



SOUTH SALT LAKE
CITY ON THE
MOVE

CITY COUNCIL

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SHARLA BEVERLY
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South Salt Lake City Council
Work Meeting

Public notice is hereby given that the **South Salt Lake City Council** will hold a Work Meeting on **Wednesday, January 10, 2018** in the City Council Chambers, 220 East Morris Avenue, Suite 200, commencing at **6:55 p.m.**, or as soon thereafter as possible.

Conducting: Ben Pender, Council Chair

MATTERS FOR DISCUSSION:

- | | |
|--|----------------|
| 1. Elect Council Chair and Vice Chair for 2018 | Craig Burton |
| 2. Open Meetings Training | Lyn Creswell |
| 3. Ethics Training | Hannah Vickery |

Posted January 5, 2018

Those needing auxiliary communicative aids or other services for this meeting should contact Craig Burton at 801-483-6027, giving at least 24 hours' notice.

CITY OF SOUTH SALT LAKE
CITY COUNCIL WORK MEETING

COUNCIL MEETING

Wednesday January 10, 2018
6:55 p.m.

CITY OFFICES

220 East Morris Avenue #200
South Salt Lake, Utah 84115

PRESIDING
CONDUCTING

Council Chair Ben Pender
Council Chair Ben Pender

COUNCIL MEMBERS PRESENT:

Sharla Beverly, Ray deWolfe, Mark Kindred, Portia Mila, Ben Pender
Shane Siwik and Corey Thomas

STAFF PRESENT:

Mayor Cherie Wood
Lyn Creswell, City Attorney
Ariel Andrus, Deputy City Recorder
Andrew Haygood, IT

Matters for Discussion

1. **Elect Council Chair and Vice Chair for 2018.** Council Member Pender opened for nominations for Council Chair.

Council Member Kindred nominates Council Member Pender.

Council Member Beverly nominates Council Member Mila.

Council Member Beverly made a motion to close nominations.

MOTION: Sharla Beverly

SECOND: Portia Mila

Voice Vote:

Beverly: Yes

deWolfe: Yes

Kindred: Yes

Mila: Yes

Pender: Yes

Siwik: Yes

Thomas: Yes

The Council placed their votes for Council Chair as follows:

Beverly: Mila
 deWolfe: Mila
 Kindred: Pender
 Mila: Mila
 Pender: Pender
 Siwik: Pender
 Thomas: Pender

Council Member Pender received the most votes and will be Council Chair.

Council Member Pender opened for nominations for Vice-Chair.

Council Member Thomas nominates Council Member Siwik.

Council Member Mila nominates Council Member Beverly.

Council Member Mila made a motion to close the nominations.

MOTION: Portia Mila
 SECOND: Sharla Beverly

Voice Vote:

Beverly: Yes
 deWolfe: Yes
 Kindred: Yes
 Mila: Yes
 Pender: Yes
 Siwik: Yes
 Thomas: Yes

The Council placed their votes for Vice-Chair as follows:

Beverly: Beverly
 deWolfe: Beverly
 Kindred: Siwik
 Mila: Beverly
 Pender: Siwik
 Siwik: Siwik
 Thomas: Siwik

The Council took a recess from the work meeting at 6:58 p.m.

The Council returned to the work meeting at 7:20 p.m.

- 2. Open Meetings Training.** City Attorney, Lyn Creswell, presented the open meetings training to the Council. A copy is attached to these minutes and incorporated by this reference.

3. **Ethics Training.** This item was moved to January 24, 2018 work meeting.

The meeting adjourned at 7:30 p.m.



Ben Pender, Council Chair



Craig D. Burton, City Recorder

Utah Open & Public Meetings Act

Policy Framework

- **Municipalities exist to “aid in the conduct of the *peoples’ business.*”**
- **Public bodies in Utah must:**
 - **Take their *actions* openly**
 - **Conduct their *deliberations* openly**

What is a “meeting”?

- **Convening of a public body with a quorum present for the purpose of discussing, receiving comments from the public about, or acting upon a matter over which the public body has jurisdiction or advisory power**
- **Not a meeting: chance meeting, social meeting**

Closed Meetings

- **Public bodies may close a meeting:**
- **To discuss an individual's character, professional competence, or physical or mental health**
- **For a strategy session to discuss collective bargaining**
- **To discuss security personnel, devices, or systems**
- **To hold investigative proceedings regarding allegations of criminal misconduct**
- **For strategy sessions to discuss the purchase, exchange, lease or sale of real property**

Process to Close a Meeting

- **Quorum present**
- **Two thirds of those present must vote to close the meeting**
- **The closing of a meeting must occur during a public meeting which was properly noticed**
- **The public body must:**
 - **Vote by name of each member for or against entering into a closed meeting**
 - **Give the reason for holding a closed meeting**
 - **Give the location of the closed meeting**

Staying Focused during a Closed Meeting

- **The presenter(s) should be knowledgeable about the limited scope and purpose of the closed meeting subject**
- **Best if the participants in the closed meeting interact primarily with the presenter(s) and not with each other**

Emergency or Urgent Meetings

- **Best notice practicable given to the public**
- **Meeting minutes must reflect the unforeseen circumstances that made the meeting necessary**

City Recorder Duties

- **Posting proper notice in a timely manner**
- **Making sure that the agenda of the meeting includes reasonable specificity**
- **Minutes and recording of meetings (including obtaining public body approval of minutes)**
- **Providing draft minutes to public prior to approval**

Potential Mistakes

- **Discussing matters during a closed meeting outside of the purpose for the closed meeting**
- **Failing to provide specificity about agenda items for a noticed public meeting**
- **Members of public body not carefully reviewing draft minutes**