



CITY OF NORTH SALT LAKE

CIVIC EVENTS COMMITTEE NOTICE & AGENDA MARCH 25, 2025 6:00 PM

Notice is given that the Civic Events Committee of the City of North Salt Lake will hold a regular meeting on March 25, 2025 at 6:00 pm at the NSL Public Works building located at 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:

AGENDA ITEMS

- 1) Welcome and Introduction
- 2) Public Comment
- 3) Open and Public Meetings Act Training
- 4) Committee Procedures and Rules of Order
- 5) Review of Civic Events Advisory Board Bylaws and Recommendation to City Council
- 6) Nomination and Appointment of Committee Chairperson, Vice Chair and Treasurer
- 7) Coordination with Health & Wellness Committee – Councilmember VanLangeveld
- 8) Discussion on Tentative Meeting Schedule
- 9) Assignments for 2025 Events
- 10) Budget for 2025 Events
- 11) Committee Goals and Objectives
- 12) Public Works Update
- 13) City Council Updates – Councilmember Tammy Clayton
- 14) Adjourn

City Council 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 Civic Events Committee meeting to be held **March 25, 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. North Salt Lake.

Date Posted: March 20, 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
CIVIC EVENTS COMMITTEE
OF
THE CITY OF NORTH SALT LAKE, UTAH**

Adopted (**DATE**)

ARTICLE I

NAME

The City of North Salt Lake City Council established a citizen committee on December 3, 2024 by Resolution 2024-42R known as the Civic Events Committee. The name of the committee shall be the Civic Events Committee (CEC) and hereafter in the document when reference is made it shall be stated as the Committee.

ARTICLE II

PURPOSE

The purpose of the Committee is to act, pursuant to the duties described in the resolution, as the City's citizen board to formulate and submit recommendations to the City Council related to current and future City sponsored civic events. The City Council has formed this Committee for the purpose of advancing and improving the quality of life for all residents of the city, to provide activities and/or events that promote citizen engagement, belonging and inclusion for businesses and residents. In carrying out all of its duties and responsibilities, the City Council acknowledges that it is critically important that an advisory committee be created so that a citizen committee can assist in the creation and implementation of plans, policies, proposals, and any other matters related to civic events in the City.

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 Public Works Director or his/her designee
- c. the City's Communications Manager, or his/her designee;
- d. the Public Works Operations Manager(s), 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 civic events 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 board 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 Board, each member shall be responsible to:

1. Pursue opportunities to expand community belonging with inclusive civic or cultural events.
2. 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.
3. Present an annual report to the City Council during the 1st quarter of the calendar year, and any other reports and recommendations as necessary.

4. 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.
5. Attend Committee events and perform assignments related to events, goals and priorities of the Committee.
6. Act in a courteous and respectful manner to their fellow members, supporting staff, and the public during all meetings and events.

Section 6 Work Groups.

The Committee may decide to form work groups which would be given specific tasks, each work group can include up to two (2) Committee members and interested public parties and are eligible to meet as needed. These groups are not held by the open and public meetings act unless a quorum of the Committee is present. Work group representatives should report back to the Committee 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/or 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 Committee meetings shall be held at the Public Works Building located at 642 North 400 West, North Salt Lake, Utah or other locations 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 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 Committee meetings by the supporting staff. Meeting minutes shall be provided to the City Recorder once approved. Approved minutes may be accessed at www.nslcity.org.

ARTICLE V

OFFICERS

Section 1 Election of Chairperson, Vice-Chairperson, and Treasurer.

The Committee shall annually elect a chair, vice-chair, treasurer, and any additional officers as necessary at the first regularly scheduled meeting of the calendar year or as needed 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 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 Committee members in attendance. The temporary chairperson appointed shall preside for that meeting only.

Duties of Treasurer:

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

ARTICLE VI

RULES OF ORDER AND PROCEDURE

A. Regular Meetings:

1. Meetings will be held at least quarterly but the Committee may meet more frequently as needed.

B. Agenda Items:

1. To help ensure reasonable specificity of what will be discussed at a meeting, Committee members must make their requests for agenda items to the Chair and support staff two weeks in advance of the meeting.

C. 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.

D. 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.

E. Voting

1. Each Committee member shall be entitled to only one vote upon each matter submitted to a vote.
2. A motion shall pass by a majority vote of committee members present.

ARTICLE VII

SUPPORT AND RESOURCES

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

ARTICLE VIII

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.



2025 CITY EVENTS

EVENT	DATE	LOCATION	WHO'S Been RESPONSIBLE	NOW RESPONSIBLE (New for 2025)	Advertising	NOTES
NSL Reads Writing Contest & Author Night	Thurs. March 6	City Hall	Parks & Arts	Arts (w/Events if needed?)	LH	
Easter Egg Dash	Sat. April 19	Hatch Park	YCC (& some staff)	YCC w/PW	LH	Sat. before Easter
Trail Clean-up: Purge the Spurge	Sat. April 19	TBD	Parks and Arts	Trails	LH	Must be done April-May
Food Trucks Opening Night	Mon. April 14	Legacy Park	TFTL	TFTL (PW block off parking lot)	LH	Every Mon. thru 9/29/25
Arbor Day Tree Planting	Sat. April 26	Legacy park	Staff	PW, (LH w/Chevron), CM Baskin	LH	Sat. near National Arbor Day (4.25.25)
Kite Festival	Sat. May 10	Tunnel Springs	Parks & Arts	Events	LH	Sat. in May
Golden Spoke Bike Ride (City not always involved)	Sat. May 10	Legacy Park	Parks & Arts/staff	Trails	LH	with WFRC & JRC
Vendor Fair Begins (1st Mondays only & Unity in Comm. events)	Mon. June 2	Legacy Park	Staff (Angie/Stacey)	Staff (Angie/Stacey)	LH	June 2, June 16, July 7, Aug 4, Sept 1
Trail Clean- up: National Trails Day	Sat. June 7	TBD	Parks and Arts	Trails	LH	1st Saturday in June
Unity in Community Pride Event	Mon. June 2	Legacy Park	Health & Wellness	Events and H&W?	LH	Mon. w/food trucks
Unity in Community Juneteenth	Mon. June 16	Legacy Park	Health & Wellness	Events and H&W?	LH	Mon. w/food trucks
Liberty Fest @ Legacy (Races/VB, Fun Fair)	Sat. June 28	Legacy Park	Staff & NSL Rec	PW, Events, Rec	LH	Sat. before the 3rd of July
Eaglewood Auto Fest	Wed. July 2	Eaglewood GC	Staff	PW Staff, EW Staff, & Events	LH	July 2nd when possible
Liberty Fest Celebration (Fireworks etc.)	Thurs. July 3	Eaglewood GC	Staff	PW and EW Staff	LH	July 3rd when possible
Night Out Against Crime & Health Fair	Thurs. Aug. 7	Legacy Park	NSLPD and H & W	NSLPD and H&W?	LH	Thurs. close to National Night Out
Trail Clean-up: 9/11 Day of Service	Sat. Sept. 6	TBD	Staff	Trails	LH	Sat. before 9/11
NSL Photo Contest (begins Aug 25)	Due Sept 19	On-line only	Parks & Arts	Arts	LH	on-line contest-no event. Entries due Sept 19
Get to the River Event	Sat. Sept. 13	SLC to Porter's Landing		Trails? Events?	LH	w/ Jordan River Comm & Davis Co
Family Golf Scramble	Sat. Sept. 13	Eaglewood GC	Tyler / Eaglewood	Tyler / Eaglewood	LH	
Oktoberfest at Eaglewood	Sun. Oct. 26	Eaglewood GC	Tyler / Eaglewood	Tyler / Eaglewood	LH	
Unity in Community Latino Heritage	Mon. Sept. 22	Legacy Park	Health & Wellness	Events and H&W?	LH	Mon. w/food trucks
Food Trucks & Vendor Fair Last Night	Mon. Sept. 29	Legacy Park	TFTL and Staff	TFTL, Staff/Angie	LH	
Halloween Trot & Treat Spooktacular	Sat. Oct. 25	Hatch Park	Parks & Arts	Events, Rec	LH	Sat. before Halloween
Winter Lights Fest	Mon. Dec. 1	City Hall	Staff, Parks & Arts	Events, City Staff	LH	Mon. after Thanksgiving
Breakfast with Santa at Eaglewood	Sat. Dec. 13	Eaglewood GC	Tyler / Eaglewood	Tyler / Eaglewood	LH	

Arts = Arts Committee
Events = Civic Events Committee
EW = Eaglewood Staff
H&W = Health and Wellness Committee
LH = Linda for Advertising/Comms.

PW = Public Works Staff
Rec = Recreation Staff
TFTL = The Food Truck League
Trails = Trails & Active Transportation



TUESDAY MAR 25TH, 2025

6:00 PM



Agenda

- 1) Welcome and Introductions
- 2) Public Comment
- 3) Open and Public Meetings Act Training
- 4) Committee Procedures and Rules of Order
- 5) Review of Civic Events Advisory Board Bylaws and Recommendation to the City Council
- 6) Nomination and Appointment of Chairperson, Vice Chair and Treasurer
- 7) Coordination with Health & Wellness Committee – Councilmember VanLangeveld
- 8) Discussion on Tentative Meeting Schedule
- 9) Assignments for 2025 Events
- 10) Budget for 2025 Events
- 11) Committee Goals and Objectives
- 12) Public Works Update
- 13) City Council Updates – Councilmember Tammy Clayton
- 14) Adjourn



1.) Welcome & Introductions



• Staff Liaisons:

- Jon Rueckert, Public Works Director
- Carmen Wilson, PW Operations Manager
- Randy Simmons, PW Operations Manager
- Linda Horrocks, Communications Manager

• Committee Members:

- Tammy Clayton (4-year term, non-voting), City Council
- Dallas Golden (3-year term)
- Catherine Johnson (3-year term)
- Elexis Contreras (4-year term)
- Carolina Wakefield (4-year term)
- Emily Carr (4-year term)

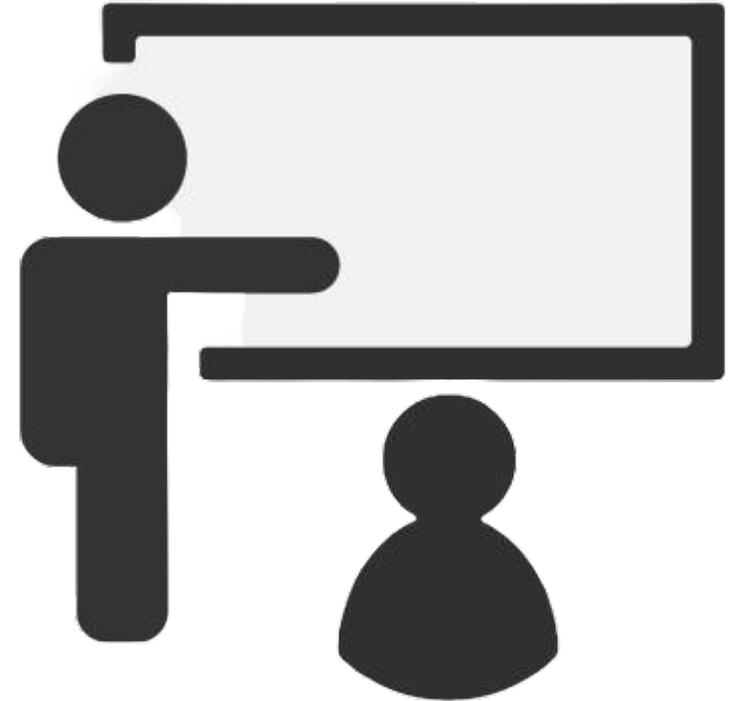


2.) Public Comment



3.) Open & Public Meetings Act Training

Wendy Page
City Recorder



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
- Civic Events Committee – YOU!
- 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



- 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.

What Are The Requirements For Keeping Minutes of Open Meetings?

- All minutes must include
 - Date/time
 - Place of meeting
 - Names of all members present or absent
- In addition minutes of open meetings must include
 - All matters proposed, discussed or decided
 - All names and substance in brief of information from individuals giving testimony
 - Individual votes on each matter
 - Any additional information requested by a member

The grand take away is...?

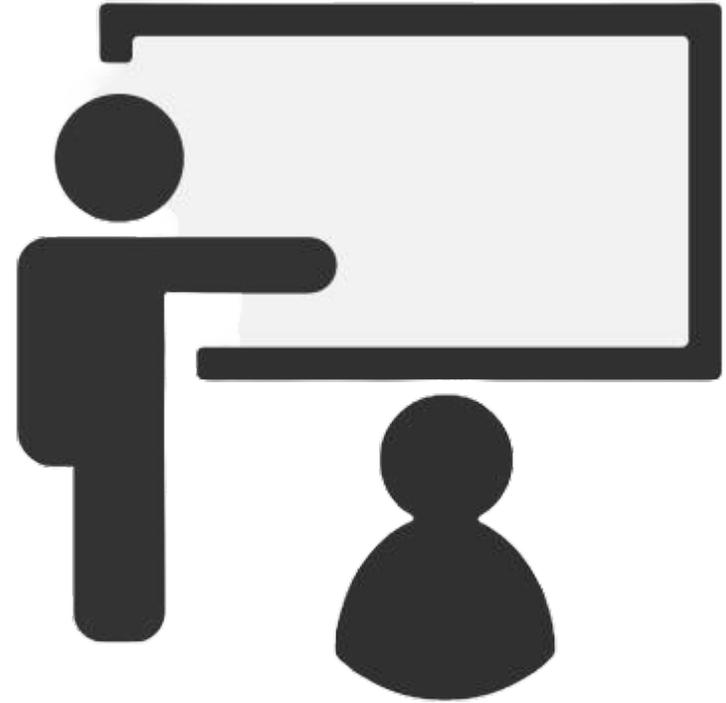
- The purpose of OPMA is to allow the public to know what their public officials are doing during meetings.
- The notice provisions allow the public to know beforehand what their public officials are going to do during meetings.

UTAH OPEN & PUBLIC MEETINGS ACT

- QUESTIONS?



4.) Committee Procedures and Rules of Order



Committee Meeting Procedures

Meetings

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

MINUTES

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

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 (Thursday)
- Agenda revision requires 24-hour notice



Committee Meeting Procedures

Role of chair

- Preside at meetings
- Participate in discussion
- Voting member

Responsibilities:

- Maintain 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 Meeting Procedures

Committee member responsibilities:

- Remarks pertaining 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
- Ask 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



Parliamentary Rules

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



Parliamentary Rules

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



Parliamentary Rules

Residents' right to be heard:

The City Council's goal: that residents be 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 public comment period, unless recognized by the Chair
- Residents 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



5.) Review of Civic Events Advisory Board Bylaws



Committee Bylaws

Article I - NAME

- City of North Salt Lake Civic Events Committee (CEC)

Article II - PURPOSE

- Formulate and submit recommendations to the City Council related to current and future City sponsored civic events
- To advance and improve the quality of life for all residents of the City
- Provide activities and/or events that promote citizen engagement, belonging and inclusion.



Committee Bylaws

Article III – MEMBERSHIP

Section 1: Representation

- 5 members – citizens at large
 - Two with 3-year terms
 - Three 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 CCEC updates
 - Align Committee priorities with City Council goals
 - Non-voting member
- Public Works Director, or designee
- Public Works Operations Manager(s), or designee
- City's Communications Manager, or designee



Committee Bylaws

Article III – MEMBERSHIP - cont.

Section 3: Membership Tenure

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

Section 4: Attendance

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

Section 5: Member Responsibilities

- Pursue opportunities to expand community belonging through events
- Prepare annual plan, including proposed budget for community activities
- Present an annual report to City Council during 1st quarter and any other reports or recommendations as necessary
- Attend and arrive on time (notify support staff and chair)
- Attend committee events and perform committee assignments
- Act in a courteous and respectful manner



Committee Bylaws

Article III – MEMBERSHIP -cont.

Section 6: Work Groups

- May form work groups for specific tasks
- Work group can include up to three (2) Committee members and public parties
- Eligible to meet as needed
- Not held by the OPMA unless quorum is present.

Section 7: Vacancies

- Resign with written notice

Section 8: Compensation & Reimbursement

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



Committee Bylaws

Article IV – Meetings

Section 1: Meetings

- Meet @ Public Works Building or other locations designated by the City
- Meet 4 times per year or as often as it deems necessary
- Fourth Tuesday of the month.

Section 2: Notice of Meetings

- Meeting agenda set by Chair, Committee Members or support staff
- Posted by City Recorder according to OPMA
- Committee or non-committee members may ask the chair to consider items for the agenda two (2) weeks prior to meeting

Section 3: Quorum and Voting

- Attendance by not less than three (3) voting members of the Committee

Section 4: Order of Business

- Follow approved agenda
- Include Citizen Comment period
- Attendance recorded



Committee Bylaws

Article IV – Meetings – cont.

Section 5: Recordings of Meetings.

- Written minutes and Audio recordings shall be kept
- Approved meeting minutes will be posted by City Recorder



Committee Bylaws

Article V - OFFICERS

Section 1: Election of Chair, Vice Chair and Treasurer

- Elected annually at first regularly scheduled meeting in January
- Majority vote after taking nominations

Section 2: Officer Terms

- Committee discretion when voted on as a quorum

Section 3: Officer Duties

- Chair preside at meetings
- Vice Chair preside in absence of Chair

Treasurer:

- Supervise Committee funds and authorize disbursement when approved by Chairperson and Committee
- Acts under supervision of the City's Finance Director.



Committee Bylaws

Article VI – RULES OF ORDER AND PROCEDURE

- See previous slides

Article VII – SUPPORT AND RESOURCES

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

Article VIII – AMENDMENTS

Recommendations for amending by-laws

- Made at regular meeting
- Majority approval of the full Committee
- Must be approved by the City Council



6.) Nomination and Appointment of Chairperson, Vice Chair and Treasurer





7.) Coordination with Health & Wellness Committee Councilmember Van Langeveld





8.) Tentative Meeting Schedule

2025 Tentative Meeting Schedule

4th Tuesday of each month

- March 25, 2025
- April 22, 2025
- May 27, 2025
- June 24, 2025
- July 22, 2025
- August 26, 2025
- September 23, 2025
- October 28, 2025
- November 25, 2025
- December 23, 2025



9.) Assignments for 2025 Events





2025 CITY EVENTS

EVENT	DATE	LOCATION	WHO'S Been RESPONSIBLE	NOW RESPONSIBLE (New for 2025)	Advertising	NOTES
NSL Reads Writing Contest & Author Night	Thurs. March 6	City Hall	Parks & Arts	Arts (w/Events if needed?)	LH	
Easter Egg Dash	Sat. April 19	Hatch Park	YCC (& some staff)	YCC w/PW	LH	Sat. before Easter
Trail Clean-up: Purge the Spurge	Sat. April 19	TBD	Parks and Arts	Trails	LH	Must be done April-May
Food Trucks Opening Night	Mon. April 14	Legacy Park	TFTL	TFTL (PW block off parking lot)	LH	Every Mon. thru 9/29/25
Arbor Day Tree Planting	Sat. April 26	Legacy park	Staff	PW, (LH w/Chevron), CM Baskin	LH	Sat. near National Arbor Day (4.25.25)
Kite Festival	Sat. May 10	Tunnel Springs	Parks & Arts	Events	LH	Sat. in May
Golden Spoke Bike Ride (City not always involved)	Sat. May 10	Legacy Park	Parks & Arts/staff	Trails	LH	with WFRC & JRC
Vendor Fair Begins (1st Mondays only & Unity in Comm. events)	Mon. June 2	Legacy Park	Staff (Angie/Stacey)	Staff (Angie/Stacey)	LH	June 2, June 16, July 7, Aug 4, Sept 1
Trail Clean- up: National Trails Day	Sat. June 7	TBD	Parks and Arts	Trails	LH	1st Saturday in June
Unity in Community Pride Event	Mon. June 2	Legacy Park	Health & Wellness	Events and H&W?	LH	Mon. w/food trucks
Unity in Community Juneteenth	Mon. June 16	Legacy Park	Health & Wellness	Events and H&W?	LH	Mon. w/food trucks
Liberty Fest @ Legacy (Races/VB, Fun Fair)	Sat. June 28	Legacy Park	Staff & NSL Rec	PW, Events, Rec	LH	Sat. before the 3rd of July
Eaglewood Auto Fest	Wed. July 2	Eaglewood GC	Staff	PW Staff, EW Staff, & Events	LH	July 2nd when possible
Liberty Fest Celebration (Fireworks etc.)	Thurs. July 3	Eaglewood GC	Staff	PW and EW Staff	LH	July 3rd when possible
Night Out Against Crime & Health Fair	Thurs. Aug. 7	Legacy Park	NSLPSD and H & W	NSLPSD and H&W?	LH	Thurs. close to National Night Out
Trail Clean-up: 9/11 Day of Service	Sat. Sept. 6	TBD	Staff	Trails	LH	Sat. before 9/11
NSL Photo Contest (begins Aug 25)	Due Sept 19	On-line only	Parks & Arts	Arts	LH	on-line contest-no event. Entries due Sept 19
Get to the River Event	Sat. Sept. 13	SLC to Porter's Landing		Trails? Events?	LH	w/ Jordan River Comm & Davis Co
Family Golf Scramble	Sat. Sept. 13	Eaglewood GC	Tyler / Eaglewood	Tyler / Eaglewood	LH	
Oktoberfest at Eaglewood	Sun. Oct. 26	Eaglewood GC	Tyler / Eaglewood	Tyler / Eaglewood	LH	
Unity in Community Latino Heritage	Mon. Sept. 22	Legacy Park	Health & Wellness	Events and H&W?	LH	Mon. w/food trucks
Food Trucks & Vendor Fair Last Night	Mon. Sept. 29	Legacy Park	TFTL and Staff	TFTL, Staff/Angie	LH	
Halloween Trot & Treat Spooktacular	Sat. Oct. 25	Hatch Park	Parks & Arts	Events, Rec	LH	Sat. before Halloween
Winter Lights Fest	Mon. Dec. 1	City Hall	Staff, Parks & Arts	Events, City Staff	LH	Mon. after Thanksgiving
Breakfast with Santa at Eaglewood	Sat. Dec. 13	Eaglewood GC	Tyler / Eaglewood	Tyler / Eaglewood	LH	

Arts = Arts Committee
Events = Civic Events Committee
EW = Eaglewood Staff
H&W = Health and Wellness Committee
LH = Linda for Advertising/Comms.

PW = Public Works Staff
Rec = Recreation Staff
TFTL = The Food Truck League
Trails = Trails & Active Transportation

2025 Events

- 1) April 19th – Easter Egg Dash (YCC)
- 2) April 26th – Arbor Day (NSL Staff)
- 3) May 10th – Kite Festival (Civic Events)
- 4) June 2nd – Unity in the Community – Pride Event (Civic Events)
- 5) June 16th –Unity in the Community – Juneteenth (Civic Events)
- 6) June 28th – Liberty Fest – Liberty Fair (NSL Staff)
- 7) July 3rd – Liberty Fest (NSL Staff)
- 8) Sep 22nd – Unity in the Community – Latino Heritage (Civic Events)
- 9) Oct 25th – Halloween Spooktacular (Civic Events)
- 10) Dec 1st – Winter Lights Fest (NSL Staff)



10.) Budget for 2025 Events



Remaining FY 2025 Events

- Kite Festival
 - Budget
 - \$2,000
 - Unexpended
 - \$2,000
- Unity In The Community
 - Budget
 - \$3,000
 - Unexpended
 - \$2,400

Upcoming FY 2026 Events

- Spooktacular
 - Budget
 - \$1,500
- Unity In The Community
 - Budget
 - \$3,000 / 3 events





11.)Goals and Objectives

12.) Public Works Update





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13.) City Council Updates

Tammy Clayton



14.) Adjourn

