

CITY OF NORTH SALT LAKE
CIVIC EVENTS COMMITTEE
PUBLIC WORKS BUILDING 642 NORTH 400 WEST, NORTH SALT LAKE
MARCH 25, 2025

FINAL

PRESENT: Emily Carr
Elexis Contreras
Dallas Golden
Catherine Johnson
Tammy Clayton, City Council

EXCUSED: Carol Wakefield

STAFF PRESENT: Jon Rueckert, Public Works Director; Randy Simmons, Operations Manager; Carmen Wilson, Operations Manager; Linda Horrocks, Communications Coordinator; Wendy Page, City Recorder.

OTHERS PRESENT: Alisa Van Langeveld, City Council.

1. WELCOME

Jon Rueckert, Public Works Director, called the meeting to order at 6:04 p.m. He invited those present to introduce themselves, and each person provided a brief introduction, including their roles and connection to the Committee or City.

2. CITIZEN COMMENT

There were no comments.

3. OPEN AND PUBLIC MEETINGS ACT TRAINING

Wendy Page, City Recorder, conducted the annual Open and Public Meetings Act training as required by State Code Title 52, Chapter 4. She explained the purpose of the Act, emphasizing transparency in public business, and outlined requirements for public meeting notices, quorums, and permissible closed sessions. She noted that Committee meetings must be noticed 24 hours in advance, posted on the Utah Public Notice Website, the City's website, and at City Hall.

4. RULES OF ORDER

Wendy Page reviewed the Committee's Rules of Order included in the meeting packet. She highlighted the importance of sticking to the agenda, speaking one at a time, and identifying

oneself before speaking to assist with minute taking. She clarified that a majority vote of at least three members is required to pass any item.

5. REVIEW OF PROPOSED COMMITTEE BYLAWS AND RECOMMENDATION TO CITY COUNCIL

Jon Rueckert and Wendy Page presented the proposed Committee bylaws, which mirrored those of other City committees with a specific addition requested by the City Council to clarify that votes require a majority to pass.

Committee Member Golden moved to recommend the bylaws to the City Council for approval. Committee Member Johnson seconded the motion. The motion was approved by Committee Members Carr, Contreras, Golden, and Johnson. Committee Member Wakefield was excused.

6. NOMINATION AND APPOINTMENT OF COMMITTEE CHAIR, VICE CHAIR AND TREASURER

Dallas Golden volunteered to serve as Committee Chair, citing his prior experience as the Chair of Parks, Trails, Arts, and Recreation (PTAR) Advisory Board.

Catherine Johnson offered to serve as the Committee Vice Chair.

Elexis Contreras agreed to serve as the Committee Treasurer.

Committee Member Carr moved to elect Dallas Golden as the Committee Chair, Catherine Johnson as the Committee Vice Chair, and Elexis Contreras as the Committee Treasurer. Committee Member Contreras seconded the motion. The motion was approved by Committee Members Carr, Contreras, Golden, and Johnson. Committee Member Wakefield was excused.

7. COORDINATION WITH HEALTH AND WELLNESS COMMITTEE –
COUNCILMEMBER VAN LANGEVELD

Alisa Van Langeveld, City Council, discussed coordination between the Health and Wellness Committee and the Civic Events Committee. She reviewed the origins of three community events (Pride on June 2, Juneteenth on June 16, and Latino Heritage in September) initiated by the Health and Wellness Committee and now transitioning to the Civic Events Committee. She explained that these events have established work groups with community chairs and budgets of \$1,000 each, and she offered to continue supporting the transition. She proposed a potential new event, a back-to-school night on August 4, to coincide with food truck nights at Legacy Park, and suggested involving local schools.

8. DISCUSSION ON TENTATIVE MEETING SCHEDULE

Jon Rueckert presented a tentative meeting schedule, noting the bylaws require at least quarterly meetings but that the Committee could meet more frequently. He proposed reserving the fourth Tuesday of each month, except for December 23, which was suggested by Committee Members to cancel. Tammy Clayton suggested moving the November meeting to an earlier date in November possibly the 18th or 19th to avoid Thanksgiving conflicts. Linda Horrocks emphasized flexibility, noting that additional meetings might be needed for event planning, and suggested setting the next meeting date at the end of each session. There was consensus of the Committee to schedule the next meeting for April 22, 2025.

9. ASSIGNMENTS FOR 2025 EVENTS

Linda Horrocks, Communications Coordinator, distributed a list of 2025 events with tentative dates and responsibilities. Emily Carr volunteered to chair the Kite Festival (May 11), Catherine Johnson agreed to chair Winter Lights Fest, and Dallas Golden took responsibility for the Photo Contest.

Dallas Golden and Catherine Johnson agreed to co-chair the Halloween Spooktacular, with potential support from Carol Wakefield.

Jon Rueckert clarified that Get to the River is primarily managed by City staff, with the Committee providing volunteer support.

Alisa Van Langeveld noted that the Unity in the Community events have existing work groups, and one Committee member could oversee coordination. Elexis Contreras volunteered to coordinate with these groups in organizing the Unity in the Community events.

Tammy Clayton confirmed that Liberty Fest and Auto Fest are largely staff led, with Committee support for volunteer tasks.

10. BUDGET FOR 2025 EVENTS

Jon Rueckert outlined the budget for 2025 events, noting \$2,000 allocated for the Kite Festival and \$2,400 remaining for Unity in the Community events in the current fiscal year. He reported that for fiscal year 2026, \$1,500 was proposed for the Halloween Spooktacular and \$3,000 for Unity in the Community events.

Catherine Johnson inquired about the Winter Lights Fest budget. Jon Rueckert responded it had a separate line item budget not listed in the presentation.

Linda Horrocks raised concerns about the Kite Festival budget, noting the cost of 600 kites (\$1,800) and advertising (\$500 per event).

Emily Carr suggested placing items for the Committee's consideration to increase the Kite Festival budget on the next meeting's agenda, as well as, the potential of holding a back to school event as recommended by Councilmember Van Langeveld.

11. COMMITTEE GOALS AND OBJECTIVES

Emily Carr proposed that the Committee develop goals and objectives tailored to each event's target audience, location, and inclusivity to enhance community pride and connection among North Salt Lake residents. She emphasized proactive planning to avoid last-minute scrambling and suggested creating a detailed internal annual plan to outline budgets and expectations early in the year.

Catherine Johnson suggested incorporating a goal to celebrate the 250th anniversary of America in 2026, potentially with special events.

12. PUBLIC WORKS UPDATE

Jon Rueckert introduced a new SharePoint site for the Committee to store and share event-related documents, ensuring accessibility and continuity as members change. He explained that an email with access instructions would be sent soon.

Linda Horrocks presented the City's rebranding efforts, including a new logo and color palette for the Committee (plum/maroon).

Emily Carr inquired about Committee t-shirts. Linda Horrocks confirmed plans to order them once the new logo is approved, to be worn at events for visibility.

13. CITY COUNCIL UPDATES – COUNCILMEMBER TAMMY CLAYTON

Tammy Clayton expressed appreciation for serving on the Committee and noted its enjoyable nature. She provided no additional City Council updates but responded to questions about Youth City Council involvement and event logistics throughout the meeting.

14. ADJOURN

The meeting was adjourned at 7:58 p.m.

The foregoing was approved by the Civic Events Committee of the City of North Salt Lake on April 22, 2025 by unanimous vote of all members present.


Wendy Page, City Recorder

