

# **Fountain Green City**

## **R6 Regional Council Work Meeting – OPMA Training**

January 22, 2026, at 6:30 p.m. in the Fountain Green City Hall, 375 N. State.

Attendance – Kerry Farnsworth, Vaughn Jacobsen, Rich Walker, Kim Johnson, and Jacob Littlefield.

Presiding – Mayor Willard Wood

### **1. Call to Order**

Mayor Wood called the R6 Regional Council Work Meeting to order at 7:00 p.m.

Purpose of the meeting: Annual OPMA Training for Fountain Green City Council and applicable boards.

### **2. OPMA Training Presentation**

**Presenter:** Shay, R6 Regional Council

Shay conducted the annual training on the Utah Open and Public Meetings Act (OPMA). The training satisfies the annual OPMA training requirement for the City Council and may also apply to the Planning Commission.

#### **A. Overview of OPMA**

- OPMA governs how public bodies conduct meetings.
- Applies to the City Council, Planning Commission, and certain boards/committees when applicable.
- When in doubt, public bodies should follow OPMA requirements.

#### **B. Public Meetings & Quorum**

- A public meeting occurs when a quorum gathers to discuss public business.
- Fountain Green quorum: three (3) council members.
- The Mayor does not count toward quorum but may vote in limited circumstances (e.g., tie vote).
- Council members were cautioned to avoid discussing public business when a quorum is present in informal settings.

#### **C. Meeting Notices**

- Notices must include date, time, location, and agenda items.
- No action may be taken on items not listed on the agenda.

- Standard meetings require at least 24-hour notice.
- Annual meeting schedule must be posted on the State Public Notice Website.
- Public hearings have additional noticing requirements.

#### **D. Recordings & Minutes**

- Meetings must be recorded and labeled with date, time, and place.
- Recordings must be made available within three (3) days.
- Pending minutes must be made available within thirty (30) days.
- Approved minutes must be posted within three (3) business days of approval.
- Recordings may not be edited.

#### **E. Emergency Meetings**

- Full council should be contacted if possible.
- Majority approval required.
- Notice must be posted as soon as practicable.

#### **F. Closed Meetings**

- Two-thirds vote of members present required to enter closed session.
- Mayor must sign an affidavit affirming only authorized topics were discussed.
- Some closed sessions require recordings; personnel matters do not.
- Recordings, where required, must be unedited.

#### **G. Electronic Meetings**

- The City must have an electronic meetings ordinance outlining procedures.
- Council discussed verifying current ordinance language regarding electronic participation and voting.

#### **H. GRAMA Considerations**

Communications such as texts, emails, and written notes may be subject to public records requests under the Government Records Access and Management Act (GRAMA). Council was advised to exercise caution when communicating during meetings.

#### **I. Training Requirement**

This meeting and its approved minutes satisfy the annual OPMA training requirement.

### **3. Budget Timeline Review**

Presenter reviewed statutory budget requirements:

- Tentative budget available by first meeting in May.

- Public hearing notice: minimum seven (7) days.
- Tentative budget must be available at least ten (10) days before final adoption.
- Final budget must be adopted before June 30.
- Final budget filed with the State Auditor within thirty (30) days of adoption.

It was noted that the Truth in Taxation process may affect the timeline and may change during the legislative session.

#### **4. Property Tax Overview**

The property tax system in Utah was reviewed. Utah's system is revenue-driven rather than rate-driven.

Key points discussed:

- Reassessments shift the tax rate but do not increase city revenue unless the City completes the Truth in Taxation process.
- Revenue increases occur through growth (new construction) or Truth in Taxation.
- The system does not automatically account for inflation.

#### **5. Optional Local Taxes**

Presenter reviewed five common municipal taxes:

1. Municipal Energy Tax (Fountain Green currently has this tax).
2. Highway Sales and Use Tax.
3. RAP (Recreation, Arts, and Parks) Tax.
4. Telecommunications Tax.
5. Transient Room Tax (short-term rental tax).

Staff will verify which optional taxes are currently adopted.

#### **6. Utility Rate & Enterprise Fund Discussion**

Enterprise funds (water, sewer, etc.) should be self-sustaining.

Rates should cover:

6. Current operational expenses
7. Maintenance costs
8. Future capital improvement projects

If enterprise funds are not meeting these standards, a rate study is recommended.

Organizations that may provide assistance or free rate studies include:

- Rural Water Association of Utah
- Rural Community Assistance Corporation

## 7. Public Hearing Notice Reference

A reference guide was provided outlining required notice periods for various public hearings.

Reminder: When calculating notice periods, the date of posting and the date of the hearing are not included in the count.

## 8. Questions & Closing

The presenter invited questions. No additional questions were raised.

Mayor and Council expressed appreciation for the training.

## 9. Adjournment

The Work Meeting adjourned at 7:00 p.m..

Approved this 19 day of March, 2026.

Michelle Walker

Michelle Walker, City Recorder

