



CITY OF NORTH SALT LAKE

Parks, Trails, Arts & Recreation Advisory Board

**PARKS, TRAILS, ARTS & RECREATION ADVISORY BOARD
MEETING NOTICE & AGENDA
SEPTEMBER 26, 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 **September 26, 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.

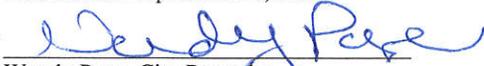
- 1) Welcome and Introduction
- 2) Public Comment
- 3) Approval of Minutes from August 22, 2023
- 4) Public Works Updates
- 5) Nomination and Election of a Vice Chair
- 6) Chair Updates
- 7) Discussion on Events
 - a. Photo Contest – recap
 - b. Halloween
- 8) Review Action Items
- 9) Adjourn

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 **September 26, 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: September 25, 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 AUGUST 22, 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, Kyle Poulter, Ted Knowlton – City Council Representative

13
14 STAFF PRESENT: David Frandsen, Assistant City Manager; Jon Rueckert, Public Works
15 Director; Carmen Wilson, Public Works Operations Manager; Randy Simmons, Public Works
16 Operations Manager; TJ Riley, Parks Superintendent; Ken Leetham, City Manager; Linda
17 Horrocks, Communications Coordinator

18
19 1. WELCOME AND INTRODUCTION

20
21 Chair Clayton welcomed those attending.

22
23 2. MINUTES APPROVAL

24
25 **Tammy Clayton moved to approve the Parks, Trails, Arts, and Recreation Advisory Board**
26 **meeting minutes of July 25, 2023, as written. Board Member Golden seconded the motion.**
27 **The motion was approved by Board Members Clayton, Golden, Knowlton, Poulter,**
28 **Scroger, Thorpe, and Wirthlin.**

29
30 3. PUBLIC WORKS UPDATE

31
32 David Frandsen, Assistant City Manager, presented a map of the proposed dog park that he
33 would be sharing with Woods Cross City. He stated there were continuous talks and most of the
34 bids for the project had been received. He said staff should have more updates to share in the
35 next meeting.

36
37 Jon Rueckert, Public Works Director, presented the Wild Rose Bonneville Shoreline Trail
38 Connection plans. He addressed the concern that the connection is currently a 19% grade user
39 trail with large baby head rocks. On the map, he pointed out the current Bonneville Shoreline
40 Trail was designated in black. He pointed to the orange line, which is the proposed 2% grade
41 connection from Wild Rose Park. Mr. Rueckert said that City staff are working with Salt Lake
42 City to construct the Bonneville Shoreline Trail from Davis County to the existing trail in Salt
43 Lake City, which will include an environmental study and approval from the Forest Service. He

44 explained this had an estimated date of 2024/2025. Board Member Poulter mentioned that there
45 were several groups who were anxious to cut the trail now. Board Member Wirthlin said that as
46 members of these social media groups, he and Board Member Poulter could update the progress
47 and share information that may alleviate trail users' urgency to create unapproved user trails.
48 Board Member Wirthlin suggested that once the approved connection trail is finished, good
49 signage could help stop traffic on the other user trails.

50
51 Board Member Scroger asked about the maintenance schedule at the parks. TJ Riley, Parks
52 Superintendent, stated that the parks team addresses concerns as they come in. He reported they
53 also do regular playground inspections and address other concerns as they are reported. He asked
54 that any park concerns or damage be reported on the City website or to a member of staff.

55
56 4. DISCUSSION AND CONSIDERATION ON ESTABLISHING BY-LAWS FOR THE
57 PARKS, TRAILS, ARTS AND RECREATION ADVISORY BOARD

58
59 Ken Leetham, City Manager, reminded the Board that formal by-laws for the citizen committees
60 can add structure and formalize roles within the committee. He said that a detailed budget for the
61 fiscal year (July 1 to June 30) should be a part of the yearly plan presented to the City Council in
62 January or February. Mr. Leetham explained the Board could adopt the by-laws during a meeting
63 and the by-laws did not have to go in front of the City Council for approval.

64
65 Board Members discussed changing the name of the Advisory Board to their focus items of
66 trails, arts and parks. The Board recommended that since the City had a separate Recreation
67 department, the focus of recreation be removed from the Board's title.

68
69 **Chair Clayton moved to propose a name change for the Advisory Board to the City**
70 **Council from PTAR (Parks, Trails, Arts and Recreation) to TAP (Trails, Arts and Parks).**
71 **Board Member Wirthlin seconded the motion. The motion was approved by Board**
72 **Members Clayton, Golden, Knowlton, Poulter, Scroger, Thorpe, and Wirthlin.**

73
74 Councilmember Knowlton agreed to present the name change proposal to the City Council.

75
76 The Board reviewed and unanimously agreed that the following changes would be made to the
77 proposed by-laws:

- 78 • Clarify that the seventh member of the Board was a City Council representative and
79 remove the four-year tenure term of the seventh member.
- 80 • Members will serve a two-year term (January to December).
- 81 • Add duties for the office of a Treasurer.

82
83 **Chair Clayton moved to approve the Parks, Trails, Arts and Recreation by-laws as**
84 **amended. Board Member Golden seconded the motion. The motion was approved by**
85 **Board Members Clayton, Golden, Knowlton, Poulter, Scroger, Thorpe, and Wirthlin.**

86 5. NOMINATION AND ELECTION OF A VICE CHAIR

87
88 This item will be discussed in the next meeting after the by-laws have been established.

89
90 6. DISCUSSION AND CONSIDERATION OF ESTABLISHMENT OF A
91 SUBCOMMITTEE FOR TRAILS

92
93 Ken Leetham talked about establishing subcommittees within the committee. He said that a
94 subcommittee should not have a quorum, which is more than half of the committee, lest those
95 meetings be subject to the Open and Public Meetings Act. He suggested that the subcommittees
96 work effectively with the appointed Board members, who have different expertise and interests,
97 and report back to the Board.

98
99 Board Member Wirthlin recommended naming these working groups rather than subcommittees.

100
101 **Board Member Wirthlin moved to create a working group for trails and a working group**
102 **for arts. He moved that the trails working group consist of Board Members Wirthlin,**
103 **Poulter, and Knowlton. Chair Clayton seconded the motion. The motion was approved by**
104 **Board Members Clayton, Golden, Knowlton, Poulter, Scroger, Thorpe, and Wirthlin.**

105
106 7. DISCUSSION AND CONSIDERATION OF ESTABLISHMENT OF A
107 SUBCOMMITTEE FOR ARTS

108
109 **Chair Clayton moved to create a working group for the arts. She moved that the arts**
110 **working group consist of Board Members Thorpe and Golden. Board Member Thorpe**
111 **seconded the motion. The motion was approved by Board Members Clayton, Golden,**
112 **Knowlton, Poulter, Scroger, Thorpe, and Wirthlin.**

113
114 Board Member Thorpe shared the idea of a City winter festival with tree lighting, a visit from
115 Santa, food trucks and fire barrels as a yearly tradition. She will bring a proposal and budget to
116 the next meeting for consideration. She indicated she would be ready in January or February to
117 propose education, art, and history as part of the yearly presentation to the City Council.

118
119 8. DISCUSSION OF CALENDARING OF SUBCOMMITTEE REPORTS TO THE
120 ENTIRE BOARD

121
122 Board Member Wirthlin recommended the working groups report to the Board after their group
123 meetings with a plan and a budget for Board approval and City Council recommendations.

124
125
126
127

128 9. CITY COUNCIL UPDATES – COUNCILMEMBER TED KNOWLTON

129
130 Councilmember Knowlton talked about the Eaglewood Village detention pond. He said the pond
131 has potential but was currently full of phragmites and needed a comprehensive update. He shared
132 that the original bid for the pond renovation was \$600,000 a few years ago. He explained that
133 amount was too expensive, as the priority budgetary focus was the Hatch Park redesign. He said
134 the Council was supportive of KC Moore, a contractor who put together a plan for the pond for
135 \$75,000. Ken Leetham shared that the plan contained a permanent boulder dyke, a concrete
136 driveway for cleaning the pond, had ADA access, stairs into the area, and new landscaping. He
137 explained the contractor should be able to start between now and November 1, 2023. Mr.
138 Leetham explained this was a priority of the Council to create a good entrance/exit to the current
139 trail joining Wildrose. He said the City had a relationship with the HOA of Eaglewood Lofts and
140 staff will talk to them about extending the trail to the pond. He mentioned signage for the pond
141 would be part of the City Center’s wayfinding plan.

142
143 Board Member Poulter said it was the trails working group’s priority to bring the current trail
144 down to the pond. He suggested the biking team could help dig the trail if approved. Board
145 Member Wirthlin said he had access to trail apps, including Trailforks, and he could update
146 North Salt Lake trail maps as changes were made.

147
148 10. CHAIR UPDATES

149
150 None.

151
152 11. DISCUSSION ON UPCOMING EVENTS

153
154 *Photo Contest* – Board Member Golden was heading this event on September 20, 2023. He
155 asked for the Board Members to attend the event. He stated a photo print and gift card would be
156 given to the winner. He noted gift cards would be given to the category winners. He mentioned
157 Derek Israelsen, photographer, would be presenting and donuts and water would be served.
158 Linda Horrocks suggested that breakout sessions with different photography tips might be
159 something to investigate. She indicated she would print flyers for distribution to local companies
160 and schools.

161
162 *NSL Reads* – There was a discussion about moving this item to next meeting. There was
163 consensus that this event would be held in 2024.

164
165 *Halloween* – Chair Clayton planned to head this walkable event at Hatch Park on October 28 at
166 9:00 AM. She indicated the event’s activities would be the same as last year. She reported the
167 Youth City Council would be asked to help. Public Works planned to set up the North Salt Lake
168 inflatable and open the bathrooms.

169

170 12. REVIEW ACTION ITEMS

171

172 None

173

174 13. ADJOURN

175

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

177

178 *The foregoing was approved by the Parks, Trails, Arts, and Recreation Advisory Board of the*
179 *City of North Salt Lake on September 26, 2023, by unanimous vote of all members present.*

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Wendy Page, City Recorder

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