



CITY OF NORTH SALT LAKE

ARTS COMMITTEE MEETING NOTICE & AGENDA

March 3, 2025
6:00 P.M.

Notice is given that the City of North Salt Lake's Arts Committee will hold a meeting on **March 3, 2025 at 6:00 p.m.** The meeting will be held in the Council Conference Room on the 2nd Floor of City Hall, 10 East Center Street, 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

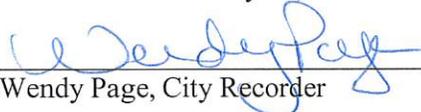
1. Welcome & Introductions
2. Selection of a Chair and Vice Chair
3. Citizen Comment
4. Open & Public Meetings Act Training
5. Rules of Order
6. Review Meeting Schedule
7. Review of Proposed Committee Bylaws & Recommendation to City Council
8. Review Mural Program & Outline Action Plan
9. Discussion Regarding Formulating Committee Goals & Programs
10. Discussion on Future Agenda(s)
11. Adjourn

Arts Committee 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 Arts Committee meeting to be held **March 3, 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. NSL.

Date Posted: February 25, 2025



Wendy Page, City Recorder



NORTH SALT LAKE CITY Committee Meeting Procedures

This guide is provided to assist City Advisory Committees with meeting procedures that facilitate efficient and effective decision-making processes that are accountable and transparent. These procedures build upon the committee bylaws to provide instructions for how an advisory committee meeting is run.

COMMITTEE MEETING SCHEDULE, AGENDAS, & MINUTES

All public bodies (elected or appointed) of the City of North Salt Lake will have a notice and agenda that complies with the Utah Open Meetings Act.

- In consultation with the Committee Chair, staff liaisons may cancel or reschedule a meeting. Changes to a meeting date will be noticed on the City website and Utah Public Notice website at <https://www.utah.gov/pmn/>.
- Electronic meeting participation shall be in accordance with Utah Open Meetings Act and City's Electronic Meeting Policy, however in person attendance is strongly encouraged to avoid possible technical difficulties that may arise with electronic meetings.
- Staff liaisons shall have discretion to prepare agendas with consultation of the Committee Chair prior to finalization of the agenda.
- Committee Members may submit agenda items to the Chair and staff liaisons for consideration prior to inclusion on the agenda, all request shall be submitted a minimum of two (2) weeks prior to the meeting to provide staff liaisons the ability to research and prepare materials for the meeting packet.
- The Chair and staff liaisons shall consider agenda items for alignment with Committee mandates, objectives and goals, workplans, and strategic plan priorities prior to addition to the Committee agenda.
- Agendas shall contain:
 - Date, time and place of meeting
 - Citizen comment
 - List of all matters to be discussed with accompanying materials included in packet
 - Chair & staff announcements or reports
 - Approval of minutes
 - Adjournment
 -

- Agendas and all meeting materials shall be published and provided to the Committee members a minimum of five (5) days prior to the meeting.
- Revised agendas may be provided with the approval of the Chair up to twenty-four (24) hours prior to the scheduled meeting.
- Minutes of every meeting shall be recorded by the staff liaison, or designee, and approved by the Committee at their subsequent meeting.
- Approved minutes will be posted on the City website and Utah Public Notice website.

ROLE OF THE CHAIR AND OTHER COMMITTEE MEMBERS:

The Chair shall preside at meetings of the Committee and shall:

- Participate in discussion of all matters.
- Shall vote as a member.
- The Chair has the primary responsibility for ensuring that the rules of procedure are followed:
 - Maintain the dignity of Committee meetings.
 - Call the meeting to order and confines the discussion to the agenda.
 - Recognize Committee members for motions and statements and may allow audience and staff participation at appropriate times.
 - Follow and apply the rules of parliamentary procedure.
 - Ensure that the Utah Open and Public Meetings Act is complied with.
 - Courteously discourage members from monopolizing the discussions.
 - Ensure those who have the floor are not interrupted.
 - Recognizes the member offering the motion, restates the motion, requests a second to the motion, presents it to the Committee for consideration, calls for the vote, announces the vote, and then announces the next order of business.

The Committee members shall:

- Ensure their remarks apply to the agenda item being considered.
- Avoid references to personalities, and refrain from questioning motives of other members or staff personnel.
- Demonstrate courtesy and shall not disrupt proceedings.
- Not use their positions to secure privileges or personal gains and avoid the appearance of impropriety.
- Be dedicated to the effective use of the City's available resources.

- Refrain from any activity that would hinder their ability to be objective and impartial.
- Ensure that City business is discussed in open, well-publicized meetings.

PARLIAMENTARY RULES:

The following may be referred to as the North Salt Lake City's Rules of Order and shall be the parliamentary rules for conducting the business of a City Advisory Committee.

RULE NO. 1: The meeting is governed by the agenda and the agenda constitutes the Committee's agreed-upon roadmap for the meeting.

PROCEDURE. Each agenda item can be handled by the Chair in the following basic format:

- The Chair should clearly announce the agenda item number and should clearly state what the agenda item subject is.
- The Chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have.
- The Chair should ask members of the Committee if they have any technical questions of clarification.
- The Chair may invite public comments on the matter being considered.
- The Chair should invite a motion and request a second for the motion by another member.
- The Chair shall announce the name of the members making and seconding the motion. If no second to the motion is offered the motion fails.
- The Chair shall repeat the motion and invite discussion of the motion.
- If no discussion is made or after the discussion the Chair shall call for a vote of the motion.
- The Chair shall announce the votes in favor and opposed to the motion and announce the results of the motion.
- A motion to adjourn the meeting shall not require a second of the motion, but shall require a vote of the committee members.

RULE NO 2: One question at a time and one speaker at a time.

PROCEDURE: Only one question will be discussed at a time.

There will only be one speaker at a time. Anyone who wishes to speak should raise their hand first after the current speaker finishes or otherwise indicate to the Chair that they would like to comment. The Chair will call upon the person by name. Once a member has been recognized, he has been granted “the floor” and may begin speaking. The speaker may not be interrupted except as allowed by these rules.

PURPOSE OF THE RULE. The purpose is to focus on only one question and to allow committee members the ability to express their points of consideration without losing their train of thought and to completely finish without fear of interruption.

RULE NO 3: Three yes votes are required to pass any item before the committee.

PROCEDURE. Regardless of how many committee members are present, an affirmative vote of (3) three members is required to pass any motion.

PURPOSE OF THE RULE. Utah statutes set out both the number of the quorum and the minimum vote required on any issue.

RESIDENTS’ RIGHT TO BE HEARD:

It is the City Council’s goal that residents of the City are afforded the opportunity to participate in City business and policy decisions. Accordingly, the City Council expects any person presenting to an advisory committee to speak in a civil manner, with due respect for the decorum of the meeting, and with due respect for all persons attending.

- No member of the public shall be heard until recognized by the Chair.
- Public comments will only be heard during the Public Comment portion of the meeting unless a member of the public is asked to speak on a matter by the Chair.
- Speakers must state their name and address for the record.
- Any resident requesting to speak shall limit him or herself to matters of fact regarding the issue of concern.
- Comments should be limited to three (3) minutes unless prior approval by the Chair.
- Personal attacks made publicly toward any person, committee member or city employee are not allowed.
- Any member of the public interrupting Committee proceedings or creating a disturbance, or failing to abide by these rules of procedure in addressing the Committee, shall be deemed to have disrupted a public meeting and, at the direction of the Chair, shall be removed from meeting by Police Department personnel or other agent designated.

**BYLAWS
OF
ARTS COMMITTEE
OF
THE CITY OF NORTH SALT LAKE, UTAH**

ARTICLE I

NAME

The City of North Salt Lake City Council established a citizen committee on December 3, 2024 by Resolution 2024-41R known as the Arts Committee. The name of the committee shall be the City of North Salt Lake Arts Committee and hereafter in the document when reference is made it shall be stated as the Committee. The Arts Committee was one of the committees formed to further the work of the Parks, Trails, Arts and Recreation Advisory Board.

ARTICLE II

PURPOSE

The City of North Salt Lake recognizes there are many forms of art and that there is a role for municipal government in supporting public art, branding, attractive signage, and creative urban design. The governing body for the City of North Salt Lake established the Committee for the purpose of fostering an environment where the arts can thrive and become an integral part of the infrastructure of the City. The Committee will work closely with City staff to advise on public art projects. The Committee will evaluate proposed and existing City development projects and existing facilities to select site for which art will be commissioned and recommended approaches and budgets for the City Council to consider. The recommendations may be reviewed and approved, or denied by the City Council, once a year or as needed and as requested.

ARTICLE III

COMMITTEE MEMBERSHIP

Section 1 Representation.

The Committee shall be made up of not less than five (5) members as follows: five citizens at large, two of whom shall serve an initial term of three years and three of whom shall serve four year terms. After the initial term of three years is completed, all subsequent term shall be four years. Each of the five Councilmembers of the City Council shall recommend one citizen committee member for appointment to the Committee. Such appointments will be made by a majority vote of the City Council. The Committee may also invite members of the public they

believe will be of assistance to the Committee as it carries out its duties and responsibilities. Such invitations do not require approval from the City Council and such invited individuals will not be voting members of the Committee.

Section 2 Supporting Staff.

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

- a. One member of the City Council selected by the Mayor
- b. the Assistant City Manager or his/her designee
- c. the Community Development Director or his/her designee

The role of the City Council liaison will be to:

- a. Attend regularly scheduled Committee meetings.
- b. Communicate back to the City Council regarding arts updates.
- c. Align Committee priorities with City Council goals.
- d. Be a non-voting member of the Committee.

Section 3 Membership Tenure.

The term of appointment to the Committee is either three years or four years for initial terms and four years for all terms after the completion of the initial term. Committee members may be reappointed. The Committee member terms shall be staggered so the rotation of the Committee members does not happen at the same time. Each of the five Councilmembers of the City Council shall recommend one citizen committee member for appointment to the Committee. Such appointments will be made by a majority vote of the City Council.

Section 4 Attendance.

Members shall regularly attend Committee 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 Committee by a majority vote of the full Committee.

Section 5 Member Responsibilities.

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

1. Read and study the agenda, staff reports, and any meeting materials prepared by supporting staff or committee members so they are fully informed about each item prior to the scheduled Committee meeting.
2. Attend Committee 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.
3. Attend Committee events and perform Committee assignments related to events, goals and priorities of the Committee.
4. Act in a courteous and respectful manner to their fellow members, supporting staff, and the public during all meetings and events.

Section 6 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 7 Compensation and Reimbursement.

Members shall be offered a stipend for meeting 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 Committee meetings shall be held at City Hall located at 10 East Center Street, North Salt Lake, Utah or other meeting locations as designated from time to time by the City. The Committee shall meet as often as it deems necessary, but not less than quarterly.

Section 2 Notice of Meetings.

The meeting agenda shall be set by the Committee Chair, Committee 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 Committee member, including non-voting members, may request items be placed on Committee agendas for consideration by submitting written notice to the Chair and staff liaison a minimum of two (2) weeks prior to the meeting.

Section 3 Quorum and Voting.

Attendance by not less than three voting members of the Committee shall be considered a quorum for the transaction of Committee business.

Section 4 Order of 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 Committee meetings by the supporting staff. Written 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 Committee shall annually elect a chair, vice-chair, and any additional officers as necessary at the first regularly scheduled meeting of each year by majority vote after taking nominations from the body.

Section 2 Officer Terms.

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

ARTICLE VI

DUTIES AND RESPONSIBILITIES

The Committee shall perform the following duties:

1. Assist City staff regarding the implementation and evolution of a Public Art Program.
2. Cultivate and review proposals for public art projects presented to the Committee by City staff or other community stakeholders.
3. Work as a community advocate for public arts within the City by building awareness and forging connections that lead to involvement, investment, and opportunity.
4. Evaluate proposed and existing development projects, select sites for which art will be commissioned, and recommend approaches and budgets for commissioning artworks for each site.
5. Evaluate new and existing City owned infrastructure for inclusion of public arts, such as parks, trails, natural open space, freeways, roads, and bridges, sidewalks, plazas, gathering spots, and buildings, as well as street side utility boxes with permission from owners.
6. Administer the City's mural program for private or public properties as adopted and funded by the City Council.
7. In coordination with City staff, identify funding sources for Committee activities and plans including, but not limited to, grant funding, private funding, fundraising, philanthropic participation in improvements, and any other sources of funding for the purposes of the Committee's duties and implementation of City approved arts projects.

8. The Committee shall make an annual report to the City Council during the first quarter of the calendar year. The report shall include the Committee's goals, objectives, activities, recommendations and any budgetary requests for the next fiscal year.
9. Any other duties as may be assigned to it by the City Council of North Salt Lake acting in its official capacity as the City's Governing Body.

The Committee shall use the following criteria in the evaluation of sites and public art:

- **Visibility/Public Access:** Commissioned art shall be placed where it may be appreciated by many people.
- **Public Safety:** Sites will be evaluated for safety issues in connection with possible art placement, and all works of art shall be evaluated to ensure that they comply with all permitting regulations.
- **Cultural Significance:** A site may be chosen because of its historic role in the community and/or its significance to a particular group or neighborhood in the City.
- **Function/Uses:** Potential art must not conflict with the functions of the site at which it is placed.
- **Future Development:** Art must not be placed to conflict with possible future development.
- **Permanence:** Proposed permanent works shall be evaluated for resistance to theft, vandalism, weathering and excessive maintenance and repair costs. Temporary works, designed for a set period, may also be commissioned.
- **Media:** All media may be considered for a project. Works may be portable, permanently affixed or incorporated into the design and or function of a public space or building. These details will often be determined in advance and included in the call for artists; in other cases, artist may be asked to propose media and applications.

ARTICLE VII

RULES OF ORDER AND PROCEDURE

A. Regular Meetings

1. Meetings will be held quarterly on the 1st Monday of each month in the 2nd month of each quarter (February, May, August, & November) at 6:00 p.m. in the City Hall Council Conference Room.
2. Additional meetings may be scheduled on the 1st Monday of additional months as needed.

B. Electronic Meetings

1. Committee 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.

C. Parliamentary Order and Procedure

1. General order for a deliberative agenda item;
 - a. The Chair introduces each agenda item;
 - b. City staff or Committee members are invited to present background on the item and provide comments and/or recommendations;
 - c. Committee members ask questions and seek clarification on issues presented;
 - d. Committee members discuss and debate the issues;
 - e. Committee members put forth a motion for consideration and vote;
 - f. The Chair requests a vote on the item.

D. Voting

1. Each voting Committee member shall be entitled to only one vote upon each matter submitted to a vote.

ARTICLE VIII

SUPPORT AND RESOURCES

The Committee may call upon the City staff and the City Council for reasonable support and resources as needed.

ARTICLE VIV

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 Committee. After approval by a majority of the full Committee, these by-laws must be approved by the City Council.

City of North Salt Lake Mural Program

Adopted February 18, 2025

Vision

The North Salt Lake Mural Program establishes a process to commission murals for the aesthetic improvement of the city. Murals are a creative medium for celebrating and expressing the culture of the city. This program seeks to unite the community through art, enhance opportunities for local artists, create more visually enjoyable areas, and prevent graffiti. By maintaining a clear process and consistent budgeting, this program can be used to bring murals to the city for years to come. This program is for prioritization of City funding; not to be misconstrued as a prohibition of murals on private property.

Goals

Goal 1: Create a sense of place and a destination for residents of North Salt Lake

- Implementation 1.1: Create Experiences through mural design as a draw for residents.
- Implementation 1.2: Create murals which are aesthetically pleasing.
- Implementation 1.3: Identify sites for murals which will have the greatest impact on the aesthetics of the city.
- Implementation 1.4: Consider all mural styles in the selection process to avoid artistic homogeneity.

Goal 2: Create murals which are accessible to the residents of North Salt Lake

- Implementation 2.1: Have murals located near sidewalks or trails which are easily accessible to pedestrians.
- Implementation 2.2: Encourage the creation of new sidewalks and trails along mural corridors.
- Implementation 2.3: Select sites for murals which are visible from the public right of way.
- Implementation 2.4: Design murals which are enjoyable for and honor the culture of all residents of the city.

Goal 3: Create murals which highlight the history, nature, and culture of the city, or is culturally uplifting

- Implementation 3.1: Encourage the creation of murals that consider context of setting and background while allowing for artistic expression, without becoming a collection of “historical” narratives of the city.

- Implementation 3.2: Select themes that are broad which allow for artistic expression through the murals.
- Implementation 3.3: Select themes which add to the brand which North Salt Lake has established.
- Implementation 3.3: Ensure that Call for Artists are distributed to local artists who can better relate to the city.
- Implementation 3.4: Select mural artists based primarily on the quality of their work.

Order of Selection



Mural Community Jury

- City Staff shall assemble a three (3)-member jury of community representatives to assist the Arts Committee in the mural recommendation process.
- Jury applications shall be open to all residents of the City of North Salt Lake as well as members of the local art community who are interested.
- Jurors will be expected to provide feedback to the Arts Committee on mural **Theme, Location, and Artist.**

Structure and Theme Selection

Structure Selection Process

- City Staff shall contact structure owners within the established Primary Funding Locations to gauge interest.
- City Staff shall then evaluate the structure(s) of which the owners are interested and recommend preferred structure(s) for mural(s).
- City Staff shall then contact the preferred structure owner(s) and ask permission to bring their structure to be considered by the Arts Committee for their recommendation to the City Council.
- City Staff shall provide the Arts Committee with a list of structures which have owners who are interested in participating in the mural program.
- The jury shall provide feedback on their preferred mural location(s) before the Arts Committee selects a structure to recommend to the City Council for approval.

- The Arts Committee shall recommend an appropriate number of structures to create new murals based on the allocated budget.
- The owners of structures recommended by the Arts Committee shall then sign a letter of intent stating their intent to allow the City to use their structure for a mural.
- The recommendations with details on structure(s) and theme shall then be brought to the City Council for approval.
- The City shall obtain a Public Art Easement from the property owner which allows the City to have a mural on the structure for a minimum of 5 years.
- A maintenance agreement shall also be signed between the City and the structure owner establishing maintenance responsibilities for the mural.

Structure Selection Criteria

The following criteria shall be used to evaluate the viability of structures for murals:

Mandatory Requirements

- Structure Owner Interest
- Mural wall shall be visible from street or public space
- Property shall be in compliance with **all** City Codes
- Mural wall shall not face the front façade of any existing single-family dwelling.
- Property shall have an area of hard surface which shall solely be dedicated to pedestrians for the purpose of taking photos of the mural. Examples of infrastructure which would meet this requirement are sidewalk, bus pad, concrete pad, parking stall, etc.

Preferred Requirements

- Accessible to pedestrian, active transportation, and transit routes
- Located in the primary funding locations, as established in this document
- Located at a preferred mural location, as established in this document
- Lack of obstructions which impact the canvas area of the wall (trees, utility boxes, windows, doors, etc.)
- Improves the aesthetics on the surrounding area

Theme Selection Process

- The Jury shall provide feedback and preferences for themes to the Arts Committee who shall recommend a theme for the mural(s).
- A member of the Arts Committee shall bring their selected theme and location(s) to the City Council for approval.

Theme Prompting Questions

- What is the history of this structure or area?
- What is the current use of this structure or area?
- What values do we want to instill in the community?
- What can create a sense of place in North Salt Lake?
- Who or what do we want to memorialize?
- What cultural assets are there in this area?

Artist Selection and Design

Artists Selection Process

- The number of artists selected each year shall be decided by the Arts Committee based on the budget allocated by the City Council and on interest from property owners in participating.
- The City Staff shall distribute a Call for Artists (CFA) for the year's mural(s).
- Once the CFA has closed, City Staff shall share the applications from artists with the Jury and Arts Committee to review before the selection meeting.
- The Jury shall provide feedback and preferences to the Arts Committee who shall determine the preferred artist(s) to recommend to the City Council.
- A representative from the Arts Committee shall bring the recommendation(s) to the City Council for approval.
- The awarded artist(s) shall then enter into a contract with the City which shall include, but is not limited to:
 - A waiver of Visual Artists Rights Act (VARA)
 - An agreed upon repair cost per square foot of mural for a period of five years
 - Procedures for repairing the mural
- Materials other than paint may be considered for use in a mural if the artist proves the durability and maintenance cost of the material is better than or equal to that of paint. Determination of material approval is at the discretion of the structure owner, City Staff, and the City Council.

Artist Selection Criteria

Members of the Arts Committee are encouraged to evaluate artists' applications based on the following criteria:

- Artistic excellence

- Quality of skills
- Technique
- The ability to develop a unique mural design
- Overall professionalism
- Presentation of ideas and application materials
- Experience
- Potential to successfully complete the project within the required time

Design Approval Process

- The artist shall then be commissioned to design the mural. Structure owners participating in the Mural Program shall be encouraged to work with the artist during the design process and allow them to have artistic liberty. However, the structure owner can reject the artist's final design. Once the artist has created their final design, they must get approval from the structure owner.
- Once a final design has been agreed upon by the mural artist and the mural structure owner, the design shall be reviewed by the Arts Committee for recommendation to the City Council. The Arts Committee shall have the ability to reject any design proposals, but shall be encouraged to only reject a design if it is deemed to be:
 - An advertisement
 - Violent
 - Vulgar
 - Hateful
 - Unsettling
 - Degrading
 - Unreflective of the character of North Salt Lake
 - Unviable to be approved by the City Council.
- A member of the Arts Committee or staff assigned to the committee shall then take the recommended design to the City Council to get approval for the final design of the mural(s).

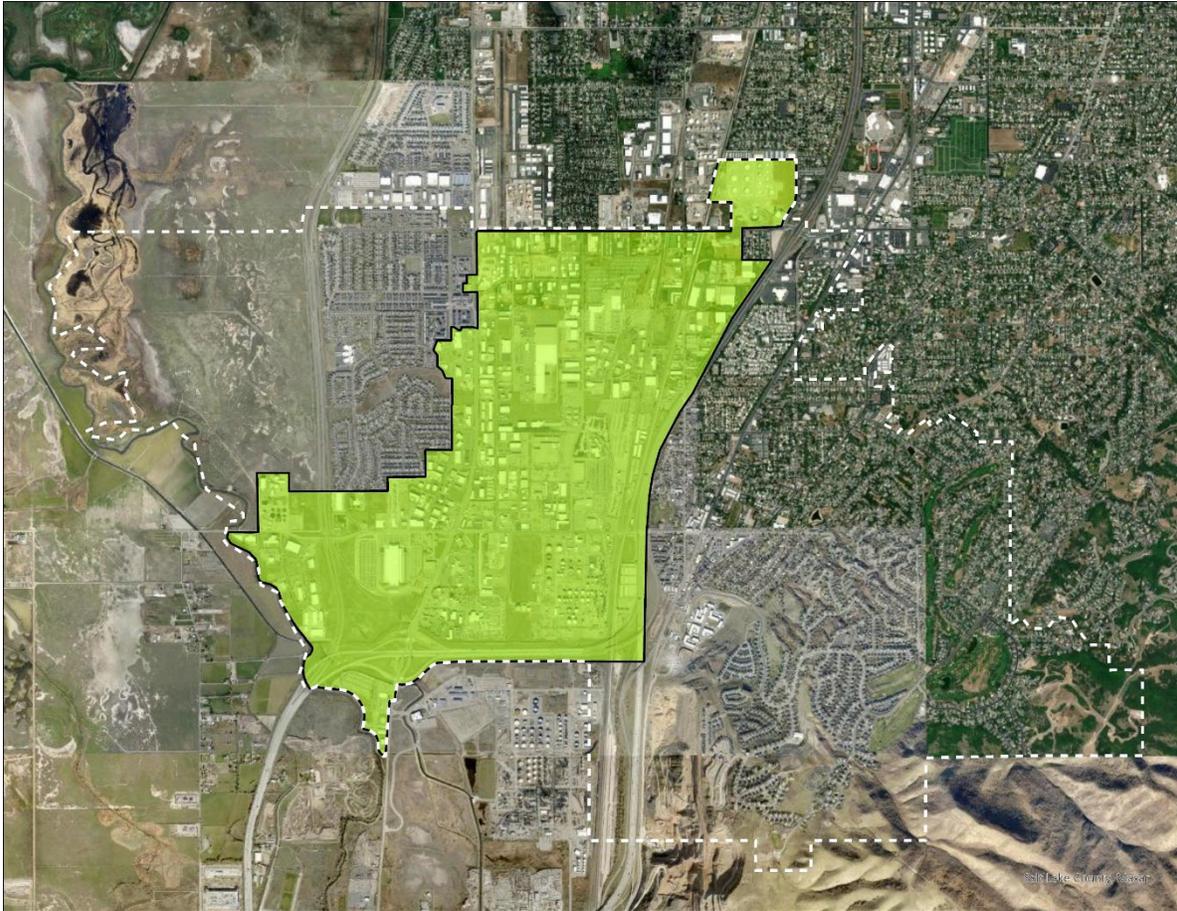
Maintenance

- The City shall provide non-sacrificial anti-graffiti coating which the artist is required to apply to the mural once complete.
- A five (5)-year agreement shall be made with the structure owner to keep the mural intact.

- The City shall be responsible for maintaining the mural for five (5) years after completion. Within this time period, the structure owner shall be responsible to immediately notify the City of any damage or graffiti.
- In the event the mural is damaged or vandalized within five years of the creation of the mural, the mural shall be repaired at the expense of the city unless repairs are needed due to defective workmanship, defective materials, or an act of God.
- If the mural is deemed to be defective in workmanship or materials, in such a way that significant repair or removal within those five years is necessary, the repair shall be at the expense of the Artist.
- After the mural has existed for five (5) years, the responsibility of mural maintenance shall be shifted from the City to the structure owner.
- In the event the owner of the mural structure removes the mural within the first five (5) years, the owner of the structure shall be responsible to reimburse the city for the full cost of the creation and maintenance of the mural.
- The property owner shall be responsible for maintaining access to the mural (free from weeds, snow, etc.)
- The mural artist has first right of refusal if repairs are needed for the mural.
- During the painting process, artist(s) shall provide a list of all paint products and color codes used in case repairs are needed.

Mural Locations

Primary Funding Locations



Priority Mural Corridors

- Center Street
- 400 West
- 700 West
- Jordan River Trail
- Legacy Trail
- Redwood Road
- Passenger Rail Corridor

Timeline 2025

(Dates subject to change)

February- Mural Program adopted by City Council and funds budgeted

February- City Staff locate structure owners with interest in a mural

March- Community Jury is summoned

March- Arts Committee recommends mural structure(s) and theme

March/April- Mural structure(s) and theme City Council approval

March/April- Public art easement and maintenance agreement are signed

April- Call for Artists open

May- Call for Artists close

May- Arts Committee selects artist(s) for the mural(s)

May- Artist(s) are approved by City Council

May- Artist contract(s) signed

July-- Structure owner design approval

July- Arts Committee design recommendation

July- City Council final design approval

July/August- City Staff Applies for mural grant funding

September- Painting period opens

September/October- Work on mural(s) is completed

Call For Artist Distribution Resources

Bountiful Davis Arts Center

- info@bdac.org
- 801.295.3618

Discover Davis Utah Muralist Database

- (801) 451-3237

Salt Lake City Arts Council

- Public Art Pre-Qualified Artist Pool
- <https://saltlakepublicart.org/artist-pool/>
- publicartprogram@slcgov.com
- 801.596.5000

Davis Arts Council

- boxoffice@davisarts.org
- 801.546.8575

State of Utah Division of Arts & Museums

- <https://artsandmuseums.utah.gov/public-art-opportunities/>
- 801.245.7271

15 Bytes

- <https://artistsofutah.org/15Bytes/>
- listings@artistsofutah.org
- editor@artistsofutah.org

Americans for the Arts

- <https://www.americansforthearts.org/membership>

Call for Entry café (Western States Arts Federation)

- <https://www.callforentry.org/>

CODA WORX

- <https://www.codaworx.com/>

ArtCall

- <https://artcall.org/>

Local Universities (U of U, Weber State, UVU, USU, BYU, Westminster, SUU, UTT)

City Website and Social Media

Arts Committee Meeting

March 3, 2025

6:00 p.m.



Agenda

1. Welcome & Introductions
2. Selection of Chair & Vice Chair
3. Citizen Comment
4. Training-Open & Public Meetings Act
5. Training-Rules of Order
6. Meeting Schedule Review
7. Proposed Bylaws Recommendation
8. Mural Program Overview/Schedule
9. Committee Goals & Programs



Welcome & Introductions

Staff Liaisons:

- Sherrie Pace, Community Development Director
- David Frandsen, Asst. City Manager

Committee members:

- Suzette Jackson (Seat 1, non-voting), City Councilmember
- Heidi Smoot (Seat 2)
- Rachel Chase (Seat 3)
- Heather Hendrix (Seat 4)
- Camille Thorpe (Seat 5)
- Tom Hewitson (Seat 6)

Training:

Open & Public Meetings Act

UTAH OPEN & PUBLIC MEETINGS ACT

UTAH CODE TITLE 52, CHAPTER 4

City of North Salt Lake Annual Training 2025



WHO?

WHAT?

WHERE?

WHY?

HOW?

WHO ESTABLISHED OPMA?

The Legislature

(Annual Training is Required)

WHAT IS OPMA?

Open and Public Meetings Act

WHERE is it found in State Code?

Title 52 Chapter 4



WHY?

§52- 4-102

- The legislative intent of the Open and Public Meetings Act is for public bodies to:
 - *(a) take their actions openly; and*
 - *(b) conduct their deliberations openly.*

HOW is OPMA enforced?



The attorney general and county attorneys of the State shall enforce it.

Criminal penalty is a class B misdemeanor.

- Utah Code § 52-4-303 & 305)

WHO are the public bodies in NSL?

- City Council
- Planning Commission
- Arts Committee – YOU!
- Civic Events Committee
- Eaglewood Golf Course Oversight Committee
- Health & Wellness Committee
- Trails & Active Transportation Committee

WHAT is considered an Open & Public Meeting?

A gathering of a public body; with a quorum present; and that is convened for the express purpose...to:

- (A) Receive public comments about a relevant matter;
- (B) Deliberate about a relevant matter;
or
- (C) Take action upon a relevant matter.

- Utah Code § 52-4-103(5)

WHAT
is a
Quorum?

- § -103(9) **“Quorum”**
means a simple majority of
the membership of a public
body, unless otherwise
defined by applicable law

NSL Committees have five (5)
voting members so three (3)
members would be a quorum.

WHAT is required to give public notice of a meeting?

- The Agenda – shall provide “reasonable specificity” of topics
- The Date
- The Time
- The Place



- Utah Code § 52-4-202(1)(b) & (6)(a)

WHEN is notice required to be given?

At least 24 hours in advance.

HOW is notice required to be given?

- Utah Public Notice Website (utah.gov/pmn/)
- City's Website (nslcity.org)
- City Hall

- Utah Code § 52-4-202(3)(a)

WHAT types of meetings are allowed?

Electronic Meetings § 52-4-207

A public body may conduct a meeting that some or all members of the public body attend through an electronic video, audio, or both video and audio connection, in accordance with this section.



Utah Code §52-4-201, -204 & -205

Closed Meetings



- CAN A MEETING BE CLOSED TO THE PUBLIC? IF SO WHEN?
 - A meeting is open to the public unless closed under § 52-4-204 or 52-4-205
- An open meeting can be closed for the following purposes (most common listed):
- Discussing an individual's character, professional competence, or physical or mental health
 - Strategy sessions to discuss collective bargaining
 - Strategy sessions to discuss pending or reasonably imminent litigation
 - Strategy sessions to discuss the purchase, exchange, or lease of real property
 - Strategy sessions to discuss the sale of real property
 - Discussion regarding deployment of security personnel, devices, or systems

WHAT is forbidden during a Closed Meeting?

- You may not:
 - Approve any ordinance, resolution, rule, regulation, contract or appointment
 - Interview a person to fill an elected position
 - Take final action



**Final votes must be open and on the record
(except as allowed specifically by statute)**

WHO keeps records of open meetings in
NSL?

(Utah Code § 52-4-203)

The City Recorder is the
Records Officer for the City

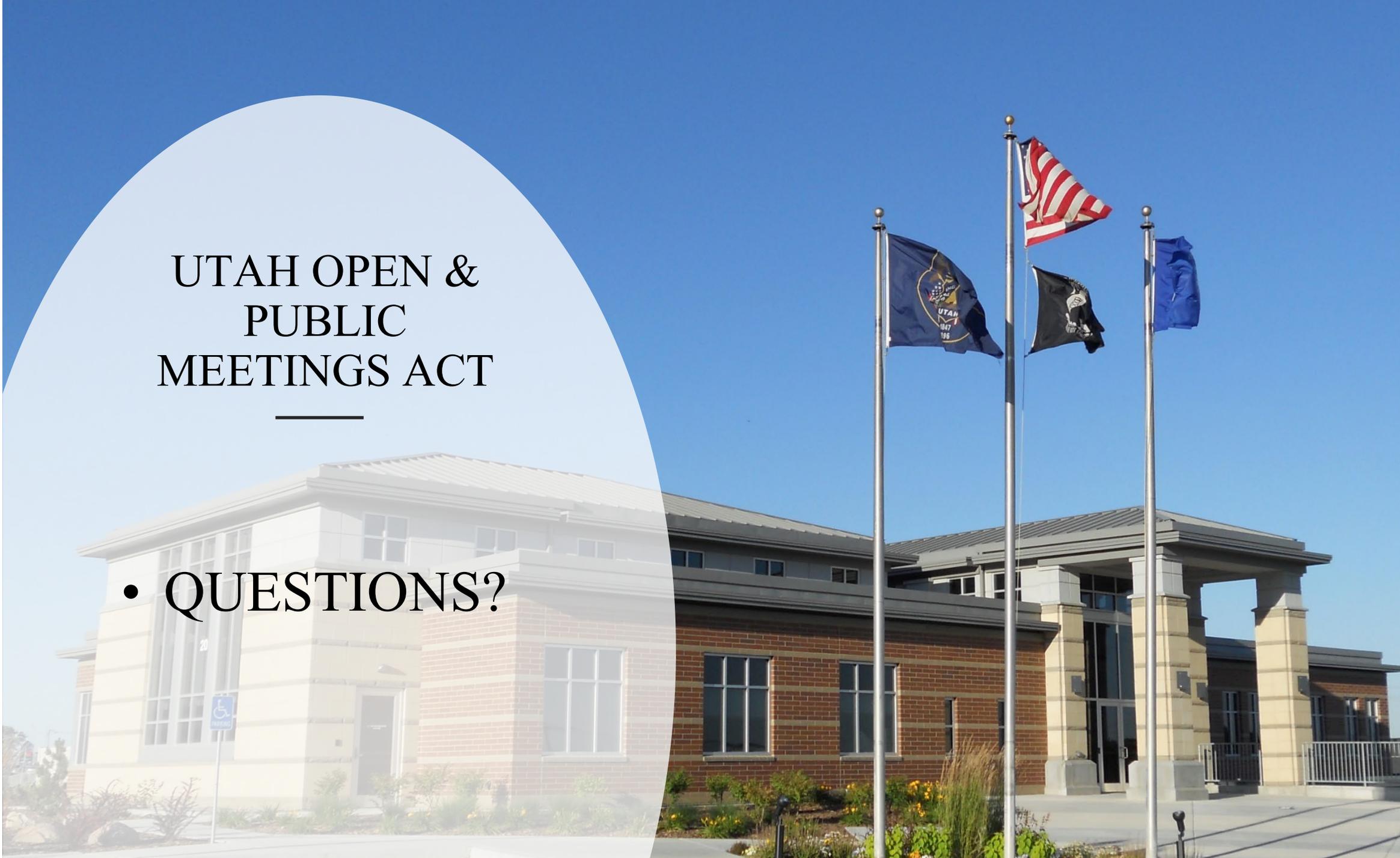
Do we have to keep minutes and/or recordings?

YES TO BOTH!

Even though there is a recording, the approved written
minutes will be the official record.

UTAH OPEN & PUBLIC MEETINGS ACT

- QUESTIONS?



Training:

Rules of Order

Committee Meeting Procedures

Meetings

- Staff may reschedule or cancel meetings in consultation with Chair & provide appropriate notices.
- Electronic meetings

Agendas

- Staff will prepare agenda in consultation with Chair
- Agenda item deadline (2 weeks)
- Agenda items align with mandates, objectives, goals, work plans, priorities, workload
- Agenda and meeting materials distributed 5 days before meeting (Wednesday)
- Agenda revision requires 24 hour notice

Minutes

- Recorded by staff
- Transcribed by minutes secretary
- Approved at next meeting
- Posted on City website & PNW

Role of Chair

- Preside at meetings
- Participate in discussion
- Voting member
- Responsible:
 - Maintaining dignity of meetings
 - Call meeting to order and confine discussion to agenda items
 - Recognize committee members for motions & discussions
 - Allow audience and staff participation as appropriate
 - Parliamentary procedure
 - Ensure compliance with open and public meetings act
 - Discourage monopolizing of discussions
 - Ensure uninterrupted discussions
 - Recognize members offering motion, restate motion, call for a second, call for vote and announces the vote.

Committee Members

- Responsible:
 - Remarks pertain to agenda item being discussed
 - Avoid references to personalities or questioning motives of others
 - Demonstrate courtesy
 - Do not seek privileges or personal gains or the appearance of impropriety
 - Dedicated to effective use of City resources
 - Refrain from activity that would hinder objectivity or impartiality
 - Ensure City business is discussed in open, well publicized meetings (refrain from ex parte communication)

NOTE: When speaking, please state your name for the recording and the minutes secretary

Parliamentary Rules

Rule #1

The meeting is governed by the agenda and the agenda constitutes the Committee's agreed-upon roadmap for the meeting.

Procedure (Chair)

- Announce agenda item number and state the subject
- Invite report on item
- Asks members for questions & discussion on the matter
- Invite public comment, when applicable
- Invite a motion and request for a second
- Announce name of the member who made the motion and the second for the recording
- Call for a vote of the motion
- Announce the votes in favor and opposed
- Motion to adjourn does not require a second, but does require a vote

NOTE: When speaking, please state your name for the recording and the minutes secretary

Rule #2

One question at a time and one speaker at a time

Procedure

- One speaker at a time
- Raise your hand or otherwise get the attention of the Chair
- Chair will call upon speaker by name
- Do not interrupt speaker

NOTE: When speaking, please state your name for the recording and the minutes secretary

Rule #3

Three yes votes are required to pass any item before the committee

Procedure

- Regardless of how many members are in attendance
- State statutes set both the number of quorum and the minimum vote required on any issue

NOTE: When speaking, please state your name for the recording and the minutes secretary

Resident's right to be heard

The City Council's goal: that residents afforded the opportunity to participate in City business and policy decisions.

Procedure

- Committee speak in civil manner, decorum, and respect
- Chair must recognize the public speaker
- Public comments only need to be taken during citizen comment period, unless recognized by the Chair
- Resident's should limit to matters of fact regarding the issue
- 3 minute time limit
- Personal attacks not allowed
- Interrupting public meeting or causing a disturbance can result in removal from meeting

NOTE: When speaking, please state your name for the recording and the minutes secretary

For Consideration:

Bylaws

Committee Bylaws

Article I-Name

- City of North Salt Lake Arts Committee

Article II-Purpose

- Support public art, branding, signage, & creative urban design
- Foster environment where arts can thrive & become integral part of City infrastructure
- Evaluate and proposed projects for site selection where art may be commissioned
- Recommend approaches and budgets for City Council Consideration
- Once per year recommendations, or as needed

Article III-Committee Membership

Section 1-Representation

- 5 members-citizens at large
 - 2 with 3 year terms
 - 3 with 4 year terms
 - All with 4 year terms after initial committee appointments
- Members may invite non-voting citizens to participate in specific matters being considered

Section 2-Supporting Staff

- One City Councilmember Liaison
 - Attend
 - Report to Council on arts updates
 - Align Committee priorities with City Council Goals
 - Non-voting member
- Assistant City Manager, designee
- Community Development Director, designee



Committee Bylaws

Section 3-Membership Tenure

- 3 & 4 year terms
- May be reappointed
- Each Councilmember has an appointment

Section 4-Attendance

- 3 unexcused absences in calendar may be recommended for removal by City Council

Section 5-Member Responsibilities

- Read agenda and packet to be fully informed
- Attend and arrive on time (notify support staff and chair)
- Attend committee events and perform committee assignments
- Act in a courteous and respectful manner

Section 6-Vacancies

- Resign with written notice

Section 7-Compensation and Reimbursement

- \$50 per meeting or event (set by Council budget)
- Reimbursement for approved expenses

Article IV-Meetings

- **Section 1-Location:** City Hall or as otherwise noticed
- **Section 2-Notice:** Open & Public Meetings Act (UCA 54-4-101), 2 week deadline for agenda item
- **Section 3-Quorum & Voting:** Minimum 3 members
- **Section 4-Order of Business:** Follow agenda, attendance taken, minutes
- **Section 5-Recording of Meetings:** Written and audio recording

Article V-Officers

- **Section 1-Election of Chairperson and Vice-Chairperson:**
- **Section 2-Officer Terms:** Committee discretion
- **Section 3-Officer Duties:**
 - Chair preside at meetings
 - Vice-Chair preside in absence of Chair
 - Order of business specified by Chair or support staff
 - Acting Chairperson when necessary

Article VI-Duties & Responsibilities

- Assist staff in implementation of Public Art Program
- Cultivate and review proposals for public arts projects
- Advocate for public arts
 - Build awareness
 - Forge connections for involvement, investment, and opportunity
- Evaluate developments for sites that art may be commissioned & recommended approaches and budgets
- Evaluate city infrastructure for public arts
 - Parks, trails, open space
 - Freeways, roads, bridges
 - Sidewalks, plazas, gathering spots and buildings
- Administer mural art program

Article VI-Duties & Responsibilities, Continued

- Identify funding sources
 - Grants
 - Private funding & philanthropic fundraising
 - Other sources
- Annual report to City Council
 - 1st quarter of year, goals, objectives, activities
 - Budget requests
- Other duties as assigned by City Council



Committee Bylaws

Criteria for site and art evaluation

- Visibility/Public Access
- Public Safety
- Cultural Significance
- Function/Uses
- Future Development
- Permanence
- Media
 - Portable
 - Permanently affixed or incorporated into design or function of public space or building

Committee Bylaws

Article VII-Rules of Order

- See previous slides

Article VIII-Support and Resources

- Call upon City staff and City Council for reasonable support and resources

Article IX-Amendments

- Recommendations for amendments at regular meeting
- Affirmative vote of 3 members
- Approval by City Council

For Review:

Mural Program

Mural Program



- **Goal 1:** Sense of place and Destination
- **Goal 2:** Accessible Murals
- **Goal 3:** Highlight the history, nature, and culture of the city, or is culturally uplifting

Mural Program



Mural Community Jury



- ◆ 3-member jury
- ◆ Assembled by City Staff
- ◆ NSL community and other local arts community
- ◆ Jury feedback to Arts Committee (**Theme, Location, and Artist**)

Structure Selection Process



- ◆ Identify structures with willing owners (letters of intent)
- ◆ Rank priority structures
- ◆ Maintain structure interest list
- ◆ Jury feedback on preferred location(s)
- ◆ Arts Committee recommend to City Council theme and new murals as budgeted

Mural Structure Requirements



Mandatory:

- ◆ Building owner interest
- ◆ Visibility
- ◆ Code compliance
- ◆ Safe viewing area
- ◆ Not facing residential
- ◆ Primary Mural Funding Locations

Mural Structure Requirements

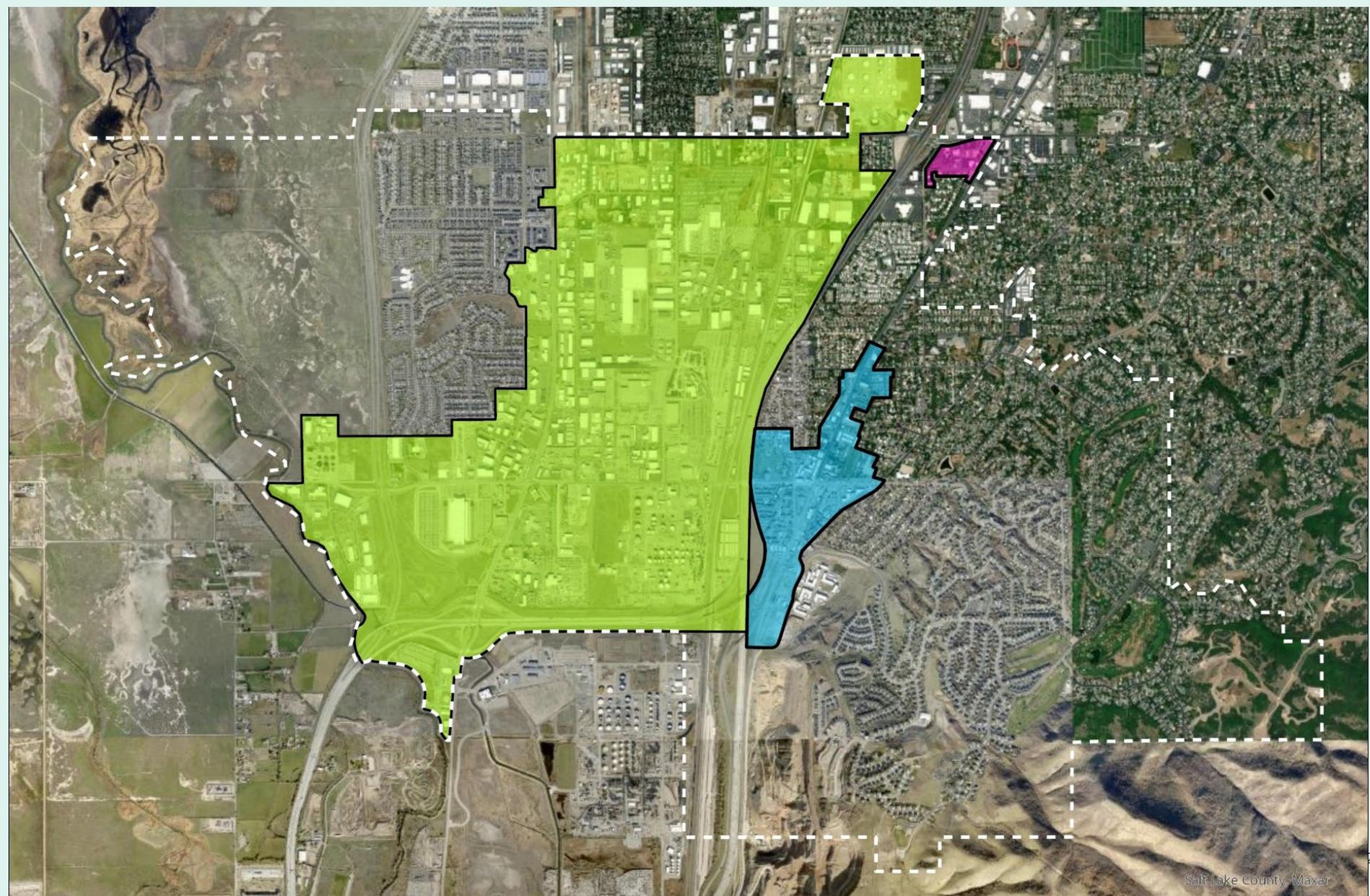


Preferred:

- ◇ Accessible (pedestrian, active transportation, and transit routes)
- ◇ Primary Mural Funding Locations
- ◇ No obstructions
- ◇ Improves the aesthetics

Mural Funding Locations

Mural Program



Processes



- Theme Selection
- Artist Selection
- Design Selection

Maintenance



- ◆ Non-sacrificial anti-graffiti coating
- ◆ Paint color codes provided
- ◆ A 5-year agreement
- ◆ Damage repair (city with artist)
- ◆ Property Owners maintenance
- ◆ Mural Artists repair first option

Timeline



- **Jan.-** Identify interest
- **Feb.-** Mural Program adopted
- **March-** Community Jury
- **March-** Arts Committee recommend structure/theme
- **March/April-** CC approval
- **March/April-** Agreements
- **April-** Call for Artists open
- **May-** Call for Artists close

Timeline Continued



- **May-** Arts Committee selects artist(s)
- **May-** Artist(s) approved by CC
- **May-** Artist contract(s) signed
- **July-** Building owner approval
- **July-** Design recommendation
- **July-** CC final design approval
- **July/Aug.-** Discover Davis Grant
- **Sept.-** Painting period opens
- **Sept./Oct.-** Work completed

Mural Program

Budget

Item	Cost per Unit	Unit	#	Total
Stipend	4500.00	Unit	1	4,500.00
Graf-X WB Anti-Graffiti Coating (100 sq ft/gal)	83.33	Gal	28	2,333.24
Scissor Lift Rental	1290.00	Week	1	1,290.00
Scissor Lift Delivery + Fees	393.75	Week	1	393.75
CFA Distribution				135.00
Total				8651.99

Based on 2800 sq ft mural (Largest in SSLC)

For Discussion:

Committee Goals & Programs

Committee Goals and Programs

- Mural Program
 - Identify Buildings with Willing Owners
 - Select Jury
 - Mural experts
 - ?
 - Theme ideas
- Public Art Locations
 - Hatch Park
 - Town Center/City Hall
 - City Entrance Monuments
 - ?
 - ?
- Programs
 - NSL Reads
 - Photo Contest
 - Art Exhibits
 - ?
 - ?

For Discussion:

Future Agenda Items

Adjourn