

DRAFT

**City of Taylorsville
Special City Council Meeting
Minutes**

**Wednesday, October 22, 2014
2600 West Taylorsville Blvd., Room No. 202
Taylorsville, Utah 84129**

Attendance:

Council Members:

Chairman Kristie Overson
Vice-Chairman Ernest Burgess
Council Member Brad Christopherson
Council Member Dama Barbour

City Staff:

Tracy Cowdell, City Attorney
Cheryl Peacock Cottle, City Recorder
Kris Heineman, Council Coordinator

Excused: Council Member Dan Armstrong

Others: Joan White, Keith Sorensen, Lynn Handy, Howard Wilson, Lisa Schwartz, Jeff Summerhays

1. Welcome, Introduction and Preliminary Matters – *Chairman Overson*

6:09:02 PM Chair Kristie Overson called the Special City Council Meeting to order at 6:09 p.m. City Recorder Cheryl Peacock Cottle conducted a Roll Call, wherein all Council Members were present except Council Member Armstrong who was excused. Chair Overson thanked Committee Chairs for being in attendance.

**2. A Presentation/Discussion Regarding GRAMA Law and Email Management
– *Tracy Cowdell/Cheryl Peacock Cottle***

City Recorder Cheryl Peacock Cottle presented an overview on the Government Records Access Management Act (GRAMA). She stated that the purpose and intent of the GRAMA Law is to provide public access to government records. She explained that the law outlines records management standards, by designating the types of records and establishing criteria for releasing

1 records. She noted that most of the City's records are public. Ms. Cottle explained that any
2 individual has the right to inspect public records free of charge during working hours but, if a
3 copy of a record is required, there may be an associated fee. It was noted that the fee scale is set
4 by City ordinance.

5
6 Ms. Cottle gave explanation regarding private and protected records. She explained that
7 confidentiality claims can also designate records as private or protected. She discussed types of
8 records classifications. She addressed electronic records (i.e. emails, text messages, etc.). She
9 relayed that these records are also subject to GRAMA law and can be requested by the public.
10 Ms. Cottle cited the City's Human Resource Policies and Procedures Manual that contains a
11 policy regarding the handling of electronic mail. She noted that this policy must be signed and
12 adhered to by all City personnel.

13
14 Ms. Cottle explained that emails and City correspondence, including attachments, are subject to
15 the State's retention schedule. She stated that if there is an email thread, the final email is
16 considered the official record copy and should be retained. She described retention requirements
17 for different types of correspondence/email, as follows:

- 18
19
- Transitory emails (i.e. meeting schedules, etc.) do not need to be saved.
 - Administrative correspondence (relates to City business) must be saved for 7 years.
 - Executive correspondence must be saved permanently.
- 22

23 Ms. Cottle suggested that if there is a question about what information should be saved by
24 elected officials or committee chairs, those records/emails should be forwarded to Council
25 Coordinator Kris Heineman and/or City Recorder Cheryl Peacock Cottle who will then
26 determine retention requirements.

27
28 City Attorney Tracy Cowdell discussed email and text messages used to conduct City business
29 and explained how these may be subject to GRAMA requests. He cited the following rule:
30 "Don't send an email that you would not be comfortable having published in the newspaper." He
31 suggested that if the topic is sensitive or concerns a difficult situation, a phone call should be
32 made instead.

33
34 Mr. Cowdell reiterated that if there is a question about whether particular emails relating to City
35 business need to be saved, they should be forwarded to Ms. Cottle, who will make the
36 determination whether to archive.

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38 Mr. Cowdell relayed that there is technology now that allows for old texts to be retrieved. He
39 suggested treating texts the same as emails or letters. He said his conservative advice would be
40 to save everything and forward it to the City Recorder.

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1 **3. Reports and Discussion from Taylorsville Citizen Committee Chairs**

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3 Chairs of Taylorsville Citizen Committees reported on activities, as follows:

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5 **6:41:10 PM Lisa Schwartz, Public Safety Committee –**

6 Ms. Schwartz stated that the motto of the Public Safety Committee is “Helping You Keep Our
7 Community Safe.” She listed areas wherein the committee supports the City, i.e. submission of
8 public safety articles in the newsletter, support of the *Neighborhood Watch Program*, support for
9 the CERT program, *Taylorsville Dayzz*, etc.

10
11 Ms. Schwartz cited activities performed in the past and programs the committee is presently
12 working on. She encouraged those present to attend the *Utah Gang Conference* for educational
13 purposes. She stated that the information provided there is very important and will help raise
14 awareness of public safety. She noted that citizen corps grants have not been available at the City
15 level for a while. She explained that funding has been focused on providing grants at the
16 regional level.

17
18 Ms. Schwartz described the *Neighborhood Watch Program* and suggested that there be more
19 focus on this program to elevate its use within neighborhoods. Council Member Barbour relayed
20 that some Community Councils have strong interest in organizing *Neighborhood Watch*
21 *Programs* and asked if they could be incorporated with Community Councils.

22
23 Ms. Schwartz noted that sustainment of the program is very difficult. She cited two issues:
24 (1) Generating the program; and (2) Sustaining the program. She stated that the Public Safety
25 Committee can help with these areas. She suggested training Community Councils to increase
26 awareness and education.

27
28 Ms. Schwartz raised concern about committees having the same core members for a long time.
29 She said she feels there needs to be some new, younger members. She questioned how to
30 generate interest among the younger generation.

31
32 Council Member Burgess suggested that committees look to what other committees are involved
33 in and possibly help with their projects during down times. Howard Wilson stated that there
34 needs to be more communication between committees so that there can be more involvement.
35 He cited a need to raise awareness of activities going on in the City.

36
37 **Joan White, Historic Preservation Committee -**

38 Ms. White gave a report on past activities and relayed that the “*Saturday with Santa*” event has
39 been scheduled for December, with Mayor Johnson agreeing to be Santa.

40

1 Ms. White cited plans to continue having school tours come through the museum. She stated
2 that the next project at the Taylorsville-Bennion Heritage Center will be to build a Tack Room.
3 She also noted that the Dairy Store is being utilized for parties.

4
5 7:06:51 PM Jeff Summerhays, Green Committee -

6 Mr. Summerhays reviewed the Green Committee's previous year's activities. He described a
7 "collection event" that produced a large amount of recycled goods. He noted that one of the
8 goals for the Green Committee is to provide more education to the public on the subject of better
9 water conservation.

10
11 Mr. Summerhays stated that sustainable energy will be a big education push for the upcoming
12 year. He relayed his desire to make residents more aware of energy conservation and recycling
13 options. He said that the committee would like to provide a bicycle route through the City and
14 have that map added to the City's website. He reported that the committee would also like to
15 promote an event for a bicycle trail ride.

16
17 7:09:56 PM Lynn Handy, Budget Committee -

18 Mr. Handy stated that the Budget Committee has three areas of focus: (1) Meet on a monthly
19 basis; (2) Hold meetings in the spring to discuss the upcoming budget; and (3) Meet in the fall to
20 provide assistance with the audit. He noted that the committee is authorized to have 12 members
21 and, at this time, there are 11. Mr. Handy stated that most members are consistent with
22 attendance. He observed that the committee has a very viable function within the City.

23
24 Council Member Brad Christopherson referenced Council Member Dan Armstrong's comments
25 that the committee is very knowledgeable about the job they do and the topics they oversee.

26
27 7:12:48 PM Howard Wilson, Arts Council -

28 Mr. Wilson relayed that the Arts Council supports and promotes awareness of the arts in
29 Taylorsville from all facets. He stated that the fiscal year ended with the play "Hair Spray" and
30 noted that it drew the biggest audience of any production to date. He reported that the first event
31 of the year will be "Taylorsville's Got Talent."

32
33 Mr. Wilson cited fall concerts with the Taylorsville Symphony that will begin with a Halloween
34 concert. He said there will also be a concert in December. He reported that the symphony works
35 with Salt Lake Community College, as well.

36
37 Mr. Wilson stated that the *Taylorsville Art Show* will be held in February. He noted that last year
38 there were 240 entries. He explained that the winners are eligible to have their artwork displayed
39 at City Hall.

1 Mr. Wilson relayed that a spring concert series and a smaller song and dance event will also take
2 place. He added that the Arts Council also participates in *Taylorsville Dayzz* by judging the
3 parade entries. He noted that all of the daytime acts on both stages during *Taylorsville Dayzz* are
4 scheduled by the Arts Council. Mr. Wilson asked that citizens vote for the ZAP tax, as it helps
5 to support the Arts Council. He stated that it would be good to have other committee members
6 come to the *Arts Show* to promote their committees, as there are many residents who come.

7
8 7:18:27 PM **Keith Sorensen, LARP Committee -**

9 Mr. Sorensen stated that the LARP committee has four committee members who are very strong
10 and attend every meeting. He relayed that the committee has prepared an inventory of all the
11 open space areas in the City which include location, ownership and City Council district. He
12 noted that the committee participates in Taylorsville Dayzz activities and is responsible for the
13 5K Run.

14
15 Mr. Sorensen observed that the "Beautification Award" continues to be a work in progress. He
16 stated that the committee is trying to promote representation to the Community Councils for
17 education on parks and recreation. He noted that the Community Garden had another successful
18 year.

19
20 Mr. Sorensen stated that he would like to see better communication within the City. He
21 commented on a joint effort between Murray City, Midvale City and Taylorsville to build a
22 pedestrian bridge. Council Member Barbour gave further explanation.

23
24 Mr. Sorensen cited a number of questions that the LARP Committee would like feedback on
25 from City Staff and/or City Council members. He also noted that the committee's Council
26 advisor has not attended a meeting since June. His questions were, as follows:

- 27
28 1. What development is underway at Riverside Park where the Freedom Shrine is located?
29 2. What is happening with the Labrum Park development and is it possible to have public
30 input on that project?
31 3. What is the status of the urban trail system?
32 4. Will the City submit an application for ZAP funds if the initiative is passed?
33 5. Does the City have a City Park Development and/or Improvement Master Plan?
34 6. Response from the City Council regarding questions submitted by the LARP Committee
35 during the April 16, 2014 report.
36 7. Confirmation from the City regarding the value of the LARP Committee.

37 Mr. Sorensen cited LARP Committee goals to be the following:

- 38
39 1. Create a memorial or "Remember Me" garden, specifically a rose garden wherein a rose
40 bush can be planted and a plaque added in memory of an individual. He stated that the
41 funding would come from donors. He said he feels this would be a nice asset to the City.

1 Possible locations are: Riverside Park (Freedom Shrine area), Senior Center, City Center
2 property, Taylorsville Cemetery, Taylorsville Park, UDOT Property Park or Labrum
3 Park.

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5 2. The LARP Committee would like to see an ice skating pond constructed during the
6 winter season at City Center or one of the City retention basins. The committee would
7 also like to establish a *City Harvest Festival* utilizing the Community Garden and the
8 Taylorsville historic site. Planning is underway for next year on this.

9
10 3. If the City does not have a long term park development and improvement plan for all
11 open space properties within the City, the committee would like to take the lead on that at
12 the first of the year.

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14 4. Schedule a calendaring meeting at the first of the year for all committees so that
15 awareness of other activities can be made. This will help to alleviate activity overlap.
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17 Council Chair Overson gave a brief summary of each committee represented. She observed it is
18 clear that good communication is key in ensuring all committees function well and are as
19 efficient as possible. She said she would like to implement a calendaring meeting with
20 committees the first of the year to coordinate events and activities. She thanked Committee
21 Chairs for coming and speaking candidly about their comments and concerns.
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23 Chair Overson asked for ideas on how communication might be improved. Jeff Summerhays
24 stated that his committee relies heavily upon Tiffany Janzen as the City's Public Information
25 Officer.
26

27 7:32:03 PM Council Coordinator Kris Heineman asked that Committee Chairs submit a copy of
28 their upcoming agendas to her for record retention. She also asked that a brief summary of what
29 transpired during committee meetings be submitted to her. Ms. Heineman stated that she will
30 forward the committee meeting agendas and minutes to all City Council members to help with
31 accountability and communication between all parties.

32 7:34:34 PM Council Member Barbour asked about LARP involvement in the development of
33 the City's trail system.
34

35 7:36:29 PM Keith Sorensen observed that the City needs to get the word out regarding the Trail
36 System and Little Confluence. He commended Ms. Heineman for helping with communication.
37

38 7:38:00 PM Chair Overson encouraged committee chairs to use Council Coordinator Kris
39 Heineman as a liaison.

1 7:39:19 PM Mr. Sorensen asked for clarification on the City's *Beautification Award*. He asked
2 whether the Council is comfortable with that being a LARP award. The consensus of the
3 Council was that they are in favor of the public presentation of the *Beautification Award* being
4 made by the LARP Committee in a City Council Meeting.

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6 **4. Other Matters**

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8 There were no other matters.

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10 **5. Adjournment**

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12 7:40:24 PM Council Member Dama Barbour **MOVED** to adjourn the Special City Council
13 Meeting. Council Member Ernest Burgess **SECONDED** the motion. Chair Overson called for
14 discussion on the motion. There being none, she called for a vote. The vote was as follows:
15 Christopherson-yes, Burgess-yes, Barbour-yes, Overson-yes, and Armstrong-excused. **All City**
16 **Council members present voted in favor and the motion passed unanimously.** The meeting
17 was adjourned at 7:40 p.m.

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Cheryl Peacock Cottle, City Recorder

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25 Minutes approved:

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27 *Minutes Prepared by: Cheryl Peacock Cottle, City Recorder*

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