



CITY OF NORTH SALT LAKE

Parks, Trails, Arts & Recreation Advisory Board

**PARKS, TRAILS, ARTS & RECREATION ADVISORY BOARD
MEETING NOTICE & AGENDA
OCTOBER 24, 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 **October 24, 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 September 26, 2023
- 4) Public Works Updates
 - a. Dog Park Discussion with Wood Cross
 - b. Winter Event for 2023 Supported by City Council
- 5) City Council Updates – Councilmember Ted Knowlton
- 6) Chair Updates
- 7) Review of Bylaws with Proposed Amendments Adopted August 22, 2023
- 8) Discussion on Upcoming Events
 - a. Halloween
 - b. Other
- 9) Review Action Items
- 10) Adjourn

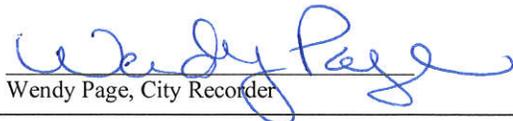
The public is invited to attend all public meetings of the City. If you need special accommodations to participate in the meeting, please call the City offices at (801) 335-8709. Please provide at least 24-hour notice for adequate arrangements to be made.

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 **October 24, 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: October 19, 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 SEPTEMBER 26, 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, Dallas Golden, Kyle Poulter, Camille
12 Thorpe

13
14 BOARD MEMBERS EXCUSED: Ted Knowlton – City Council Representative, Jeff Scroger,
15 Peter Wirthlin

16
17 STAFF PRESENT: Jon Rueckert, Public Works Director; Carmen Wilson, Public Works
18 Operations Manager; Randy Simmons, Public Works Operations Manager; TJ Riley, Parks
19 Superintendent

20
21 VISITORS: Yesenia Vega, Resident

22
23 1. WELCOME AND INTRODUCTION
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25 Chair Clayton welcomed those attending. Yesenia Vega introduced herself and expressed her
26 interest in getting involved in the North Salt Lake community.

27
28 2. PUBLIC COMMENT
29

30 None

31
32 3. APPROVAL OF MINUTES FROM AUGUST 22, 2023
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34 **Tammy Clayton moved to approve the Parks, Trails, Arts, and Recreation Advisory Board**
35 **meeting minutes of August 22, 2023, as written. Board Member Thorpe seconded the**
36 **motion. The motion was approved by Board Members Clayton, Golden, Poulter, and**
37 **Thorpe.** Board Members Knowlton, Scroger, and Wirthlin were excused and not present for the
38 vote.

39
40 4. PUBLIC WORKS UPDATE
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42 Jon Rueckert, Public Works Director, presented a map of the proposed dog park near Legacy
43 Park that will be shared with Woods Cross City. He stated Woods Cross City had approved

44 partnering with North Salt Lake to start the project. Mr. Rueckert indicated the two cities would
45 be working together on formal agreements.

46
47 Mr. Rueckert shared that the Hatch Park Design bid was awarded to G. Brown Design Inc in the
48 City Council meeting on September 19, 2023. He said the City's selection team had visited a
49 couple of sites designed by G. Brown. He noted there would be more information to come.

50
51 Mr. Rueckert asked the board members to save the date for the Mayor and City Council
52 Board/Committees holiday party which will be held on December 1, 2023.

53

54 5. NOMINATION AND ELECTION OF A VICE CHAIR

55

56 **Tammy Clayton made a motion to table the nomination and election of a vice chair until a**
57 **future meeting. Board Member Golden seconded the motion. The motion was approved by**
58 **Board Members Clayton, Golden, Poulter, and Thorpe.** Board Members Knowlton, Scroger,
59 and Wirthlin were excused and not present for the vote.

60

61 6. CHAIR UPDATES

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63 None

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65 7. DISCUSSION ON EVENTS

66

67 a. Photo Contest – recap

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69 Board Member Golden reported that the photo submissions were of better quality this year. He
70 stated that the presenter was well prepared to share his own photography. Board Member Golden
71 recommended that if the photography event is held next year, that it be rebranded into a
72 workshop. Chair Clayton suggested that Board Member Golden be the presenter next year and
73 lead the workshop.

74

75 b. Halloween

76

77 Chair Clayton is heading the walkable event at Hatch Park on October 28, 2023 at 9:00 AM. She
78 reported the Youth City Council would provide eight volunteers. She suggested that the DJ
79 provide dance music. She was approached by someone who would like to do animal balloon art
80 that would work for tip money. She explained there will be a small corner balloon arch for
81 photos and trick or treat goodies will be ordered from Amazon. Board Member Thorpe suggested
82 a cake walk. Board Member Golden will provide some candy that was left over from the
83 photography event. Board Member Thorpe and Ms. Vega will pick up the pumpkins at Cross E
84 Ranch to be given away at the event. Board Member Poulter will pick up 18 dozen donuts from

85 JJ Donuts. Public Works planned to set up the North Salt Lake inflatable, provide the tables, and
86 open the bathrooms.

87

88 8. REVIEW ACTION ITEMS

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90 Board Member Thorpe reported that Amy Ambler, member of the arts work group, presented the
91 idea to City Council of having an annual winter fest, similar to the 75th anniversary celebration.
92 She said the City Council was not opposed to the idea and wanted an event date and plan for
93 further review. Jon Rueckert mentioned that tree lighting festivities will be part of the redesigned
94 Hatch Park and will provide a nice venue for a winter fest. He indicated Phase 1 construction of
95 the park could begin at the end of next year. Board Member Thorpe proposed to start the winter
96 fest celebration this year and build momentum. She will outline the details to include the
97 proposed date of November 27, 2023, with activities of tree lighting, fire barrels, hot chocolate,
98 and singing, to present in the next City Council meeting.

99

100 Mr. Rueckert explained that a snowstorm could hinder the City's help with the event as the
101 crews would be out snowplowing. He noted the event would need to be proposed as weather
102 permitting.

103

104 Chair Clayton stated that the new playground equipment at the pocket parks was generating good
105 comments.

106

107 9. ADJOURN

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109 The meeting was adjourned at 7:00 p.m.

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111 *The foregoing was approved by the Parks, Trails, Arts, and Recreation Advisory Board of the*
112 *City of North Salt Lake on October 24, 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 August 22, 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 BOARD 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 with terms expiring December 31st of the second year. The seventh member of the Board is the City Council representative shall serve for a four (4) year term. Membership should represent as much as possible, all geographic areas of the City. Committee Board members may be reappointed.

Section 4 Attendance.

Members shall regularly attend board meetings. A member with three unexcused committee board 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 Work Groups.

The Board may decide to form ~~subcommittees-work groups which would~~ and be given specific tasks, each ~~work groups~~ 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-Work group~~ 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, and Treasurer.~~

The Board shall annually elect a chair, vice-chair, treasurer, 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.

Duties of Treasurer:

1. The Treasurer shall supervise the care and custody of Board funds and shall authorize the disbursement of funds when they are approved by the Chairperson and the Board.
2. The Treasurer shall assist the Chairperson concerning the financial dealings of the Board, under supervision of the City's Finance Director.

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.