

CITY OF NORTH SALT LAKE
CIVIC EVENTS COMMITTEE MEETING
PUBLIC WORKS BUILDING 642 NORTH 400 WEST, NORTH SALT LAKE
JULY 20, 2026

FINAL

PRESENT: Sarah Jensen, Treasurer
Catherine Johnson, Vice Chair
Frances Marcus
Tammy Clayton, City Council

EXCUSED: Dallas Golden, Chair
Kathleen Kleinman

STAFF PRESENT: Jon Rueckert, Public Works Director; Craig Black, Police Chief; Randy Simmons, Operations Manager; Carmen Wilson, Operations Manager; Linda Horrocks, Communications Manager.

OTHERS PRESENT: Gentry Holbrook, Jeff Scroger, residents.

1. WELCOME AND INTRODUCTION

Catherine Johnson, Vice Chair, called the meeting to order at 6:08 p.m. She welcomed those in attendance and introduced Gentry Holbrook as the Chair for the Back to School event and Jeff Scroger as the Health and Wellness Committee Chair.

2. PUBLIC COMMENT

Gentry Holbrook noted that she appreciated the Civic Events Committee for hosting these events and opportunity for the community to get together.

Frances Marcus congratulated staff and the Committee on the Liberty Fest events and said it was well organized this year.

3. UPCOMING EVENT PLANNING AND INCORPORATION OF AMERICA'S 250TH ANNIVERSARY IN 2026

a. LIBERTY FEST-JUNE 27, JULY 2, JULY 3 (RECAP)

The Committee reviewed the events and provided some suggestions for next year related to the following:

- kids color run
 - clarify wording for registration related to the kids color run registration versus the free kids run
 - medals – consider giving some type of medal to those running the kids funrun
- car show
 - fewer lanes (suggested two lanes with four people and one dedicated for same-day registration)
 - too many people in charge
 - liability waiver
 - shade for volunteers

The Committee thanked staff for providing American flags and additional garbage cans this year.

b. AMERICA'S POTLUCK-JULY 5 (RECAP)

The Committee reviewed the America's Potluck event and said while it was small that it was a meaningful event with a pie eating contest and other activities. They discussed whether events had been better attended when the City sent out a paper newsletter. Linda Horrocks noted that the City moved to a digital newsletter due to the high cost of mailing one to residents. She said the City mailed the newsletter three or four times per year.

The Committee spoke on advertising for events including the event signs, social media, a mailed newsletter, QR codes with links to the City's website, adding monthly or quarterly postcards, and collaborating with local schools (Peachjar flyers).

c. NSL NIGHTS OUT & VENDOR FAIR; BACK TO SCHOOL EVENT WITH NIGHT OUT AGAINST CRIME AND HEALTH FAIR-AUG 6 (COMMUNITY CHAIR-GENTRY HOLBROOK

Gentry Holbrook commented that she had invited Jeff Scroger as the Back to School event would be combined with the Health and Wellness Fair and Night Out Against Crime with the police

department. She reviewed vendors who had committed to attend including local schools, Davis County Health Department (vaccines), Live On Utah (suicide prevention), Charter College (providing back to school supplies), Child Abuse Utah, and potentially Davis County Library and Davis County Education Foundation. She requested a canopy, tables, and sound system, and volunteers, for the Back to School booth and noted that she would be handing out school supplies and information on the 2027 NSL Reads writing contest as well.

The Committee noted that Tammy Clayton, Frances Marcus, and Catherine Johnson would be present to help at this event.

Jon Rueckert asked about the anticipated number of vendors and potential overlap duplicate of vendors recruited by each committee. Gentry Holbrook said the Health Department would have several different volunteers providing mental health services, vaccines, and resources. She estimated 8-10 different vendors including the schools and City booth.

Chief Black spoke on the layout including location for vendors north of the large bowery and the east side of the field near the west parking lot. He estimated 10 participants associated with the Night Out Against Crime portion. He said Lee's Marketplace would be providing hot dogs and chips.

The Committee noted that Lee's Marketplace provided a significant amount to City events through food and other donations. They suggested thanking them in the next City newsletter.

Jeff Scroger mentioned his vendor list and said they invited about 20 and generally saw 12-15 participants from the list. He said it was a mix of municipal, local health care providers, and businesses.

Linda Horrocks asked for feedback on what would be the draw for the public to include in advertising. Gentry Holbrook spoke on starting the school year in a positive way with school supplies, resources, and engaging in future events. She spoke on promoting the highlights of each event separately on social media. She suggested the Back to School portion could include promoting free school supplies, books, and resources. She requested the photo backdrop.

Chief Black asked which schools would be in attendance and suggested offering a class for parents on how to use certain programs like Canvas, etc. He said this class could even be offered at City Hall at a future date.

Randy Simmons mentioned the sound system and asked where it should be placed. Chief Black commented that as long as it was turned off during the K-9 demonstration it could be placed anywhere.

Gentry Holbrook suggested the City booth be placed near the small pavilion along with the sound system.

d. HALLOWEEN TROT & TREAT SPOOKTACULAR-OCT 24

The Committee discussed the Zombie Run including a new route for 2026, if the race should be a 5K or fun run, and whether the race should be free or have a registration fee to cover shirts and medals. They spoke on offering face painting, inviting the cross country team to participate as the “zombies”, and providing treats (donuts or cookies). They also discussed providing games, a balloon artist, a bounce house, and a witch to read stories.

Jon Rueckert commented that staff could provide several route ideas along with elevation profiles. Chief Black suggested avoiding Eagleridge Drive for safety reasons.

e. WINTER FEST-NOV 30

The Committee discussed providing a formal program and utilizing the Veterans Amphitheater at City Hall, a musical performance (schools, residents, community choir), offering scones and possibly cookies, photo op with Santa, Buddy the Elf or The Grinch.

4. CITY COUNCIL UPDATES-COUNCILMEMBER TAMMY CLAYTON

Councilmember Clayton asked when next year’s event dates should be determined. Linda Horrocks requested that dates be discussed during the August meeting so she could put a draft calendar of dates together for the City Council to review.

Councilmember Clayton mentioned the July 5th potluck and if the supplies had been picked up. She asked if there was swag leftover which she could use for the City’s participation in the Bountiful Handcart Days parade. Randy Simmons replied that staff picked up the supplies on Monday. Staff would look for any remaining swag.

Councilmember Clayton shared the suggestion that future potlucks be held at various locations. Linda Horrocks mentioned that the Health and Wellness Committee was sponsoring neighborhood block parties and information would be shared soon about this program.

5. APPROVAL OF MINUTES

The Civic Events Committee minutes of June 23, 2026 were reviewed and approved.

Committee Member Johnson moved that the Civic Events Committee formally approve the meeting minutes from June 23, 2026. Committee Member Marcus seconded the motion. The motion was approved by Committee Members Jensen, Johnson, and Marcus. Committee Members Golden and Kleinman were excused.

6. SCHEDULE FOR THE NEXT CIVIC EVENTS COMMITTEE MEETING

The Committee determined to hold the next meeting on August 25th to discuss the following items:

Upcoming event planning

- NSL Nights Out & Vendor Fair: Back to School-August 6th (recap)
- NSL Nights Out & Vendor Fair: A Bolder Way Forward-Sept 14th (Chair-Elizabeth Miller)
- NSL Nights Out & Vendor Fair: Latino Heritage-Sept 21st (Chair-Angie De Leon)
- 5K Zombie Run and Spooktacular event
- Winter Lights Fest
- Discussion on recommended events and dates for 2027

7. ADJOURN

The meeting was adjourned at 7:10 p.m.

The foregoing was approved by the Civic Events Committee of the City of North Salt Lake on August 25, 2026 by unanimous vote of all members present.



Dallas Golden, Chair



Wendy Page, City Recorder

