



# CITY OF NORTH SALT LAKE

## TRAILS & ACTIVE TRANSPORTATION COMMITTEE MEETING NOTICE & AGENDA

April 8, 2025  
6:00 P.M.

Notice is given that the City of North Salt Lake's Trails & Active Transportation Committee will hold a meeting on **April 8, 2025 at 6:00 p.m.** The meeting will be held in the Council Conference Room on the 2<sup>nd</sup> 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

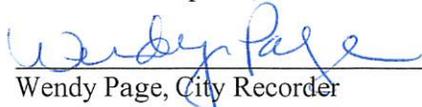
1. Welcome & Introductions
2. Public Comment
3. Approval of Minutes of March 11, 2025 Meeting
4. Action Items
5. Staff Updates
6. City Council Updates
7. Discussion Regarding Fiscal Year 2025 Committee Budget
8. Consideration of Fiscal Year 2026 Budget Request
9. Review of Upcoming Trails Events & Make Assignments
10. Discussion Regarding Committee Goals & Programs
11. Discussion of Scope of Trails Master Plan
12. Discussion on Future Agenda(s)
13. Adjourn

**Trails & Active Transportation 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 Trails & Active Transportation Committee meeting to be held **April 8, 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: April 3, 2025

  
Wendy Page, City Recorder



1 CITY OF NORTH SALT LAKE  
2 TRAILS AND ACTIVE TRANSPORTATION COMMITTEE  
3 CITY HALL 10 EAST CENTER STREET, NORTH SALT LAKE  
4 MARCH 11, 2025

5  
6 **DRAFT**

7  
8 PRESENT: Brent Crowther, Chair  
9 Pedro Huebner  
10 Ryan Oakes, Vice Chair  
11 Kyle Poulter

12  
13 EXCUSED: Peter Wirthlin; Ted Knowlton, City Council

14  
15 STAFF PRESENT: Jon Rueckert, Public Works Director; TJ Riley, Parks Superintendent; Ali  
16 Avery, Long Range Planner; Wendy Page, City Recorder.

17  
18 1. WELCOME

19  
20 Ali Avery, Long Range Planner, called the meeting to order at 6:00 p.m. She invited those  
21 present to introduce themselves.

22  
23 2. CITIZEN COMMENT

24  
25 There were no comments.

26  
27 3. OPEN AND PUBLIC MEETINGS ACT TRAINING

28  
29 Those present participated in the annual training on the Open and Public Meetings Act (OPMA)  
30 which was required training per State Code for all councils, commissions and committees that  
31 were subject to OPMA.

32  
33 Wendy Page, City Recorder, reviewed the rules and regulations related to open and public  
34 meetings.

35  
36 4. COMMITTEE PROCEDURES AND RULES OF ORDER

37  
38 Ali Avery reviewed the Committee Rules of Order for meetings that were included in the packet  
39 materials. She explained that meetings could be rescheduled or canceled with proper notice and  
40 that agendas must align with the committee's goals. She emphasized that agenda items should be  
41 submitted at least two weeks in advance, with materials distributed five days prior. Ali outlined  
42 the Chair's responsibilities, including facilitating discussions, calling for motions, and

43 maintaining order. She also reminded members to follow decorum, avoid personal attacks, and  
44 ensure transparency in decision-making.

45  
46 Jon Rueckert asked how formal the Committee needed to be. Ali responded that while formal  
47 procedures, such as seconding motions and voting, must be followed for record-keeping, the  
48 Committee could maintain a practical approach. She highlighted the importance of allowing  
49 public input, particularly for controversial topics.

50  
51 5. SELECTION OF A CHAIR AND VICE CHAIR

52  
53 Ali Avery asked if there were any volunteers or nominations for the Committee Chair and Vice Chair.

54  
55 **Committee Member Poulter moved to elect Brent Crowther as the Committee Chair.**  
56 **Committee Member Huebner seconded the motion. The motion was approved by**  
57 **Committee Members Crowther, Huebner, Oakes, and Poulter.** Committee Member Wirthlin  
58 was excused.

59  
60 Brent Crowther called for a nomination or volunteer to serve as the Vice Chair. Ryan Oakes  
61 indicated he would be willing to serve as Vice Chair to learn more.

62  
63 **Committee Member Oakes moved to elect himself as the Committee Vice Chair. Committee**  
64 **Member Poulter seconded the motion. The motion was approved by Committee Members**  
65 **Crowther, Huebner, Oakes, and Poulter.** Committee Member Wirthlin was excused.

66  
67 6. REVIEW OF PROPOSED COMMITTEE BYLAWS AND RECOMMENDATION TO  
68 CITY COUNCIL

69  
70 Ali Avery reviewed the proposed Committee bylaws that were included in the packet materials.  
71 She indicated the bylaws outlined the purpose of improving trails and active transportation in the  
72 City, with five voting members, two with three-year terms and three with four-year terms, with  
73 all subsequent terms being four years.

74  
75 Brent Crowther inquired about the determination of the three- and four-year terms. Ali Avery  
76 explained that the City Council made the appointments. Jon Rueckert confirmed that the terms  
77 had been randomly assigned.

78  
79 Ali Avery further clarified the Committee's structure, mentioning that non-voting citizens could  
80 be invited to participate in meetings. She discussed the responsibilities of the members, including  
81 attending meetings, being on time, and notifying the Chair if unable to attend. She also  
82 highlighted the attendance policy, which allowed for three unexcused absences annually.

83

84 Ryan Oakes and Brent Crowther raised points about the location of meetings, with Ryan Oakes  
85 proposing an amendment to Section 4 of the bylaws to provide flexibility for holding meetings at  
86 other locations. Ali Avery confirmed that the meetings would typically be held at City Hall, but  
87 field trips or special events could be noticed as exceptions.

88  
89 Ali Avery reviewed the duties and responsibilities of Committee members, which included  
90 making recommendations to the City Council, participating in fundraising efforts, and providing  
91 updates on goals and activities. She also mentioned that any amendments to the bylaws would  
92 require a recommendation from the Committee and approval from the City Council.

93  
94 Ryan Oakes suggested that specific roles and responsibilities be included in the bylaws,  
95 particularly related to fundraising, volunteer coordination, and event organization. Brent  
96 Crowther emphasized that assignments could be made when planning activities, rather than  
97 being explicitly stated in the bylaws.

98  
99 **Committee Member Poulter moved to recommend the bylaws of the Trails and Active**  
100 **Transportation Committee to the City Council for approval with the proposed amendment**  
101 **to Article 4, Section 1, regarding meeting locations. Committee Member Oakes seconded**  
102 **the motion. The motion was approved by Committee Members Crowther, Huebner, Oakes,**  
103 **and Poulter.** Committee Member Wirthlin was excused.

## 104 105 7. REVIEW MEETING SCHEDULE

106  
107 The Committee reviewed the 2025 tentative meeting schedule and discussed the budget and  
108 event planning for the year.

109  
110 Brent Crowther mentioned that the Committee needed to provide an annual report to the City  
111 Council, but wondered if that would be required this year and if any immediate actions were  
112 required for the current quarter. Jon Rueckert clarified that it would be good to let the Council  
113 know if there are any budgetary requests. He explained smaller budget requests, such as signage,  
114 would not need to be included in the Trails Master Plan, unlike major projects like new trails.  
115 The Committee agreed that it might be better to request a budget amendment for immediate  
116 needs instead of waiting until the next budget cycle.

117  
118 Ali Avery confirmed that there was no current funding for events but that a budget for events like  
119 "National Trails Day" would be necessary. The Committee discussed the potential costs for  
120 events such as the Purge the Spurge and the 9/11 Day of Service. Jon Rueckert suggested  
121 planning for these events early in the year to avoid missing the budget deadline. The Committee  
122 considered holding a meeting prior to April 8th to ensure their budget request was submitted on  
123 time.

124

125 Brent Crowther proposed meeting on the second Tuesday of each month, with meetings set for 6  
126 p.m. The Committee agreed that this schedule worked well.

127  
128 There was also discussion about meeting quarterly as required by the bylaws, but the consensus  
129 leaned toward meeting monthly. The consensus of the Committee was to review and potentially  
130 submit budget requests for events in the coming weeks.

131  
132 8. REVIEW CURRENT TRAILS AND ACTIVE TRANSPORTATION PLANNING  
133 EFFORTS

134  
135 Ali Avery provided an overview of the City's historical trails and active transportation planning  
136 efforts. Ali Avery outlined the City's efforts in updating the General Plan and involving the  
137 Committee in planning related to trails and active transportation. She noted that a citywide  
138 workshop had emphasized the vision of a green network, connecting the Jordan River Trail to the  
139 Bonneville Shoreline Trail without requiring vehicular travel. She stated that staff was  
140 developing an interactive trails map for the City's website to provide detailed trail information.

141  
142 Ali Avery highlighted the following other planning efforts:

- 143
- 144 • Trails Master Plan
  - 145 • Wild Rose to Bonneville Shoreline Trail (BST) connection
  - 146 • Capital Facilities Plan
  - 147 • Orchard Drive Buffered Bike Lane
  - 148 • Center Street Sidewalk / Bike Path
  - 149 • Main Street Reconstruction – ped / bike safety improvements at railroad crossing (divert  
150 to Overland)
  - 151 • I-15 Expansion (Frontage Road to Beck Street bike path, grade separated ped crossing at  
152 2600 South)
  - 153 • Town Center I-15 Trail

154 Brent Crowther inquired about the timeline for the Trails Master Plan. Ali Avery responded that  
155 work could begin immediately and needed completion by April 2027.

156  
157 Ali Avery mentioned the Trails Master Plan would include new trail proposals, closures,  
158 rerouting, maintenance recommendations, and cost estimates for integration into the City's  
159 Capital Facilities Plan. She emphasized that obtaining official permits for unsanctioned trails on  
160 Forest Service land was a priority, particularly regarding the Wild Rose Trail connection to the  
161 Bonneville Shoreline Trail.

162  
163 Ryan Oakes questioned the Committee's jurisdiction over trails on Forest Service property,  
164 highlighting that some trail users originate from North Salt Lake. Ali Avery confirmed that  
165 certain areas fell outside the City's control, but ongoing discussions with Salt Lake City aimed to

166 ensure connectivity. She referenced Salt Lake City’s delayed efforts in completing the Bonneville  
167 Shoreline Trail connection but remained hopeful that progress would resume.

168  
169 Committee members discussed concerns regarding trail conditions, with Kyle Poulter and Brent  
170 Crowther mentioning the difficulties of certain sections, referencing rough terrain in the user trail  
171 section from Wild Rose to BST. Ali Avery and others acknowledged these challenges and  
172 underscored the importance of strategic planning for safer connections.

173  
174 Additionally, Committee discussions touched on upcoming infrastructure projects, including  
175 sidewalk additions, bike lane developments, and pedestrian crossings. Ali Avery noted efforts to  
176 complete the Frontage Road trail to Beck Street in Salt Lake City along with the expansion of I-  
177 15.

178  
179 Brent Crowther expressed concerns about funding shortfalls for major transportation projects but  
180 emphasized the importance of advocacy to ensure trail integration in broader City planning  
181 efforts.

182  
183 Ali Avery concluded by confirming a grant had been secured for the Town Center I-15 Trail,  
184 which would connect through key City locations. She indicated that discussions with property  
185 owners and UDOT were ongoing to secure necessary easements. The Committee agreed to  
186 monitor these projects closely to support continued progress.

187  
188 9. REVIEW UPCOMING TRAILS EVENTS AND ASSIGN VOLUNTEERS  
189

190 The Committee reviewed the following upcoming events and volunteer opportunities:

- 191 • Wild Rose maintenance walk-through on Monday, March 24<sup>th</sup>, 2:00-4:00 p.m.
- 192 • Purge the Spurge on Saturday, April 19<sup>th</sup>, 10:00 a.m.
- 193 • Golden Spoke on Saturday, May 10<sup>th</sup>, 7:00-9:00 a.m.

194  
195 Ali Avery mentioned the maintenance walk-through should only have two Committee members  
196 attend to avoid the need to notice it as a meeting. Brent Crowther said he and Peter Wirthlin were  
197 planning to attend.

198  
199 Brent Crowther suggested it would be good to have as many Committee members as possible  
200 attend the Purge the Spurge event. TJ Riley offered to provide informational materials on  
201 identifying and properly disposing of the invasive plant. The Committee discussed the  
202 importance of careful disposal to prevent further spread.

203  
204 Pedro Huebner volunteered to staff the rest stop for the Golden Spoke event. Jon Rueckert noted  
205 that Public Works staff would handle tent and table setup, and Committee volunteers would  
206 distribute maps and snacks.

207  
208 The Committee also discussed the possibility of adding monthly trail maintenance days, similar  
209 to efforts in Centerville, utilizing local student volunteers. Further discussion was deferred to  
210 future meetings.

211  
212 10. DISCUSSION REGARDING FORMULATING COMMITTEE GOALS AND  
213 PROGRAMS

214  
215 The Committee discussed formulating goals and potential programs for the coming year. Ryan  
216 Oakes proposed that members individually brainstorm ideas and bring them to the next meeting  
217 for formalization.

218  
219 Brent Crowther emphasized the importance of maintenance efforts and anticipated significant  
220 progress through collaboration with the State trail crew and the completion of the Trails Master  
221 Plan. He suggested that the work program established through the Master Plan would guide  
222 future budget requests.

223  
224 Brent Crowther also raised the possibility of organizing guided hiking days to promote trail  
225 awareness but noted that Committee members should consider their level of involvement in such  
226 initiatives.

227  
228 Ryan Oakes suggested conducting an inventory of all existing trails and active transportation  
229 facilities, as he found that current maps did not reflect the full extent of available infrastructure.

230  
231 Ali Avery confirmed that additional data existed and would be integrated into an interactive trails  
232 map.

233  
234 The Committee also discussed the need to identify and manage unsanctioned trails, either by  
235 formalizing them or working to close them.

236  
237 Brent Crowther emphasized the importance of prioritization, recommending that the Committee  
238 focus on trail inventory and connectivity efforts in the first year before expanding into broader  
239 active transportation initiatives in subsequent years.

240  
241 The Committee members identified the following proposed goals and programs:

- 242 • **Trail Maintenance:** Continue efforts with the State trail crew and integrate maintenance  
243 plans into the Trails Master Plan.
- 244 • **Trail Inventory and Mapping:** Compile a comprehensive list of all City trails, bike  
245 lanes, and pedestrian infrastructure.
- 246 • **Community Engagement:** Consider organizing guided hikes or trail awareness events.
- 247 • **Unsanctioned Trail Management:** Identify unauthorized trails and determine whether to  
248 formalize or close them.

- 249       • **Connectivity Planning:** Develop strategies for linking trails and active transportation  
250       routes, including pursuing grants for improvements.

251  
252       The Committee agreed to further refine these goals at the next meeting and encouraged members  
253       to bring additional ideas for discussion.

254  
255       11. DISCUSSION ON FUTURE AGENDA(S)

256  
257       The Committee decided to hold the next Committee meeting on April 8, 2025. They also  
258       confirmed the start time would be 6:00 p.m. as discussed earlier. They proposed the following  
259       topics for the next meeting:

- 260       • Goals and objectives  
261       • Finalizing follow-up on upcoming activities  
262       • Reporting back on maintenance walk-through with the state trail crew  
263       • Finalizing plans for the Purge the Spurge event  
264       • Discussion on the Trails Master Plan initiation and scope of work  
265       • Setting up a shared drive for Committee resources

266  
267       12. ADJOURN

268  
269       The meeting was adjourned at 8:10 p.m.

270  
271       *The foregoing was approved by the Trails and Active Transportation Committee of the City of*  
272       *North Salt Lake on April 8, 2025 by unanimous vote of all members present.*

273  
274  
275  
276       \_\_\_\_\_  
*Wendy Page, City Recorder*

## **SCOPE OF WORK**

### **Trails Master Plan**

#### **City of North Salt Lake**

##### **Project Background**

Recently, the Bonneville Shoreline Trail was constructed in North Salt Lake and Bountiful Cities in an attempt to begin the extension of the BST from Salt Lake County all the way to Weber County. Unfortunately, the BST in North Salt Lake was constructed at a dead-end where there is no access to it via a trailhead. User trails have, understandably, been created to connect the Wild Rose Trail system and the Tunnel Springs trails to the BST, but they have been constructed to dangerous grades in less than ideal locations. Salt Lake City has delayed all of their foothill trails construction to an undetermined date, which has left the hillsides vulnerable to users cutting their own paths and destroying the hillside. This is an example of why coordination is needed among neighboring municipalities and across organizations to facilitate a functional and safe trail network along the BST.

The City of North Salt Lake is interested in completing a Trails Master Plan to show proposed alignments of trails through the city and how they interact with regional trails, particularly the BST. Other goals of the Trails Master Plan would be to make a plan for trail closures and realignments and preparation for permitting through the U.S. Forest Service. The City would like to have cost estimates created from those alignments in order to budget for a robust trail network and maintenance plan in cooperation with the efforts happening in Bountiful, Centerville, and Salt Lake Cities.

##### **Scope of Work**

This project involves the development of a Trails Master Plan for the City of North Salt Lake. It is anticipated that a consultant will be hired for the project to propose new trail routes, new trailheads, re-routing of trails, closure of trails, and maintenance schedules for the hillside trails in the city. This project should be informed by best practices for trail safety and development, USFS trail requirements for design, and public input. The end result should be a plan showing the trail alignments including cost estimates so that the city can then put those trail improvements directly into a capital facilities plan to budget yearly for trails. The city would also like to have a plan that can then get us started with permitting through the USFS to get trails sanctioned.

The consultant will work directly with city staff and the city Trails and Active Transportation Committee to develop the plan. Additionally, there should be some collaboration with the neighboring cities to create trail connections across city boundaries. The consultant

should present the final plan to the Planning Commission and City Council at no more than two public meetings. The final deliverables will be a Trails Master Plan in a pdf format with all GIS and CAD files provided to the city.

### **Schedule and Budget**

The creation of a Trails Master Plan will likely take up to one year to complete, taking into account weather constraints. The selected consultant will need to assess trail conditions in North Salt Lake and on USFS property in addition to comparing trail alignments from neighboring cities. The consultant will facilitate a public outreach effort to get the input from trail users as to proposed alignments which will be given GPS coordinates and cost estimates will be developed.

The total budget for the project is \$50,000.

### **Consultant Selection Process**

A selection committee, who will also act as the steering committee later in the process, will meet and evaluate applicant proposals. During this meeting a consultant will be selected and/or further information will be requested from the applicants. The selection committee will consist of members of City Staff and the North Salt Lake Trails and Active Transportation Committee.

# NSL Trails & Active Transportation Committee

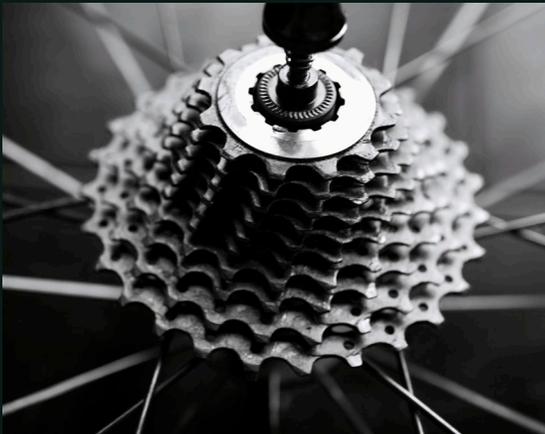


APRIL 8, 2025



# Agenda

1. Welcome & Introductions
2. Public Comment
3. Approval of Minutes of March 11, 2025 Meeting
4. Action Items
5. Staff Updates
6. City Council Updates
7. Discussion Regarding FY25 Committee Budget
8. Consideration of FY26 Budget Request
9. Review Upcoming Trails Events & Make Assignments
10. Discussion Regarding Committee Goals & Programs
11. Discussion of Scope of Trails Master Plan
12. Discussion on Future Agenda(s)



# Welcome & Introductions



## Staff Liaisons:

- Jon Rueckert, Public Works Director
- TJ Riley, Parks Superintendent
- Ali Avery, Long Range Planner

## Committee Members:

- Ted Knowlton City Council
- Kyle Poulter
- Ryan Oakes
- Brent Crowther
- Pedro Huebner
- Peter Wirthlin



# Public Comment

April 8, 2025





# March 11, 2025 Meeting Minutes

April 8, 2025





# Action Items

April 8, 2025



# Action Items

## IN PROGRESS

STAFF/MEMBER	DESCRIPTION	DATE ASSIGNED	DATE DUE	NOTES
ALI	PRINT LARGE TRAILS MAP FOR UPCOMING EVENTS	3/11/25	4/17/25	NEED TO FINALIZE TRAILS MAP WITH PW PRIOR TO PRINTING

## COMPLETED

STAFF/MEMBER	DESCRIPTION	DATE ASSIGNED	DATE DUE	NOTES
JON	RESEARCH CURRENT YEAR REMAINING BUDGET	3/11/25	4/8/25	
JON/ALI	CITY COUNCIL ADOPTION OF BYLAWS	3/11/25	3/18/25	ADOPTED ON 3/18/25
RYAN	DISTRIBUTE TRAIL MASTER STEWARD COURSE INFO	3/11/25	4/8/25	MEMBERS SEND RECEIPTS TO JON OR ALI FOR REIMBURSEMENT



# Staff Updates

April 8, 2025



# Staff Updates

## COMMITTEE BRANDING



# Staff Updates

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## SHAREPOINT ACCESS

### WILD ROSE MAINTENANCE WALK-THROUGH

- Held on Monday, March 24<sup>th</sup>
- Attendance: Tara (State), Jon, TJ, Ali (staff), Brent, Peter (committee)





# City Council Updates

April 8, 2025





# Discussion Regarding FY25 Budget

April 8, 2025



# Fiscal Year 2025 Budget

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- \$600 Committee Operating Expenses
  - T-Shirts, Training Certificates, Etc.
- \$1,000 for Wild Rose Trail Signage in Parks Operating Budget
- Budget Request for trail maintenance tools would be included in the regular Parks Department maintenance budget. – Depending on amount needed this could be included in the next budget adjustment.
- Additional budget for each event next Fiscal Year will need to be submitted.



# Consideration of FY26 Budget Request

April 8, 2025





# Review Upcoming Trails Events & Make Assignments

April 8, 2025



# Upcoming Trails Events

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## PURGE THE SPURGE

- Saturday, April 19<sup>th</sup>, 10:00am
- Springhill Geologic Park
- *Kyle will run the table (w/map)*
- BYOG
- *Tools needed?*
- *Snacks?*

## GOLDEN SPOKE

- Saturday, May 10<sup>th</sup>, 7:00-9:00am
- Legacy Park
- *Pedro will run the table (w/map)*
- Jordan River Commission will provide snacks
- City staff will set up tent, table, and a few chairs

## NATIONAL TRAILS DAY

- Saturday, June 7<sup>th</sup>, *time TBD*
- Wild Rose Trail
- *Need volunteers*
- *Tools needed?*
- *Snacks/table?*
- Vegetation removal in advance of state maintenance



# Discussion Regarding Committee Goals & Programs

April 8, 2025





# Discussion of Scope of Trails Master Plan

April 8, 2025



# Trails Master Plan Scope of Work

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## SCOPE OF WORK

- New trail routes and trailheads
- Re-routing/closure of trails
- Maintenance schedules
- Public outreach effort
- Cost estimates (ready for Capital Facilities Plan)
- Preparation for USFS Permitting
- Collaboration with neighboring cities
- Presentation to Planning Commission and City Council

## SCHEDULE AND BUDGET

- One year, starting May 2025
- \$50,000 budget

## CONSULTANT SELECTION

- Selection Committee/Steering Committee  
City staff and TAT Committee



# Future Agenda(s)

April 8, 2025





Adjourn

April 8, 2025

