



# CITY OF NORTH SALT LAKE

## CIVIC EVENTS COMMITTEE NOTICE & AGENDA APRIL 22, 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 April 22, 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

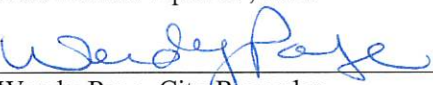
- 1) Welcome and Introduction
- 2) Public Comment
- 3) Assignments for 2025 Events
- 4) Kite Festival Event
  - a. Kite Festival Budget Adjustment
- 5) Consideration of New Events
  - a. Back to School Night
    - i. Budget Amount
  - b. Children's Entrepreneur Market
  - c. 250<sup>th</sup> Anniversary of America in 2026
- 6) Committee Objectives and Goals
- 7) Public Works Update
- 8) City Council Updates – Councilmember Tammy Clayton
- 9) Approval of Minutes from March 25, 2025
- 10) Schedule for the Next Civic Events Committee
- 11) 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 **April 22, 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: April 17, 2025

  
Wendy Page, City Recorder





# NORTH SALT LAKE PUBLIC WORKS

10 East Center Street  
North Salt Lake, Utah 84054  
801-335-8700  
[www.nslcity.org](http://www.nslcity.org)

Brian J. Horrocks  
Mayor  
Jonathan Rueckert  
Public Works Director

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**TO:** Civic Events Committee  
**FROM:** Jonathan Rueckert, Public Works Director  
**DATE:** April 17, 2025  
**SUBJECT:** Children's Entrepreneur Market

## STAFF RECOMMENDATION

None

## BACKGROUND

Sheri Davis, the Manager of the East Salt Lake Market, recently contacted the city via the public information email to inquire about the possibility of hosting the **Children's Entrepreneur Market**. This non-profit initiative provides a platform for children to operate their own small businesses, offering handmade crafts, food items, games, and more. Sheri likened the event to a traditional farmer's market, with the unique twist of having youth vendors. She suggested it could be a valuable addition to the Monday Night Food Truck events.

The East Salt Lake Market has committed to managing all logistics, including vendor registration, marketing, and event setup. They also carry their own insurance coverage. The group anticipates an attendance of approximately 50–100 families, which would support the Children's Market and could enhance any concurrent city-sponsored activities.

For more information about the Children's Entrepreneur Market, you can visit their website at [childrensentrepreneurmarket.com](http://childrensentrepreneurmarket.com). Sheri also provided a short video that offers an overview of how the market works, available here: <https://drive.google.com/file/d/1VAFgVZ1QJCyJL76sHqAJ8RNV6KSb5iDT/view>

## POSSIBLE MOTION

I move that the Civic Events Committee initiate contact with East Salt Lake Market to gather additional information regarding the Children's Entrepreneur Market.

1 CITY OF NORTH SALT LAKE  
2 CIVIC EVENTS COMMITTEE  
3 PUBLIC WORKS BUILDING 642 NORTH 400 WEST, NORTH SALT LAKE  
4 MARCH 25, 2025  
5  
6

7 **DRAFT**  
8

9 PRESENT: Emily Carr  
10 Elexis Contreras  
11 Dallas Golden  
12 Catherine Johnson  
13 Tammy Clayton, City Council  
14

15 EXCUSED: Carol Wakefield  
16

17 STAFF PRESENT: Jon Rueckert, Public Works Director; Randy Simmons, Operations Manager;  
18 Carmen Wilson, Operations Manager; Linda Horrocks, Communications Coordinator; Wendy  
19 Page, City Recorder.  
20

21 OTHERS PRESENT: Alisa Van Langeveld, City Council.  
22

23 1. WELCOME  
24

25 Jon Rueckert, Public Works Director, called the meeting to order at 6:04 p.m. He invited those  
26 present to introduce themselves, and each person provided a brief introduction, including their  
27 roles and connection to the Committee or City.  
28

29 2. CITIZEN COMMENT  
30

31 There were no comments.  
32

33 3. OPEN AND PUBLIC MEETINGS ACT TRAINING  
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35 Wendy Page, City Recorder, conducted the annual Open and Public Meetings Act training as  
36 required by State Code Title 52, Chapter 4. She explained the purpose of the Act, emphasizing  
37 transparency in public business, and outlined requirements for public meeting notices, quorums,  
38 and permissible closed sessions. She noted that Committee meetings must be noticed 24 hours in  
39 advance, posted on the Utah Public Notice Website, the City's website, and at City Hall.  
40

41 4. RULES OF ORDER  
42

Wendy Page reviewed the Committee's Rules of Order included in the meeting packet. She highlighted the importance of sticking to the agenda, speaking one at a time, and identifying oneself before speaking to assist with minute taking. She clarified that a majority vote of at least three members is required to pass any item.

5. REVIEW OF PROPOSED COMMITTEE BYLAWS AND RECOMMENDATION TO CITY COUNCIL

Jon Rueckert and Wendy Page presented the proposed Committee bylaws, which mirrored those of other City committees with a specific addition requested by the City Council to clarify that votes require a majority to pass.

**Committee Member Golden moved to recommend the bylaws to the City Council for approval. Committee Member Johnson seconded the motion. The motion was approved by Committee Members Carr, Contreras, Golden, and Johnson.** Committee Member Wakefield was excused.

6. NOMINATION AND APPOINTMENT OF COMMITTEE CHAIR, VICE CHAIR AND TREASURER

Dallas Golden volunteered to serve as Committee Chair, citing his prior experience as the Chair of Parks, Trails, Arts, and Recreation (PTAR) Advisory Board.

Catherine Johnson offered to serve as the Committee Vice Chair.

Elexis Contreras agreed to serve as the Committee Treasurer.

**Committee Member Carr moved to elect Dallas Golden as the Committee Chair, Catherine Johnson as the Committee Vice Chair, and Elexis Contreras as the Committee Treasurer. Committee Member Contreras seconded the motion. The motion was approved by Committee Members Carr, Contreras, Golden, and Johnson.** Committee Member Wakefield was excused.

7. COORDINATION WITH HEALTH AND WELLNESS COMMITTEE – COUNCILMEMBER VAN LANGEVELD

Alisa Van Langeveld, City Council, discussed coordination between the Health and Wellness Committee and the Civic Events Committee. She reviewed the origins of three community events (Pride on June 2, Juneteenth on June 16, and Latino Heritage in September) initiated by the Health and Wellness Committee and now transitioning to the Civic Events Committee. She explained that these events have established work groups with community chairs and budgets of \$1,000 each, and she offered to continue supporting the transition. She proposed a potential new

84 event, a back-to-school night on August 4, to coincide with food truck nights at Legacy Park, and  
85 suggested involving local schools.

#### 86 87 8. DISCUSSION ON TENTATIVE MEETING SCHEDULE 88

89 Jon Rueckert presented a tentative meeting schedule, noting the bylaws require at least quarterly  
90 meetings but that the Committee could meet more frequently. He proposed reserving the fourth  
91 Tuesday of each month, except for December 23, which was suggested by Committee Members  
92 to cancel. Tammy Clayton suggested moving the November meeting to an earlier date in  
93 November possibly the 18<sup>th</sup> or 19<sup>th</sup> to avoid Thanksgiving conflicts. Linda Horrocks emphasized  
94 flexibility, noting that additional meetings might be needed for event planning, and suggested  
95 setting the next meeting date at the end of each session. There was consensus of the Committee  
96 to schedule the next meeting for April 22, 2025.

#### 97 98 9. ASSIGNMENTS FOR 2025 EVENTS 99

100 Linda Horrocks, Communications Coordinator, distributed a list of 2025 events with tentative  
101 dates and responsibilities. Emily Carr volunteered to chair the Kite Festival (May 11), Catherine  
102 Johnson agreed to chair Winter Lights Fest, and Dallas Golden took responsibility for the Photo  
103 Contest.

104  
105 Dallas Golden and Catherine Johnson agreed to co-chair the Halloween Spooktacular, with  
106 potential support from Carol Wakefield.

107  
108 Jon Rueckert clarified that Get to the River is primarily managed by City staff, with the  
109 Committee providing volunteer support.

110  
111 Alisa Van Langeveld noted that the Unity in the Community events have existing work groups,  
112 and one Committee member could oversee coordination. Elexis Contreras volunteered to  
113 coordinate with these groups in organizing the Unity in the Community events.

114  
115 Tammy Clayton confirmed that Liberty Fest and Auto Fest are largely staff led, with Committee  
116 support for volunteer tasks.

#### 117 118 10. BUDGET FOR 2025 EVENTS 119

120 Jon Rueckert outlined the budget for 2025 events, noting \$2,000 allocated for the Kite Festival  
121 and \$2,400 remaining for Unity in the Community events in the current fiscal year. He reported  
122 that for fiscal year 2026, \$1,500 was proposed for the Halloween Spooktacular and \$3,000 for  
123 Unity in the Community events.

Catherine Johnson inquired about the Winter Lights Fest budget. Jon Rueckert responded it had a separate line item budget not listed in the presentation.

Linda Horrocks raised concerns about the Kite Festival budget, noting the cost of 600 kites (\$1,800) and advertising (\$500 per event).

Emily Carr suggested placing items for the Committee's consideration to increase the Kite Festival budget on the next meeting's agenda, as well as, the potential of holding a back to school event as recommended by Councilmember Van Langeveld.

## 11. COMMITTEE GOALS AND OBJECTIVES

Emily Carr proposed that the Committee develop goals and objectives tailored to each event's target audience, location, and inclusivity to enhance community pride and connection among North Salt Lake residents. She emphasized proactive planning to avoid last-minute scrambling and suggested creating a detailed internal annual plan to outline budgets and expectations early in the year.

Catherine Johnson suggested incorporating a goal to celebrate the 250<sup>th</sup> anniversary of America in 2026, potentially with special events.

## 12. PUBLIC WORKS UPDATE

Jon Rueckert introduced a new SharePoint site for the Committee to store and share event-related documents, ensuring accessibility and continuity as members change. He explained that an email with access instructions would be sent soon.

Linda Horrocks presented the City's rebranding efforts, including a new logo and color palette for the Committee (plum/maroon).

Emily Carr inquired about Committee t-shirts. Linda Horrocks confirmed plans to order them once the new logo is approved, to be worn at events for visibility.

## 13. CITY COUNCIL UPDATES – COUNCILMEMBER TAMMY CLAYTON

Tammy Clayton expressed appreciation for serving on the Committee and noted its enjoyable nature. She provided no additional City Council updates but responded to questions about Youth City Council involvement and event logistics throughout the meeting.

14. ADJOURN

The meeting was adjourned at 7:58 p.m.

*The foregoing was approved by the Civic Events Committee of the City of North Salt Lake on April 22, 2025 by unanimous vote of all members present.*

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Wendy Page, City Recorder