



# CITY OF NORTH SALT LAKE

## CIVIC EVENTS COMMITTEE NOTICE & AGENDA MAY 27, 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 May 27, 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

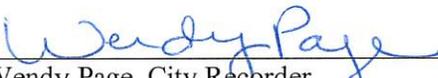
- 1) Welcome and Introduction
- 2) Public Comment
- 3) Presentation of Event Ideas - Representative Melissa Ballard
- 4) Kite Festival Event
  - a. Recap of Event
- 5) Upcoming Events
  - a. Unity in the Community
    - i. Pride Event
    - ii. Juneteenth Event
  - b. Back to School
  - c. Children's Entrepreneur Market
  - d. 250<sup>th</sup> Anniversary of America in 2026
    - i. Consideration of Semiquincentennial Themed Events
  - e. Liberty Fest
- 6) Public Works Update
  - a. SharePoint Tutorial
- 7) City Council Updates – Councilmember Tammy Clayton
- 8) Approval of Minutes from April 22, 2025
- 9) Schedule for the Next Civic Events Committee
- 10) 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 **May 27, 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: May 22, 2025

  
Wendy Page, City Recorder



1 CITY OF NORTH SALT LAKE  
2 CIVIC EVENTS COMMITTEE  
3 PUBLIC WORKS BUILDING 642 NORTH 400 WEST, NORTH SALT LAKE  
4 APRIL 22, 2025

5  
6 **DRAFT**

7  
8 PRESENT: Emily Carr  
9 Elexis Contreras, Treasurer  
10 Dallas Golden, Chair  
11 Catherine Johnson, Vice Chair  
12 Tammy Clayton, City Council  
13

14 EXCUSED: Carol Wakefield  
15

16 STAFF PRESENT: Jon Rueckert, Public Works Director; Randy Simmons, Operations Manager;  
17 Carmen Wilson, Operations Manager; Linda Horrocks, Communications Coordinator.  
18

19 1. WELCOME AND INTRODUCTION  
20

21 Dallas Golden called the meeting to order at 6:04 p.m. He invited attendees to confirm their  
22 presence, noting Carol Wakefield's absence. Councilmember Tammy Clayton reported that Carol  
23 was excused due to personal circumstances and would likely attend the next meeting.  
24

25 2. PUBLIC COMMENT  
26

27 There were no comments.  
28

29 3. ASSIGNMENTS FOR 2025 EVENTS  
30

31 Emily Carr provided an update on the Kite Festival, noting a scheduling conflict with a family  
32 wedding on May 11, 2025. She stated she would confirm the wedding's timing and inform the  
33 Committee if a substitute chair was needed.  
34

35 4. KITE FESTIVAL EVENT  
36

37 Jon Rueckert reviewed the Kite Festival budget, noting the current allocation of \$2,000 and a  
38 proposed recommendation to the City Council to increase it for fiscal years 2025 and 2026.  
39

40 Councilmember Clayton clarified that the City Council had approved an additional \$600 for  
41 general Committee expenses, not specific to the Kite Festival.

42 Emily Carr reported that 400 kites and kite tails were ordered for \$1,104.35, less than anticipated  
43 due to a 20% discount in April for National Kite Month. She explained that kites would be

44 distributed to children 12 and under to manage demand, with signs encouraging families to bring  
45 their own kites.

46  
47 Linda Horrocks noted past issues with adults taking kites and supported the age restriction.

48  
49 Randy Simmons raised concerns about restroom access, noting long lines at the single bathroom  
50 during the previous Kite Festival. He suggested adding two portable restrooms, estimated at  
51 \$200-\$300.

52  
53 Catherine Johnson reported that face painting costs \$70 per hour per painter with Crysta Barton,  
54 while Linda Horrocks noted Amy Emler charged \$150 for the first hour and \$50 per additional  
55 hour, with assistants at \$50 per hour.

56  
57 Linda Horrocks stated that three face painters were insufficient last year and recommended four  
58 for 2026, though three were considered for 2025 to manage costs.

59  
60 Emily Carr estimated current expenses, including kites (\$1,104.35), balloons (\$250), and a DJ, at  
61 approximately \$1,850, leaving \$150 of the \$2,000 budget. She proposed requesting an additional  
62 \$600 for 2025, providing \$750 total for face painting (estimated \$450 for three painters for two  
63 hours) and portable restrooms (\$200-\$300). She noted ongoing efforts to secure food trucks.

64  
65 Tammy Clayton suggested a direct contact to avoid fees through the Food Truck League. Linda  
66 Horrocks confirmed that food trucks incur no cost to the City, as vendors sell directly to  
67 attendees.

68  
69 Linda Horrocks proposed building a 6% annual budget increase for events to account for rising  
70 costs. Councilmember Clayton supported using a percentage-based increase rather than a fixed  
71 dollar amount.

72  
73 Emily Carr discussed broadening the Kite Festival's appeal to all ages, citing examples like large  
74 kites and contests (e.g., recycled kite contest) from other festivals.

75  
76 Catherine Johnson shared observations from a Washington, D.C., kite festival, noting that large  
77 kites attracted adult spectators and contests engaged all ages.

78  
79 Councilmember Clayton suggested advertising "first 400 kites" instead of "12 and under" to  
80 avoid deterring older attendees.

81  
82 Elexis Contreras proposed limiting kites to one or two per family to manage distribution.  
83 Emily Carr suggested future sponsorships, such as a waste management company supporting a  
84 recycled kite contest, to offset costs.

85

86 Linda Horrocks noted interest from vendors in participating in the Kite Festival, proposing a  
87 potential vendor day for 2026.

88  
89 Emily Carr suggested a future partnership with NSL Reads, inspired by a southern Utah kite  
90 festival where children received kites for completing a book log.

91  
92 Dallas Golden proposed adding a food drive for the North Salt Lake Food Pantry (Center of  
93 Hope) to the Kite Festival, aligning with other City events.

94  
95 Linda Horrocks supported the food drive but noted it was too late to tie kites to donations for  
96 2025 due to marketing and equity concerns.

97  
98 Emily Carr agreed the food drive should be optional to avoid excluding attendees in need.

99  
100 **Committee Member Carr moved that the Civic Events Committee formally recommend to**  
101 **the City Council a budget adjustment of \$600 for the 2025 Kite Festival. Furthermore, I**  
102 **propose that the Committee request an allocation of \$3,000 in the Fiscal Year 2026 Budget**  
103 **to support the continuation and expansion of the Kite Festival. Committee Member**  
104 **Johnson seconded the motion. The motion was approved by Committee Members Carr,**  
105 **Johnson, Golden, and Contreras.** Committee Member Wakefield was excused.

106  
107 Councilmember Clayton agreed to present the budget recommendation to the City Council,  
108 noting the need for restrooms and rising attendance as justification.

109  
110 Emily Carr shared a spreadsheet in the Committee's SharePoint folder to track estimated and  
111 actual event costs, noting challenges with creating and renaming documents.

112  
113 Jon Rueckert offered to adjust SharePoint settings to allow Committee members to create and  
114 manage documents.

115  
116 The Committee discussed Kite Festival logistics.

117  
118 Randy Simmons reviewed the previous year's Kite Festival layout, noting food trucks, an  
119 inflatable, a DJ, backdrops, and a City tent. He proposed moving food trucks to the south side of  
120 the parking lot to avoid pedestrian congestion in the main parking lot.

121  
122 Councilmember Clayton suggested placing food trucks in the round area, but Jon Rueckert noted  
123 space constraints.

124  
125 Randy Simmons recommended placing two portable restrooms near the south parking lot, close  
126 to the existing restroom, for accessibility.

127

128 Catherine Johnson supported keeping all activities in the same area to maintain event cohesion.  
129

130 Linda Horrocks noted the inflatable's visibility was prioritized last year and suggested balancing  
131 its placement with food truck lines.  
132

133 Randy Simmons confirmed a generator was used for the inflatable and recommended coning off  
134 food truck spaces the night before or early morning due to park crowds.  
135

136 Councilmember Clayton noted the event start time shifted from 9:00 a.m. to 10:00 a.m. last year,  
137 with setup completed by 8:20 a.m.  
138

139 Emily Carr proposed a City tent with a sticker board, inspired by the Salt Lake Farmers Market,  
140 to track attendee demographics (e.g., North Salt Lake residents, distance traveled).  
141

142 Linda Horrocks confirmed the City tent was requested by City staff to provide information and  
143 engage attendees, building on past long-range planning efforts.  
144

145 Emily Carr suggested a smaller logistics meeting before the May 11, 2025, Kite Festival to  
146 finalize details. She proposed placing the inflatable on a flat area, such as the field or sidewalk,  
147 to avoid steep slopes and ensure visibility.  
148

149 Randy Simmons confirmed the inflatable could be placed on asphalt or grass with sandbags and  
150 a generator, offering to adjust its location on-site if needed.  
151

152 Linda Horrocks suggested the sidewalk near the parking lot as a potential inflatable location,  
153 balancing accessibility and visibility.  
154

155 Dallas Golden noted parking challenges, with attendees parking at a nearby church, and  
156 suggested clear signage for visibility.  
157

158 Emily Carr proposed adding two cornhole sets to engage attendees of all ages, placing them near  
159 the playground but away from the kitchen area. Randy Simmons and Linda Horrocks  
160 volunteered to bring their personal cornhole sets, with the Committee considering purchasing  
161 sets in the future.  
162

163 Jon Rueckert confirmed one City canopy for the City tent, with a potential second for face  
164 painters, pending confirmation from the vendor.  
165

166 Councilmember Clayton noted that tables were available at the venue, eliminating the need to  
167 bring additional ones.  
168

169 Randy Simmons agreed to bring the sky backdrop for balloons if needed, to be confirmed a few  
170 days before the event.

171  
172 Jon Rueckert noted the \$600 miscellaneous Committee budget could be used for future  
173 equipment purchases, such as a new inflatable or cornhole sets, separate from the Kite Festival  
174 budget.

175  
176 Randy Simmons confirmed setup would be completed by 9:00 a.m. on May 11, 2025, with  
177 Committee members requested to arrive by 9:30 a.m. to assist with lighter tasks (e.g., kite  
178 distribution, markers, boards).

179  
180 Emily Carr volunteered to coordinate food truck arrivals, ensuring parking and serving directions  
181 are clear.

182  
183 Carmen Wilson volunteered to contact face painting vendors to secure three painters within the  
184 budget.

185  
186 Randy Simmons agreed to arrange two portable restrooms and email the cost to the Committee.

187  
188 Linda Horrocks proposed adding signage at Tunnel Springs Park to advertise the Kite Festival  
189 and inform photographers, potentially using yard signs or a case display.

190  
191 Jon Rueckert noted a new inflatable, estimated at \$3,500, would likely be funded by the City's  
192 operating budget (e.g., City Hall or Public Works), not the Committee's budget.

193  
194 5. CONSIDERATION OF NEW EVENTS

195  
196 Back to School Night

197  
198 Emily Carr proposed a \$1,000 budget for the back to school night event, consistent with other  
199 food truck night events, to fund activities and supplies.

200  
201 Linda Horrocks suggested contacting Pamela, a previous organizer, who distributed pre-filled  
202 backpacks from Amazon for underprivileged students.

203  
204 Dallas Golden recommended collecting gently used school supplies for distribution through  
205 schools, allowing them to allocate items based on need during registration or back-to-school  
206 nights.

207  
208 Emily Carr proposed partnering with the Davis Education Foundation, local bookstores, or  
209 behavioral health organizations for donations or raffles to offset costs.

210

211 Carmen Wilson suggested asking food truck vendors to donate supplies or a percentage of profits  
212 to support the event.

213  
214 Jon Rueckert noted the Committee should recommend the event and budget to the City Council,  
215 as it's a new initiative requiring approval.

216  
217 **Committee Member Golden moved to recommend to the City Council the establishment of**  
218 **a new “Unity in the Community” event centered around a Back to School Night theme on**  
219 **August 4, 2025, with an allocation of \$1,000 for fiscal year 2026. Committee Member**  
220 **Johnson seconded the motion. The motion was approved by Committee Members Golden,**  
221 **Johnson, Carr, and Contreras.** Committee Member Wakefield was excused.

222  
223 Councilmember Clayton agreed to present the Back to School Night recommendation to the City  
224 Council.

225

226 *Children’s Entrepreneur Market*

227  
228 Linda Horrocks presented a proposal from Sherry Davis to host a Children’s Entrepreneur  
229 Market, featuring 50-100 child vendors, at a City event, expecting to attract 50-100 families.

230  
231 Jon Rueckert noted the market would be coordinated by the organizer at no cost to the City, with  
232 setup handled by the vendor.

233  
234 Emily Carr suggested integrating the market with the Back to School Night event on August 4,  
235 2025, to leverage the large event space and family attendance.

236  
237 Linda Horrocks proposed alternative dates, such as a vendor fair on July 7, 2025, or Liberty Fest,  
238 to avoid overlapping activities with Back to School Night.

239  
240 Catherine Johnson emphasized recruiting North Salt Lake children, suggesting promotion  
241 through elementary schools and programs like “Mini Society” or “Biz Town” to encourage  
242 participation.

243  
244 Councilmember Clayton noted past school programs where children sold handmade items,  
245 supporting the market’s appeal for local youth.

246  
247 Carmen Wilson raised concerns about adult vendors, who pay a \$50 seasonal fee, potentially  
248 competing with child vendors, noting that vendor fairs have seen declining sales.

249  
250 Emily Carr suggested exploring higher vendor fees or consulting other markets to attract more  
251 diverse vendors, though no changes were proposed for 2025.

252

253 **Committee Member Carr moved to engage contact with Sherry Davis to gather additional**  
254 **information regarding the Children’s Entrepreneur Market for potential inclusion in a**  
255 **2025 City event. Committee Member Johnson seconded the motion. The motion was**  
256 **approved by Committee Members Carr, Contreras, Golden, and Johnson.** Committee  
257 Member Wakefield was excused.

258  
259 Linda Horrocks volunteered to forward Sherry Davis’ contact information to Emily Carr for  
260 follow-up.

261  
262 250<sup>th</sup> Anniversary of America in 2026

263  
264 Catherine Johnson raised the 2026 semi-quincentennial (250th anniversary of the United States),  
265 suggesting a veterans’ tribute to commemorate the milestone.

266  
267 Linda Horrocks proposed integrating the tribute with existing events, such as a veterans’ lunch or  
268 dinner in conjunction with the Senior Lunch Bunch (second Wednesday monthly) or a military  
269 presentation at Liberty Fest.

270  
271 Councilmember Clayton suggested hosting a veterans’ dinner on a Saturday to accommodate  
272 younger veterans, rather than a weekday lunch.

273  
274 Elexis Contreras recommended a formal military presentation with a color guard at Liberty Fest,  
275 citing its large audience.

276  
277 Linda Horrocks recalled a past 9-11 concert with a color guard at Eaglewood, proposing a  
278 similar patriotic concert, potentially reviving the Second Sunday concert series.

279  
280 Catherine Johnson supported a patriotic concert at the Veterans Memorial Amphitheater at City  
281 Hall, preferring a North Salt Lake event over joining Davis County’s Memorial Day or 9-11  
282 programs in Bountiful.

283  
284 Emily Carr proposed a Veterans Memorial Plaque at the Veterans Memorial Amphitheater or  
285 Hatch Park, estimated at \$2,000-\$2,500, to honor veterans for the semi-quincentennial.

286  
287 Linda Horrocks suggested fundraising through business sponsorships or named bricks and  
288 benches at Hatch Park to offset semi-quincentennial costs, similar to past Liberty Fest  
289 sponsorship flyers.

290  
291 Catherine Johnson proposed a semi-quincentennial activity, such as a Guinness World Record  
292 attempt for the most letters written to military personnel, involving schools and local  
293 corporations, to be discussed at the next meeting.

294

295 Councilmember Clayton agreed to present a semi-quincentennial budget request of \$2,500 to the  
296 City Council on May 6, 2025, with a formal motion to be prepared for the Committee's next  
297 meeting.

298  
299 Jon Rueckert volunteered to draft a motion for the semi-quincentennial budget and events for the  
300 next meeting, ensuring alignment with City Council deadlines.

301

## 302 6. COMMITTEE OBJECTIVES AND GOALS

303

304 Dallas Golden noted the Committee's objectives were being addressed through ongoing event  
305 planning, focusing on defining event purposes and target audiences.

306

307 Emily Carr proposed an annual review at the start of each fiscal year (July) to outline all events,  
308 set preliminary budgets, and identify target audiences (e.g., families, children, or broader  
309 community).

310

311 Jon Rueckert confirmed the fiscal year budget, including event allocations, would be approved  
312 by the City Council in June, effective July 1.

313

314 Emily Carr suggested a percentage-based annual budget increase (e.g., 5-10%) for 2026 events,  
315 such as the Kite Festival and Halloween Spooktacular, to account for rising costs.

316

317 Jon Rueckert suggested presenting budget increase requests annually to the City Council in  
318 January or February, with a Committee report on expenditures from the prior year.

319

## 320 7. PUBLIC WORKS UPDATE

321

322 Jon Rueckert stated there were no updates for this meeting.

323

## 324 8. CITY COUNCIL UPDATES – COUNCILMEMBER TAMMY CLAYTON

325

326 Councilmember Clayton confirmed she would present the Committee's recommendations to the  
327 City Council on May 6, 2025, including the Kite Festival budget increase (\$600 for 2025, \$3,000  
328 for 2026), Back to School Night event (\$1,000 for 2026), Children's Entrepreneur Market  
329 engagement, and a semi-quincentennial budget request (\$2,500 for 2026).

330

## 331 9. APPROVAL OF MINUTES FROM MARCH 25, 2025

332

333 The Civic Events Committee minutes of March 25, 2025 were reviewed and approved as drafted.

334

335 **Committee Member Golden moved to approve the meeting minutes of March 25, 2025.**

336 **Committee Member Carr seconded the motion. The motion was approved by Committee**

337 **Members Carr, Contreras, Golden, and Johnson.** Committee Member Wakefield was  
338 excused.

339

340 10. SCHEDULE FOR THE NEXT CIVIC EVENTS COMMITTEE MEETING

341

342 Linda Horrocks recommended adding Liberty Fest and semi-quincentennial motions to the next  
343 meeting agenda on May 27, 2025, at 6:00 p.m.

344

345 Emily Carr confirmed the meeting time and noted upcoming events on June 2 and June 16, 2025,  
346 with Liberty Fest planning to be a key focus.

347

348 Catherine Johnson requested SharePoint training to improve document access and management.

349

350 11. ADJOURN

351

352 The meeting was adjourned at 8:00 p.m.

353

354 *The foregoing was approved by the Civic Events Committee of the City of North Salt Lake on*  
355 *May 27, 2025 by unanimous vote of all members present.*

356

357

358

359 

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*Wendy Page, City Recorder*



**TUESDAY MAY 27, 2025**

**6:00 PM**

# Agenda

- 1) Welcome and Introductions
- 2) Public Comment
- 3) Presentation of event ideas – Representative Melissa Ballard
- 4) Kite Festival Event
  - a) Recap of Event
- 5) Upcoming Events
  - a) Unity in the Community
    - i. Pride Event
    - ii. Juneteenth Event
  - b) Back to School
  - c) Children’s Entrepreneur Market
  - d) 250<sup>th</sup> Anniversary of America in 2026
    - i. Consideration of Semiquincentennial themed events
  - e) Liberty Fest
- 6) Public Works Update
  - a) SharePoint Tutorial
- 7) City Council Updates – Councilmember Tammy Clayton
- 8) Approval of Minutes from April 22, 2025
- 9) Schedule for the next Civic Event Committee
- 10) 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.) Presentation of Event Ideas

Representative Melissa Ballard



# 4.) Kite Festival

## Recap of Event



# 5.) Upcoming Events

- **Unity in the Community  
Pride and Juneteenth**
- **Back to School**
- **Children's Entrepreneur Market**
- **250<sup>th</sup> Anniversary of America in 2026**
- **Liberty Fest**



# Possible Motion

I move that the Civic Events Committee formally recommend to the City Council that 2026 city events be themed as semiquincentennial to celebrate the 250<sup>th</sup> anniversary of America.



## 6.) Public Works Update



# 7.) City Council Updates

Tammy Clayton





## **8.) Approval of Minutes from April 22, 2025**



# Possible Motion

I move that the Civic Events Committee formally approve the Meeting Minutes from the April 22, 2025 meeting.





## **9.) Schedule for the next Civic Events Committee**



# 10.) Adjourn

