



CITY OF NORTH SALT LAKE

CIVIC EVENTS COMMITTEE NOTICE & AGENDA APRIL 22, 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 April 22, 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) Assignments for 2025 Events
- 4) Kite Festival Event
 - a. Kite Festival Budget Adjustment
- 5) Consideration of New Events
 - a. Back to School Night
 - i. Budget Amount
 - b. Children's Entrepreneur Market
 - c. 250th Anniversary of America in 2026
- 6) Committee Objectives and Goals
- 7) Public Works Update
- 8) City Council Updates – Councilmember Tammy Clayton
- 9) Approval of Minutes from March 25, 2025
- 10) Schedule for the Next Civic Events Committee
- 11) 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 **April 22, 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: April 17, 2025

Wendy Page, City Recorder





NORTH SALT LAKE PUBLIC WORKS

10 East Center Street
North Salt Lake, Utah 84054
801-335-8700
www.nslcity.org

Brian J. Horrocks
Mayor
Jonathan Rueckert
Public Works Director

TO: Civic Events Committee
FROM: Jonathan Rueckert, Public Works Director
DATE: April 17, 2025
SUBJECT: Children's Entrepreneur Market

STAFF RECOMMENDATION

None

BACKGROUND

Sheri Davis, the Manager of the East Salt Lake Market, recently contacted the city via the public information email to inquire about the possibility of hosting the **Children's Entrepreneur Market**. This non-profit initiative provides a platform for children to operate their own small businesses, offering handmade crafts, food items, games, and more. Sheri likened the event to a traditional farmer's market, with the unique twist of having youth vendors. She suggested it could be a valuable addition to the Monday Night Food Truck events.

The East Salt Lake Market has committed to managing all logistics, including vendor registration, marketing, and event setup. They also carry their own insurance coverage. The group anticipates an attendance of approximately 50–100 families, which would support the Children's Market and could enhance any concurrent city-sponsored activities.

For more information about the Children's Entrepreneur Market, you can visit their website at childrensentrepreneurmarket.com. Sheri also provided a short video that offers an overview of how the market works, available here: <https://drive.google.com/file/d/1VAFgVZ1QJCyJL76sHqAJ8RNV6KSb5iDT/view>

POSSIBLE MOTION

I move that the Civic Events Committee initiate contact with East Salt Lake Market to gather additional information regarding the Children's Entrepreneur Market.

1 CITY OF NORTH SALT LAKE
2 CIVIC EVENTS COMMITTEE
3 PUBLIC WORKS BUILDING 642 NORTH 400 WEST, NORTH SALT LAKE
4 MARCH 25, 2025
5
6

7 **DRAFT**
8

9 PRESENT: Emily Carr
10 Elexis Contreras
11 Dallas Golden
12 Catherine Johnson
13 Tammy Clayton, City Council
14

15 EXCUSED: Carol Wakefield
16

17 STAFF PRESENT: Jon Rueckert, Public Works Director; Randy Simmons, Operations Manager;
18 Carmen Wilson, Operations Manager; Linda Horrocks, Communications Coordinator; Wendy
19 Page, City Recorder.
20

21 OTHERS PRESENT: Alisa Van Langeveld, City Council.
22

23 1. WELCOME
24

25 Jon Rueckert, Public Works Director, called the meeting to order at 6:04 p.m. He invited those
26 present to introduce themselves, and each person provided a brief introduction, including their
27 roles and connection to the Committee or City.
28

29 2. CITIZEN COMMENT
30

31 There were no comments.
32

33 3. OPEN AND PUBLIC MEETINGS ACT TRAINING
34

35 Wendy Page, City Recorder, conducted the annual Open and Public Meetings Act training as
36 required by State Code Title 52, Chapter 4. She explained the purpose of the Act, emphasizing
37 transparency in public business, and outlined requirements for public meeting notices, quorums,
38 and permissible closed sessions. She noted that Committee meetings must be noticed 24 hours in
39 advance, posted on the Utah Public Notice Website, the City's website, and at City Hall.
40

41 4. RULES OF ORDER
42

43 Wendy Page reviewed the Committee’s Rules of Order included in the meeting packet. She
44 highlighted the importance of sticking to the agenda, speaking one at a time, and identifying
45 oneself before speaking to assist with minute taking. She clarified that a majority vote of at least
46 three members is required to pass any item.

47

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

50

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

54

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

59

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

62

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

65

66 Catherine Johnson offered to serve as the Committee Vice Chair.

67

68 Elexis Contreras agreed to serve as the Committee Treasurer.

69

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

74

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

77

78 Alisa Van Langeveld, City Council, discussed coordination between the Health and Wellness
79 Committee and the Civic Events Committee. She reviewed the origins of three community
80 events (Pride on June 2, Juneteenth on June 16, and Latino Heritage in September) initiated by
81 the Health and Wellness Committee and now transitioning to the Civic Events Committee. She
82 explained that these events have established work groups with community chairs and budgets of
83 \$1,000 each, and she offered to continue supporting the transition. She proposed a potential new

84 event, a back-to-school night on August 4, to coincide with food truck nights at Legacy Park, and
85 suggested involving local schools.

86

87 8. DISCUSSION ON TENTATIVE MEETING SCHEDULE

88

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

97

98 9. ASSIGNMENTS FOR 2025 EVENTS

99

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

104

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

107

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

110

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

114

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

117

118 10. BUDGET FOR 2025 EVENTS

119

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

124

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

127
128 Linda Horrocks raised concerns about the Kite Festival budget, noting the cost of 600 kites
129 (\$1,800) and advertising (\$500 per event).

130
131 Emily Carr suggested placing items for the Committee's consideration to increase the Kite
132 Festival budget on the next meeting's agenda, as well as, the potential of holding a back to
133 school event as recommended by Councilmember Van Langeveld.

134
135 11. COMMITTEE GOALS AND OBJECTIVES

136
137 Emily Carr proposed that the Committee develop goals and objectives tailored to each event's
138 target audience, location, and inclusivity to enhance community pride and connection among
139 North Salt Lake residents. She emphasized proactive planning to avoid last-minute scrambling
140 and suggested creating a detailed internal annual plan to outline budgets and expectations early
141 in the year.

142
143 Catherine Johnson suggested incorporating a goal to celebrate the 250th anniversary of America
144 in 2026, potentially with special events.

145
146 12. PUBLIC WORKS UPDATE

147
148 Jon Rueckert introduced a new SharePoint site for the Committee to store and share event-related
149 documents, ensuring accessibility and continuity as members change. He explained that an email
150 with access instructions would be sent soon.

151
152 Linda Horrocks presented the City's rebranding efforts, including a new logo and color palette
153 for the Committee (plum/maroon).

154
155 Emily Carr inquired about Committee t-shirts. Linda Horrocks confirmed plans to order them
156 once the new logo is approved, to be worn at events for visibility.

157
158 13. CITY COUNCIL UPDATES – COUNCILMEMBER TAMMY CLAYTON

159
160 Tammy Clayton expressed appreciation for serving on the Committee and noted its enjoyable
161 nature. She provided no additional City Council updates but responded to questions about Youth
162 City Council involvement and event logistics throughout the meeting.

163

164 14. ADJOURN

165

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

167

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

170

171

172

173

Wendy Page, City Recorder

DRAFT



TUESDAY APR 22, 2025

6:00 PM

luncheon 2022

Agenda

- 1) Welcome and Introductions
- 2) Public Comment
- 3) Assignments for 2025 Events
- 4) Kite Festival Event
 - a) Kite Festival Budget Adjustment
- 5) Consideration of New Events
 - a) Back to School Night
 - i. Budget Amount
 - b) Children's Entrepreneur Market
 - a) 250th Anniversary of America 2026
- 6) Committee Objectives and Goals
- 7) Public Works Update
- 8) City Council Updates – Councilmember Tammy Clayton
- 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.) Assignment for 2025 Events





4.) Kite Festival Event

a) Kite festival budget adjustment

Kite Festival Budget

- Current Budget \$2,000
- Recommend Budget Adjustment
- Budget Request for FY2026



Possible Motion

I move that the Civic Events Committee formally recommend to the City Council a budget adjustment of \$_____ for the 2025 Kite Festival. Furthermore, I propose that the Committee request an allocation of \$_____ in the Fiscal Year 2026 budget to support the continuation and expansion of the Kite Festival.





5.) Consideration of New Events

a) Back to School Night

i. Budget Amount

b) Children's Entrepreneur Market

c) 250th Anniversary of America



Possible Motion

I move that the Civic Events Committee formally recommend to the City Council the establishment of a new “Unity in the Community” event, centered around a **Back to School Night** theme. Furthermore, the Committee recommends the allocation of \$_____ for this event to be incorporated into the Fiscal Year 2026 budget.



Children's Entrepreneur Market



- Sheri Davis, Manager of the East Salt Lake Market, contacted the city to propose hosting the “Children’s Entrepreneur Market”.
- The market is a “non-profit initiative” where children run their own small businesses selling handmade crafts, food items, games, and more.
- Sheri compared the event to a “traditional farmer’s market” but with “youth vendors”.
- She suggested the event could complement the Monday Night Food Truck events.



Children's Entrepreneur Market



- The East Salt Lake Market will handle “all logistics”, including:
 - Vendor registration
 - Marketing
 - Event setup
- The market has its “own insurance coverage”.
- Expected attendance is around “50–100 families”, potentially boosting city-sponsored activities.



Possible Motion

I move that the Civic Events Committee initiate contact with East Salt Lake Market to gather additional information regarding the Children's Entrepreneur Market.



250th Anniversary of America

- Discussion





6.) Committee Objectives and Goals

7.) Public Works Update



8.) City Council Updates

Tammy Clayton





9.) Approval of Minutes from March 25, 2025



Possible Motion

I move that the Civic Events Committee formally approve the Meeting Minutes from the March 25, 2025 meeting.





10.)Schedule for the next Civic Events Committee



11.) Adjourn

