

MINUTES
FRUIT HEIGHTS CITY JOINT
CITY COUNCIL AND PLANNING COMMISSION MEETING
910 South Mountain Road
January 26, 2016

OPEN AND PUBLIC MEETINGS TRAINING

City Manager Brandon Green welcomed everyone to the Annual Open and Public Meetings Training at 7:03 pm. The Mayor is responsible to make sure that this training happens on an annual basis. City Attorney Brad Christopherson led the discussion. He taught the City Council and Planning Commission that all meetings are open unless they are lawfully closed. This would include the annual strategic planning meeting. A quorum or simple majority is required for all votes. Members can join a meeting by electronic telecommunication. If an item is not included on an agenda it may be discussed but no vote or action may be taken. All meetings must be noticed 24 hours before the meeting except in emergencies. Notice must be given in 3 places including the Public Notice Website.

It was mentioned that orderly conduct applies to everyone including the audience. The Mayor and City Manager make the decision to remove someone from the meeting. If there is not a police present it is recommended that the Council or Commission adjourn the meeting.

The Mayor, City Council and Planning Commission discussed electronic meetings and electronic communication amongst commissioners or council members. In an electronic meeting there must be an anchor location. Electronic communication should not happen during meetings and in between meetings it was recommended that everyone avoid chain or thread emails and instead start new emails. When corresponding with residents the City Manager should be copied on all emails. It was recommended that phone calls would be the best when answering resident inquiries.

The written minutes approved by the City Council or Planning Commission are the official minutes. An audio recording is also required. The closed meeting must be recorded but the written is official. No written or electronic minutes are taken when discussing the character and fitness of an individual. The minutes must be posted within 3 days of being approved. Field trips do not have to be recorded but no vote may take place while gone.

The purposes of a closed meeting were listed. No decisions may be voted upon in a closed meeting. If action is going to take place on a discussion from a closed meeting the discussion must be explained and disclosed before voting.

Emergency meetings were discussed including attempting to give best notice, having a quorum and approval by the quorum in holding an emergency meeting. The Commissioners and Council Members were encouraged to avoid chance meetings and to not discuss city business.

The City Staff, City Council, Planning Commission and the City Attorney discussed personal computers and the cautions that should be used. Conflict of interest was also discussed and it was recommended that if there is an conflict of interest the Council Member or Commissioner should state that there is a conflict of interest and leave the room.

January 26, 2016

The roles of the City Council, Mayor and Planning Commission were discussed.

City Manager Brandon Green reviewed the calendar for February. The Planning Commission Meeting was moved to February 9 and the Strategic Planning Meeting will be February 23rd.

PLANNING COMMISSIONERS PRESENT: Commissioners Chris Martineau, Curtis Tanner, Paul Wood, Sam Brady and Chairman Susan Hunt were all present.

CITY COUNCIL MEMBERS PRESENT: Council Members Diane Anderson, Gary Anderson, Julia Busche, Brandon Halliday and Mayor Don Carroll were all present. Council Member Scot Poole was absent.

STAFF PRESENT: City Manager Brandon Green, City Attorney Brad Christopherson, City Planner Jeff Oyler and Recording Secretary Kelli Rollins were present.

VISITORS: There were no visitors present.

REGULAR MEETING

The Planning Commission meeting was called to order by Chairman Susan Hunt at 8:13 pm.

1. APPROVAL OF MINUTES FROM PREVIOUS MEETING:

Commissioner Chris Martineau made a motion to approve the minutes from October 27, 2015. Commissioner Curtis Tanner seconded the motion and it was approved unanimously.

2. OLD BUSINESS:

a. Discussion with City Council and Planning Commission on Upcoming Agenda Items

The Planning Commission and City Staff briefly discussed the Whicker Property and the east bench property. They discussed a development agreement that the City Staff would be putting together for the east bench. They also discussed an updated and simplified version of the noise ordinance that would need to be reviewed and approved at a future meeting. Also at the next meeting there would need to be an election of the Planning Commissioner Chair and Vice-Chair.

3. UPCOMING CALENDAR EVENTS:

4. REPORTS:

- a. City Planner- Jeff Oyler**
- b. City Council Rep- Craig Hill**

ADJOURNMENT:

Commissioner Curtis Tanner made a motion to adjourn and it was seconded by Commissioner Sam Brady. It was agreed upon unanimously and the Planning Commission Meeting was adjourned at 8:30 pm.

I HEREBY CERTIFY that the foregoing is a true, accurate and complete record of the Fruit Heights City Planning Commission meeting held January 26, 2016

Not approved until signed

January 26, 2016

A handwritten signature in cursive script, appearing to read "Kelli Rollins", written over a horizontal line.

Kelli Rollins
Recording Secretary

Date Approved by the Planning Commission: February 9, 2016