



# CITY OF NORTH SALT LAKE

Parks, Trails, Arts & Recreation Advisory Board

## PARKS, TRAILS, ARTS & RECREATION ADVISORY BOARD MEETING NOTICE & AGENDA

August 22, 2023

6:00 p.m.

Notice is given that the Parks, Trails Arts & Recreation Advisory Board of the City of North Salt Lake will hold a regular meeting on **August 22, 2023 at 6:00 pm** at the NSL Public Works building, 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.

- 1) Welcome and Introduction
- 2) Approval of Minutes from July 25, 2023
- 3) Public Works Updates
- 4) Discussion and Consideration on Establishing By-Laws for the Parks, Trails, Arts and Recreation Advisory Board
- 5) Nomination and Election of a Vice Chair
- 6) Discussion and Consideration of Establishment of a Subcommittee for Trails
- 7) Discussion and Consideration of Establishment of a Subcommittee for Arts
- 8) Discussion of Calendaring of Subcommittee Reports to the Entire Board
- 9) City Council Updates – Councilmember Ted Knowlton
- 10) Chair Updates
- 11) Discussion on Upcoming Events
  - a. Photo Contest
  - b. NSL Reads
  - c. Halloween
- 12) Review Action Items
- 13) Adjourn

**The public is invited to attend all public meetings of the City. If you need special accommodations to participate in the meeting, please call the City offices at (801) 335-8709. Please provide at least 24-hour notice for adequate arrangements to be made.**

Notice of Posting:

I, the duly appointed City Recorder for the City of North Salt Lake, certify that copies of the agenda for the **Parks, Trails, Arts & Recreation Advisory Board** meeting to be held **August 22, 2023** 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: August 17, 2023

  
Wendy Page, City Recorder



1 CITY OF NORTH SALT LAKE  
2 PARKS, TRAILS, ARTS, & RECREATION  
3 ADVISORY BOARD MEETING MINUTES  
4 642 NORTH 400 WEST, NORTH SALT LAKE  
5 JULY 25, 2023

6  
7 **DRAFT**  
8

9 Tammy Clayton, Board Chair, called the meeting to order at 6:00 p.m.

10  
11 BOARD MEMBERS PRESENT: Tammy Clayton, Camille Thorpe, Jeff Scroger, Peter Wirthlin,  
12 Dallas Golden, Ted Knowlton – City Council Representative

13  
14 BOARD MEMBERS EXCUSED: Kyle Poulter

15  
16 STAFF PRESENT: David Frandsen, Assistant City Manager; Carmen Wilson, Public Works  
17 Operations Manager; Randy Simmons, Public Works Operations Manager; TJ Riley, Parks  
18 Superintendent; Ken Leetham, City Manager

19  
20 VISITORS PRESENT: Travis Davis, representative of Hughes General Contractors

21  
22 1. WELCOME AND INTRODUCTION

23  
24 Chair Clayton welcomed those attending.

25  
26 2. MINUTES APPROVAL

27  
28 **Peter Wirthlin moved to approve the Parks, Trails, Arts, and Recreation Advisory Board**  
29 **meeting minutes of June 27, 2023, as written. Councilmember Knowlton seconded the**  
30 **motion. The motion was approved by Board Members Clayton, Golden, Knowlton,**  
31 **Scroger, Thorpe and Wirthlin.** Board Member Poulter was excused.

32  
33 3. PUBLIC WORKS UPDATE

34  
35 David Frandsen, Assistant City Manager, thanked everyone who helped with the Liberty Fest  
36 events. He presented pictures of the updated tennis courts at Tunnel Springs Park. He shared  
37 pictures of the new playground equipment and rock signs at Stonehenge, Caleb, and Oldham  
38 Parks. He also shared the new rock signs that are being placed at Buckingham Park, Boston Park,  
39 Cambria Park, Legacy Park, Wild Rose Trailhead Park, and South Community Park.

40  
41 Ken Leetham, City Manager, talked about the roles of the City's citizen committees. He reported  
42 that the City has had great success with forming these committees. He talked about a couple of  
43 different committees, one being the Golf Oversight Committee that had been in effect for 7  
44 years. Mr. Leetham noted that Committee meets every month and helped the City go through a

45 process of selecting how the golf course and the events center would be managed. He continued  
46 the Committee went through the process of selecting a general manager, Tyler Abegglen, who  
47 has been with the City for about three years. He explained the Committee helped with the  
48 clubhouse renovation. He acknowledged the Golf Oversight Committee has been an effective  
49 citizen committee working in partnership with City staff and the City Council.

50  
51 Mr. Leetham reported that the Health and Wellness committee was formed a couple of years ago  
52 and was supported by several staff members. He mentioned the Health and Wellness Committee  
53 formed by Resolution went through a process that Mr. Leetham recommended would also be  
54 beneficial to the Parks, Trails, Arts, and Recreation Advisory Board. He said the Health and  
55 Wellness Committee formed some by-laws, added structure, and formalized how to do business.

56  
57 Mr. Leetham suggested that with the changes and growth of the Parks, Trails, Arts and  
58 Recreation Advisory Board, it might be beneficial to look at formalizing some by-laws in the  
59 same way that other committees have done. He recommended that this Board's by-laws might  
60 include rules on procedures, agendas, and how the board would like to conduct business going  
61 forward. He recommended electing officers as part of the plan. He said City staff was working  
62 internally on some by-laws that could be shared with the Board before the next meeting as a  
63 starting point on how to move forward. Mr. Leetham said he would send a copy of the Health  
64 and Wellness by-laws to board members for review.

65  
66 Mr. Leetham said with current interest in all aspects of parks, facilities, trail building, active  
67 transportation and civic events, there might be a growing need for additional committees that  
68 have specific, effective purposes rather than this committee breaking off into subcommittees. He  
69 said the City wants to surge ahead to cover all aspects of the focus points. Mr. Leetham  
70 mentioned that the upcoming Hatch Park redesign is exciting and will take up a lot of time and  
71 resources and he does not want any other aspects of the Board to be left behind.

72  
73 Mr. Leetham said that formal by-laws have helped strengthen the citizen committees with the  
74 City Council. He shared that the Health and Wellness Committee chairperson goes to the City  
75 Council meeting once a year and shares their goals with the Council. He recommended that  
76 formalizing the Board and attending a meeting with the City Council could produce feedback in  
77 both directions for a better understanding of goals. He gave an example of active transportation  
78 being one goal that the City Council has, along with the State of Utah, that this Board could  
79 include in its annual goals.

80  
81 Mr. Leetham said the City Council could benefit from a presentation by the chairperson of the  
82 Parks, Trails, Arts and Recreation Board in early 2024. He recommended giving an overview of  
83 what was accomplished in 2023, sharing the organization of the board, introducing the board  
84 members, and sharing goals for 2024. He said the role of a citizen committee was to recommend  
85 things to the City Council. He explained the Council could then decide where resources and staff  
86 are best spent with regard to those recommendations.

87  
88 Chairperson Clayton suggested the Board get on the City Council calendar for September since  
89 there are events planned for the remainder of the year. Board Member Wirthlin suggested the

90 Board attend quarterly City Council meetings with a focus on each aspect of parks, trails, arts,  
91 and recreation.

92  
93 Mr. Leetham thanked the board members for their donation of time and attendance at City  
94 events.

95  
96 4. CITY COUNCIL UPDATE

97  
98 Ken Leetham gave an update of the Hatch Park redesign request for proposals (RFP) status. He  
99 said the submittal deadline is August 3, 2023, but it might be extended to August 10, 2023. He  
100 mentioned City staff had a voluntary meeting with nine design firms that are interested in the  
101 project. He stated the City reserved the right to select a firm based upon their qualifications,  
102 innovation, and creativity rather than the lowest bid. Mr. Leetham said the methodology for  
103 scoring included analysis of two submittals. He noted one would be a design proposal and the  
104 second submittal would be a sealed bid with the price. He explained the first submittals would be  
105 scored before opening the second submittals. He commented the recommendations from the  
106 notes drawn up originally by the Hatch Park design committee were shared with the interested  
107 firms for review.

108 Mr. Leetham said the South Davis Recreation District Board was not prepared to commit to the  
109 Hatch Park expansion at this time. He noted that he and Mayor Horrocks, who would be the  
110 chair of that board, would be working in 2024 to get a firm decision. He acknowledged the  
111 potential recreation center would be part of phase two of the project. He explained the design  
112 would reserve 3.5 acres for three years to give them time to decide whether the District would  
113 contract with us on the expansion of the property.

114 Mr. Leetham said the first step in phase one of the Hatch Park project would take approximately  
115 8-9 months to engage the designer and finalize plans. He stated then it would go out to bid for  
116 contractors on the project. Mr. Leetham suspected start of construction was approximately a year  
117 out and the phase two timeline was out about three years.

118  
119 Councilmember Knowlton shared that the City Council passed the Water Conservation Plan  
120 developed by Bowen Collins. He mentioned implementation of the plan would affect the pricing  
121 of water, education, and ordinances that affect landscaping. He stated he would share the plan  
122 with board members.

123 5. CHAIR UPDATES

124  
125 Chair Clayton asked about a budget for each event that the Parks, Trails, Arts and Recreation  
126 Advisory Board puts on each year. She wanted to make sure that those events stayed within the  
127 budget.

128  
129  
130

131 6. DISCUSSION ON UPCOMING EVENTS

132

133 *Photo Contest* – Board Member Golden would be heading this event. He would be looking for  
134 someone to do a presentation. He mentioned there would be no theme this year, but photos must  
135 be taken in North Salt Lake. Chair Clayton suggested resident Kelly Sansom. Board Member  
136 Thorpe suggested Derek Israelsen. Board Member Golden stated he would bring assignments for  
137 the Board to the next meeting.

138

139 *NSL Reads* – Chair Clayton asked for suggestions for speakers. The Board unanimously agreed  
140 that the essay and photo contests would be sponsored by North Salt Lake but would be open to  
141 everyone, even non-residents.

142

143 *Halloween* – Chair Clayton planned to head this walkable event.

144

145 7. REVIEW ACTION ITEMS

146

147 None

148

149 8. ADJOURN

150

151 The meeting was adjourned at 7:45 p.m.

152

153 *The foregoing was approved by the Parks, Trails, Arts, and Recreation Advisory Board of the*  
154 *City of North Salt Lake on August 22, 2023, by unanimous vote of all members present.*

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*Wendy Page, City Recorder*

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**BYLAWS**  
**OF**  
**PARKS, TRAILS, ARTS AND RECREATION ADVISORY BOARD**  
**OF**  
**THE CITY OF NORTH SALT LAKE, UTAH**

Adopted \_\_\_\_\_, 2023

**ARTICLE I**

**NAME**

The City of North Salt Lake City Council established a citizen committee in 2014 by Ordinance 05-14 known as the Parks, Trails, Arts and Recreation Advisory Board. The name of the committee shall be the City of North Salt Lake Parks, Trails, Arts and Recreation (PTAR) Advisory Board and hereafter in the document when reference is made it shall be stated as the Board.

**ARTICLE II**

**PURPOSE**

The purpose of the Parks, Trails, Arts and Recreation Advisory Board is to act, pursuant to the duties described in the ordinance, as the City's citizen board to formulate and submit recommendations to the City Council related to current and long-range needs in parks, trails, arts and recreation. The City Council has formed this Board for the purpose of advancing and improving the quality of life for all residents of the City, to provide improved access and levels of service to the public and to meet the public's ongoing and changing needs for quality parks, trails, arts and recreation services. In carrying out all of its duties and responsibilities, the City Council acknowledges that it is critically important that an advisory board be created so that a citizen committee can assist in the creation and implementation of plans, policies, proposals, events and any other matters related to parks, trails, arts and recreation in the City.

**ARTICLE III**

**COMMITTEE MEMBERSHIP**

**Section 1 Representation.**

The Board shall be comprised of seven (7) regular members. Each member of the governing body of the City of North Salt Lake shall have one appointment ratified by the City

Council. The seventh member of the Board shall be a member of the governing body and shall be appointed by the Mayor with the advice and consent of the City Council.

### **Section 2 Supporting Staff.**

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

- a. the City Manager, or his/her designee;
- b. the Public Works Director, or his/her designee;
- c. the Parks Superintendent, or his/her designee;
- d. the City's Communications Manager, or his/her designee;
- e. the Public Works Office Manager, or his/her designee.

### **Section 3 Membership Tenure.**

The Board members appointed by the governing body shall serve for a term of two years with three appointed in even years and three appointed in odd years. The seventh member of the Board shall serve for a four (4) year term. Membership should represent as much as possible, all geographic areas of the City. Committee members may be reappointed.

### **Section 4 Attendance.**

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

### **Section 5 Member Responsibilities.**

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

1. Study, develop and review parks, trails, cultural art and recreation policies and plans.
2. Review proposed design, improvements, modernization, and/or expansion of parks, trails, arts and recreational facilities.
3. Review the City's Parks Maintenance Plan and formulate a recommendation to the City Council with respect to it. The Board's recommendation should include specific projects and facilities, timing, phasing and any other considerations it deems necessary to be considered by the City Council.
4. Evaluate parks, trails, art and recreational facilities policies on an ongoing basis with the goal of maximizing the use of city facilities to meet the changing recreational needs of the residents of the city.
5. Pursue opportunities to expand cultural arts in the community including performing, visual and literary arts.
6. 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.
7. Submit reports and recommendations to the City Council any time it deems necessary or in response to special requests by the City Council.

8. Attend Board 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.
9. Attend Board events and perform Board assignments related to events, goals and priorities of the Board.
10. Act in a courteous and respectful manner to their fellow members, supporting staff, and the public during all meetings and events.

#### **Section 6 Subcommittees.**

The Board may decide to form subcommittees and be given specific tasks, each subcommittee can include up to three (3) Board members and interested public parties and are eligible to meet as needed. They are not held by the open and public meetings act unless a quorum is present. Subcommittee representatives should report back to the Board 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 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 Board meetings shall be held at the Public Works Building located at 642 North 400 West, North Salt Lake, Utah or other locations designated by the City. The Board shall meet as often as it deems necessary, but not less than four (4) times each year. Meetings are generally scheduled for the fourth Tuesday of each month.

#### **Section 2 Notice of Meetings.**

The meeting agenda shall be set by the Board Chair, Board 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 Board member, including non-voting members, may ask the Chair to place items on the agenda for consideration. The Chair is only required to place an item on the agenda when two or more board members have submitted a written request.

#### **Section 3 Quorum and Voting.**

Attendance by not less than four voting members of the Board shall be considered a quorum for the transaction of Board 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 Board meetings by the supporting staff. Meeting minutes shall be provided to the City Recorder once approved. Minutes will be made available to the public upon request.

ARTICLE V

OFFICERS

**Section 1 Election of Chairperson and Vice-Chairperson.**

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

**Section 2 Officer Terms.**

The Board officers may serve successive terms at the sole discretion of the Board 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 Board members in attendance. The temporarily appointed chairperson shall preside for that meeting only.

ARTICLE VI

RULES OF ORDER AND PROCEDURE

- A. Meeting Agenda- The Chair determines the agenda for all Board meetings. Two Board members may also place any item on an agenda by providing the Chair a written request. All item requests should include an estimated time requirement needed for that item.
- B. Reports- To help ensure the public will have a reasonable expectation of what will be discussed at a meeting, Board members must make their requests to the Chair in advance of the meeting. The Chair shall inform the City Recorder by noon of the Thursday preceding a regular meeting if:

1. The Board member has a specific issue on which to report during the meeting;
  2. The Board member requests that a member of staff report on a specific issue.
- C. Electronic Meetings
1. Board 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 Board members are invited to present background on the item and provide comments and/or recommendations;
    - c. Board members ask questions and seek clarification on issues presented;
    - d. Board members discuss and debate the issues;
    - e. The Chair requests a vote on the item.
- E. Voting
1. Each Board member shall be entitled to only one vote upon each matter submitted to a vote.

## ARTICLE VI

### 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 Board.