee priorities with City Council goals.
- d. Be a non-voting member of the Committee.

Section 3 Membership Tenure.

The term of appointment to the Committee is either three years or four years for initial terms and four years for all terms after the completion of the initial term. Committee members may be reappointed. The Committee member terms shall be staggered so the rotation of the Committee members does not happen at the same time. Each of the five Councilmembers of the City Council shall recommend one citizen committee member for appointment to the Committee. Such appointments will be made by a majority vote of the City Council.

Section 4 Attendance.

Members shall regularly attend Committee meetings. A member with three unexcused board meeting absences within a calendar year will have their membership reviewed and may be recommended to the City Council for removal from the Committee by a majority vote of the full Committee.

Section 5 Member Responsibilities.

As a member of the Board, each member shall be responsible to:

1. Pursue opportunities to expand community belonging with inclusive civic or cultural events.
2. Prepare an annual plan, including a proposed budget, for community activities and scheduled events and, with the approval, assistance and support of the City, be primarily responsible for carrying out those community activities and events.
3. Present an annual report to the City Council during the 1st quarter of the calendar year, and any other reports and recommendations as necessary.

4. Attend Committee meetings and arrive on time. In the event of absence or tardiness, members should inform the Chair or supporting staff of such absence or tardiness.
5. Attend Committee events and perform assignments related to events, goals and priorities of the Committee.
6. Act in a courteous and respectful manner to their fellow members, supporting staff, and the public during all meetings and events.

Section 6 Work Groups.

The Committee may decide to form work groups which would be given specific tasks, each work group can include up to two (2) Committee members and interested public parties and are eligible to meet as needed. These groups are not held by the open and public meetings act unless a quorum of the Committee is present. Work group representatives should report back to the Committee on their findings.

Section 7 Vacancies.

A member may resign at any time by giving written notice of such resignation to the Mayor, City Council, Chair, and/or supporting staff.

Section 8 Compensation and Reimbursement.

Members shall be offered a stipend for meeting and event attendance and reimbursement for expenses as adopted by the City Council and at the City Council's sole discretion.

ARTICLE IV MEETINGS

Section 1 Meetings.

The Committee meetings shall be held at the Public Works Building located at 642 North 400 West, North Salt Lake, Utah or other locations designated from time to time by the City. The Committee shall meet as often as it deems necessary, but not less than quarterly.

Section 2 Notice of Meetings.

The meeting agenda shall be set by the Committee Chair, Committee members or supporting staff and is to be posted by the City Recorder in accordance with the Open and Public Meetings Act, UCA 52-4-101. Any Committee member, including non-voting members, may request items be placed on Committee agendas for consideration by submitting written notice to the Chair and staff liaison a minimum of two (2) weeks prior to the meeting.

Section 3 Quorum and Voting.

Attendance by not less than three voting members of the Committee shall be considered a quorum for the transaction of Committee business.

Section 4 Order or Business.

Meetings will follow the approved agenda; each meeting will include a citizen comment period. Attendance shall be taken at each meeting and a list of attendees will be included in the minutes of the meeting. Excused and unexcused members will also be listed.

Section 5 Recordings of Meetings.

Written minutes and an audio recording shall be kept of the proceedings of Committee meetings by the supporting staff. Meeting minutes shall be provided to the City Recorder once approved. Approved minutes may be accessed at www.nslcity.org.

ARTICLE V

OFFICERS

Section 1 Election of Chairperson, Vice-Chairperson, and Treasurer.

The Committee shall annually elect a chair, vice-chair, treasurer, and any additional officers as necessary at the first regularly scheduled meeting of the calendar year or as needed by majority vote after taking nominations from the body.

Section 2 Officer Terms.

The Committee officers may serve successive terms at the sole discretion of the Committee when it votes as a quorum in its official capacity.

Section 3 Officer Duties.

Duties of Chair and Vice Chair:

1. The Chair shall preside at all meetings and generally perform the duties of a presiding officer. If the Chair is absent or unable to preside, the Vice Chair shall preside for that meeting. The order of business shall be as specified by the Chair and/or supporting staff.
2. If the Chair or Vice Chair are not present, the acting chairperson will be nominated and appointed by the Committee members in attendance. The temporary chairperson appointed shall preside for that meeting only.

Duties of Treasurer:

1. The Treasurer shall supervise the care and custody of Committee funds and shall authorize the disbursement of funds when they are approved by the Chairperson and the Committee.
2. The Treasurer shall assist the Chairperson concerning the financial dealings of the Committee, under supervision of the City's Finance Director.

ARTICLE VI

RULES OF ORDER AND PROCEDURE

A. Regular Meetings:

1. Meetings will be held at least quarterly but the Committee may meet more frequently as needed.

B. Agenda Items:

1. To help ensure reasonable specificity of what will be discussed at a meeting, Committee members must make their requests for agenda items to the Chair and support staff two weeks in advance of the meeting.

C. Electronic Meetings

1. Committee members may participate in meetings electronically (by phone, internet, or other similar technology) in accordance with the provisions of the City's Electronic Meeting Policy.

D. Parliamentary Order and Procedure

1. General order for a deliberative agenda item;
 - a. The Chair introduces each agenda item;
 - b. City staff or Committee members are invited to present background on the item and provide comments and/or recommendations;
 - c. Committee members ask questions and seek clarification on issues presented;
 - d. Committee members discuss and debate the issues;
 - e. Committee members put forth a motion for consideration and vote;
 - f. The Chair requests a vote on the item.

E. Voting

1. Each Committee member shall be entitled to only one vote upon each matter submitted to a vote.
2. A motion shall pass by a majority vote of committee members present.

ARTICLE VII

SUPPORT AND RESOURCES

The Committee may call upon the City staff and the City Council for reasonable support and resources as needed.

ARTICLE VIII

AMENDMENTS

Recommendations for amending these by-laws may be made at a regular meeting. Approval of the amendments must be made by a majority of the full Committee. After approval by a majority of the full Committee, these by-laws must be approved by the City Council.

 2025 CITY EVENTS						
EVENT	DATE	LOCATION	WHO'S Been RESPONSIBLE	NOW RESPONSIBLE (New for 2025)	Advertising	NOTES
NSL Reads Writing Contest & Author Night	Thurs. March 6	City Hall	Parks & Arts	Arts (w/Events if needed?)	LH	
Easter Egg Dash	Sat. April 19	Hatch Park	YCC (& some staff)	YCC w/PW	LH	Sat. before Easter
Trail Clean-up: Purge the Spurge	Sat. April 19	TBD	Parks and Arts	Trails	LH	Must be done April-May
Food Trucks Opening Night	Mon. April 14	Legacy Park	TFTL	TFTL (PW block off parking lot)	LH	Every Mon. thru 9/29/25
Arbor Day Tree Planting	Sat. April 26	Legacy park	Staff	PW, (LH w/Chevron), CM Baskin	LH	Sat. near National Arbor Day (4.25.25)
Kite Festival	Sat. May 10	Tunnel Springs	Parks & Arts	Events	LH	Sat. in May
Golden Spoke Bike Ride (City not always involved)	Sat. May 10	Legacy Park	Parks & Arts/staff	Trails	LH	with WFRC & JRC
Vendor Fair Begins (1st Mondays only & Unity in Comm. events)	Mon. June 2	Legacy Park	Staff (Angie/Stacey)	Staff (Angie/Stacey)	LH	June 2, June 16, July 7, Aug 4, Sept 1
Trail Clean- up: National Trails Day	Sat. June 7	TBD	Parks and Arts	Trails	LH	1st Saturday in June
Unity in Community Pride Event	Mon. June 2	Legacy Park	Health & Wellness	Events and H&W?	LH	Mon. w/food trucks
Unity in Community Juneteenth	Mon. June 16	Legacy Park	Health & Wellness	Events and H&W?	LH	Mon. w/food trucks
Liberty Fest @ Legacy (Races/VB, Fun Fair)	Sat. June 28	Legacy Park	Staff & NSL Rec	PW, Events, Rec	LH	Sat. before the 3rd of July
Eaglewood Auto Fest	Wed. July 2	Eaglewood GC	Staff	PW Staff, EW Staff, & Events	LH	July 2nd when possible
Liberty Fest Celebration (Fireworks etc.)	Thurs. July 3	Eaglewood GC	Staff	PW and EW Staff	LH	July 3rd when possible
Night Out Against Crime & Health Fair	Thurs. Aug. 7	Legacy Park	NSLPD and H & W	NSLPD and H&W?	LH	Thurs. close to National Night Out
Trail Clean-up: 9/11 Day of Service	Sat. Sept. 6	TBD	Staff	Trails	LH	Sat. before 9/11
NSL Photo Contest (begins Aug 25)	Due Sept 19	On-line only	Parks & Arts	Arts	LH	on-line contest-no event. Entries due Sept 19
Get to the River Event	Sat. Sept. 13	SLC to Porter's Landing		Trails? Events?	LH	w/ Jordan River Comm & Davis Co
Family Golf Scramble	Sat. Sept. 13	Eaglewood GC	Tyler / Eaglewood	Tyler / Eaglewood	LH	
Oktoberfest at Eaglewood	Sun. Oct. 26	Eaglewood GC	Tyler / Eaglewood	Tyler / Eaglewood	LH	
Unity in Community Latino Heritage	Mon. Sept. 22	Legacy Park	Health & Wellness	Events and H&W?	LH	Mon. w/food trucks
Food Trucks & Vendor Fair Last Night	Mon. Sept. 29	Legacy Park	TFTL and Staff	TFTL, Staff/Angie	LH	
Halloween Trot & Treat Spooktacular	Sat. Oct. 25	Hatch Park	Parks & Arts	Events, Rec	LH	Sat. before Halloween
Winter Lights Fest	Mon. Dec. 1	City Hall	Staff, Parks & Arts	Events, City Staff	LH	Mon. after Thanksgiving
Breakfast with Santa at Eaglewood	Sat. Dec. 13	Eaglewood GC	Tyler / Eaglewood	Tyler / Eaglewood	LH	

Arts = Arts Committee
 Events = Civic Events Committee
 EW = Eaglewood Staff
 H&W = Health and Wellness Committee
 LH = Linda for Advertising/Comms.

PW = Public Works Staff
 Rec = Recreation Staff
 TFTL = The Food Truck League
 Trails = Trails & Active Transportation