



TUESDAY MAR 25TH, 2025

6:00 PM

Agenda

- 1) Welcome and Introductions
- 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 the City Council
- 6) Nomination and Appointment of 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



1.) Welcome & Introductions



- Staff Liaisons:

- Jon Rueckert, Public Works Director
- Carmen Wilson, PW Operations Manager
- Randy Simmons, PW Operations Manager
- Linda Horrocks, Communications Manager

- Committee Members:

- Tammy Clayton (4-year term, non-voting), City Council
- Dallas Golden (3-year term)
- Catherine Johnson (3-year term)
- Elexis Contreras (4-year term)
- Carolina Wakefield (4-year term)
- Emily Carr (4-year term)

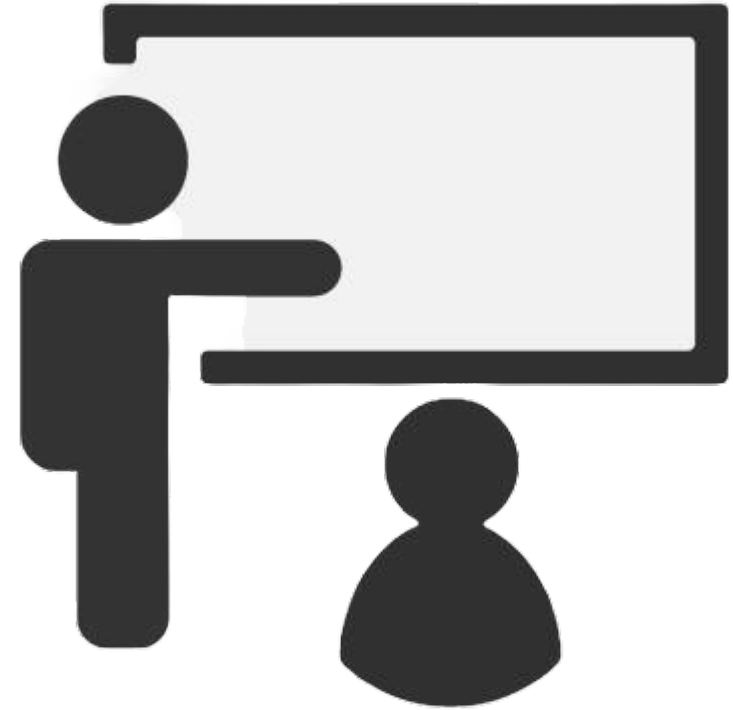


2.) Public Comment



3.) Open & Public Meetings Act Training

**Wendy Page
City Recorder**



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

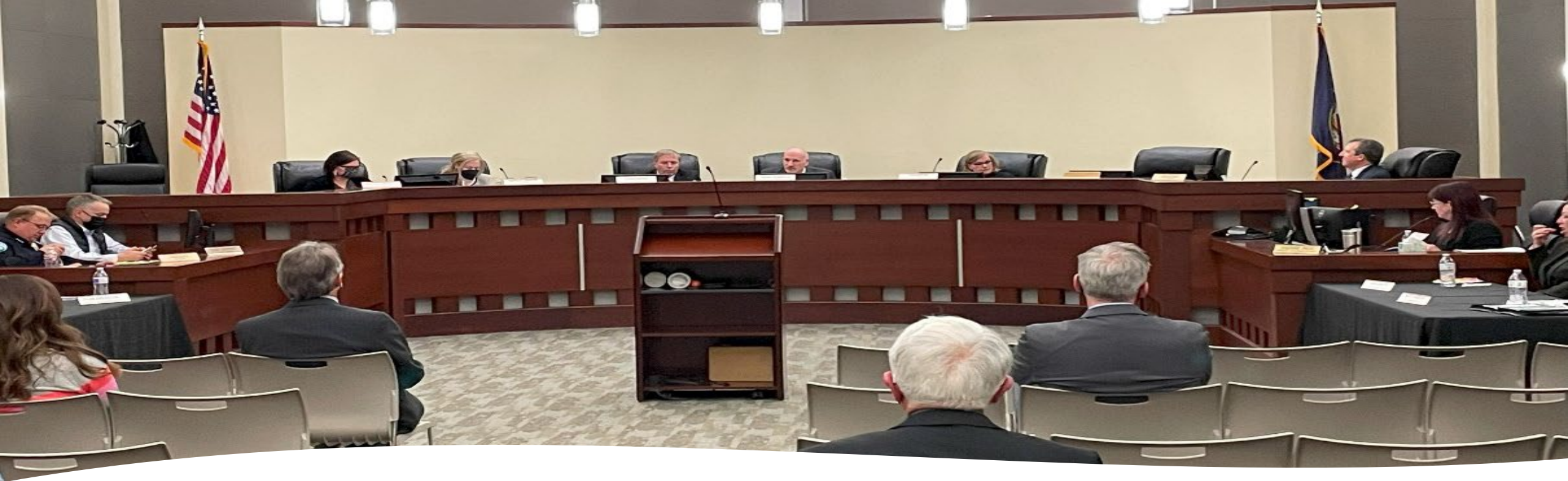
(Annual Training is Required)

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
- Civic Events Committee – YOU!
- 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



- 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.

What Are The Requirements For Keeping Minutes of Open Meetings?

- All minutes must include
 - Date/time
 - Place of meeting
 - Names of all members present or absent
- In addition minutes of open meetings must include
 - All matters proposed, discussed or decided
 - All names and substance in brief of information from individuals giving testimony
 - Individual votes on each matter
 - Any additional information requested by a member

The grand take away is...?

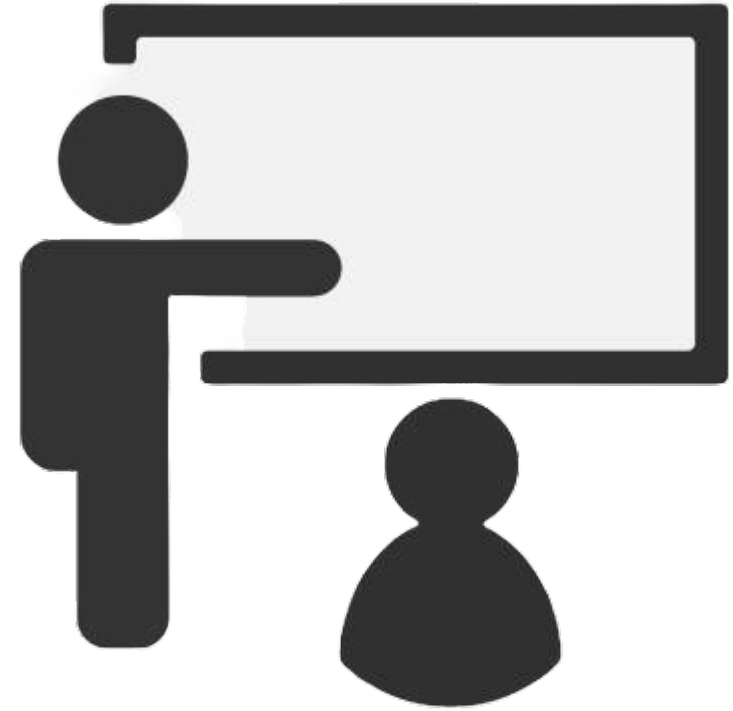
- The purpose of OPMA is to allow the public to know what their public officials are doing during meetings.
- The notice provisions allow the public to know beforehand what their public officials are going to do during meetings.

UTAH OPEN & PUBLIC MEETINGS ACT

- QUESTIONS?



4.) Committee Procedures and Rules of Order



Committee Meeting Procedures

Meetings

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

MINUTES

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

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 (Thursday)
- Agenda revision requires 24-hour notice



Committee Meeting Procedures

Role of chair

- Preside at meetings
- Participate in discussion
- Voting member

Responsibilities:

- Maintain 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 Meeting Procedures

Committee member responsibilities:

- Remarks pertaining 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
- Ask 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



Parliamentary Rules

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



Parliamentary Rules

Residents' right to be heard:

The City Council's goal: that residents be 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 public comment period, unless recognized by the Chair
- Residents 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



5.) Review of Civic Events Advisory Board Bylaws



Committee Bylaws

Article I - NAME

- City of North Salt Lake Civic Events Committee (CEC)

Article II - PURPOSE

- Formulate and submit recommendations to the City Council related to current and future City sponsored civic events
- To advance and improve the quality of life for all residents of the City
- Provide activities and/or events that promote citizen engagement, belonging and inclusion.



Committee Bylaws

Article III – MEMBERSHIP

Section 1: Representation

- 5 members – citizens at large
 - Two with 3-year terms
 - Three 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 CCEC updates
 - Align Committee priorities with City Council goals
 - Non-voting member
- Public Works Director, or designee
- Public Works Operations Manager(s), or designee
- City's Communications Manager, or designee



Committee Bylaws

Article III – MEMBERSHIP - cont.

Section 3: Membership Tenure

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

Section 4: Attendance

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

Section 5: Member Responsibilities

- Pursue opportunities to expand community belonging through events
- Prepare annual plan, including proposed budget for community activities
- Present an annual report to City Council during 1st quarter and any other reports or recommendations as necessary
- 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

Article III – MEMBERSHIP -cont.

Section 6: Work Groups

- May form work groups for specific tasks
- Work group can include up to three (2) Committee members and public parties
- Eligible to meet as needed
- Not held by the OPMA unless quorum is present.

Section 7: Vacancies

- Resign with written notice

Section 8: Compensation & Reimbursement

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



Committee Bylaws

Article IV – Meetings

Section 1: Meetings

- Meet @ Public Works Building or other locations designated by the City
- Meet 4 times per year or as often as it deems necessary
- Fourth Tuesday of the month.

Section 2: Notice of Meetings

- Meeting agenda set by Chair, Committee Members or support staff
- Posted by City Recorder according to OPMA
- Committee or non-committee members may ask the chair to consider items for the agenda two (2) weeks prior to meeting

Section 3: Quorum and Voting

- Attendance by not less than three (3) voting members of the Committee

Section 4: Order of Business

- Follow approved agenda
- Include Citizen Comment period
- Attendance recorded



Committee Bylaws

Article IV – Meetings – cont.

Section 5: Recordings of Meetings.

- Written minutes and Audio recordings shall be kept
- Approved meeting minutes will be posted by City Recorder



Committee Bylaws

Article V - OFFICERS

Section 1: Election of Chair, Vice Chair and Treasurer

- Elected annually at first regularly scheduled meeting in January
- Majority vote after taking nominations

Section 2: Officer Terms

- Committee discretion when voted on as a quorum

Section 3: Officer Duties

- Chair preside at meetings
- Vice Chair preside in absence of Chair

Treasurer:

- Supervise Committee funds and authorize disbursement when approved by Chairperson and Committee
- Acts under supervision of the City's Finance Director.



Committee Bylaws

Article VI – RULES OF ORDER AND PROCEDURE

- See previous slides

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 by-laws

- Made at regular meeting
- Majority approval of the full Committee
- Must be approved by the City Council



6.) Nomination and Appointment of Chairperson, Vice Chair and Treasurer





7.) Coordination with Health & Wellness Committee Councilmember Van Langeveld





8.) Tentative Meeting Schedule

2025 Tentative Meeting Schedule

4th Tuesday of each month

- March 25, 2025
- April 22, 2025
- May 27, 2025
- June 24, 2025
- July 22, 2025
- August 26, 2025
- September 23, 2025
- October 28, 2025
- November 25, 2025
- December 23, 2025





9.)Assignments for 2025 Events



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

2025 Events

- 1) April 19th – Easter Egg Dash (YCC)
- 2) April 26th – Arbor Day (NSL Staff)
- 3) May 10th – Kite Festival (Civic Events)
- 4) June 2nd – Unity in the Community – Pride Event (Civic Events)
- 5) June 16th –Unity in the Community – Juneteenth (Civic Events)
- 6) June 28th – Liberty Fest – Liberty Fair (NSL Staff)
- 7) July 3rd – Liberty Fest (NSL Staff)
- 8) Sep 22nd – Unity in the Community – Latino Heritage (Civic Events)
- 9) Oct 25th – Halloween Spooktacular (Civic Events)
- 10) Dec 1st – Winter Lights Fest (NSL Staff)



10.)Budget for 2025 Events



Remaining FY 2025 Events

- Kite Festival
 - Budget
 - \$2,000
 - Unexpended
 - \$2,000
- Unity In The Community
 - Budget
 - \$3,000
 - Unexpended
 - \$2,400

Upcoming FY 2026 Events

- Spooktacular
 - Budget
 - \$1,500
- Unity In The Community
 - Budget
 - \$3,000 / 3 events





11.)Goals and Objectives

12.) Public Works Update





SharePoint



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29526742

Having problems with the code?

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13.) City Council Updates

Tammy Clayton



14.) Adjourn

