

City of Taylorsville
Special City Council Meeting with Committee Chairs
Minutes

Wednesday, July 30, 2019
Taylorsville City Hall
2600 West Taylorsville Blvd., Conference Room 202
Taylorsville, Utah 84129

Attendance

Mayor Kristie Overson

Council Members:

Chairman Chair Daniel Armstrong
Vice-Chairman Meredith Harker
Council Member Ernest Burgess
Council Member Curt Cochran

City Staff:

John Taylor, City Administrator
Tracy Cowdell, City Attorney
Kris Heineman, Council Coordinator/Dep. Recorder

Committee Chairs:

Tony Henderson, Public Safety Committee
Susan Yadeskie, Historic Preservation Committee
Emily Barnes, Cultural Diversity Committee

Excused: Council Member Brad Christoherson, City Recorder Cheryl Peacock Cottle

1. Welcome, Introduction and Preliminary Matters – *Chair Armstrong*

Chairman Dan Armstrong called the Special City Council Meeting to order at 6:03 p.m. and welcomed those in attendance. Introductions of those present were made.

2. Presentation Regarding Taylorsville Citizen Committees – *Tracy Cowdell*

City Attorney Tracy Cowdell thanked citizens who volunteer in the committee chair role.

 6:06 PM Mr. Cowdell brought up case studies and discussed positive and negative actions made. He discussed Taylorsville's type of government and discussed the difference between the executive branch and the legislative branch. He explained that committees are dictated by both branches. (A copy of the full presentation rendered by Mr. Cowdell is attached to this record and incorporated therein).

Mr. Cowdell noted that the Mayor has the authority to oversee all day-to-day duties. The Mayor is not a policy maker, she is a policy implementor. Sometimes the Mayor administers authority to the committees. He noted that the Mayor and City Council work collaboratively together when carrying out the duties and responsibilities of each committee.

Tony Henderson questioned why, if the committees are dictated by the Mayor, there are no executive employees present at committee meetings. Mr. Cowdell discussed the purposes and limitations of the citizen committees. The subject of residents and non-residents being on committees was raised and Mr. Cowdell gave clarification.

 6:19 PM Mr. Cowdell discussed committee minutes and agendas and suggested that, at a minimum, committees should be forwarding a copy of agendas to the Council Coordinator, with the possible inclusion of a brief summary of business discussed and acted upon. He noted that all new perspective committee members should be appointed by the City Council and go through the application process.

 6:23 PM Mr. Cowdell noted that the Chair of each committee should be recognized and re-appointed each year by the Council. It was relayed that the Council Coordinator will send reminders to the City Council and committee chairs to request confirmation that the position of chair is still desired.

Mr. Cowdell mentioned that committee members and/or the chair can be removed if there are three or more absences from the committee meetings. He clarified that if Council Members interview an individual for membership to a committee, they would be the ones to remove or ask for resignation of a member from said committee. If the Mayor provided the interview, the Mayor would have the authority to remove members.

 6:29 PM Mr. Cowdell reminded those in attendance that committees need to function within the guidelines of city rules.

Mr. Cowdell discussed having separate social media accounts. He stated that the Mayor and City Manager direct city staff. City Council directs the Council Coordinator. Committees may request additional services from city personnel, but it must be cleared through the proper supervisors.

 6:37 PM Mr. Cowdell indicated that the city is working very hard to be consistent with branding and said messaging is a priority at the city. All social media is managed by Communications Director Kim Horiuchi and she should be aware of all social media changes or additions. Mr. Henderson noted that the Public Safety Committee would like to look at creating a Facebook page. Mr. Cowdell confirmed that working with Ms. Horiuchi is the best avenue, as it will ensure consistency for the city.

Mr. Cowdell relayed the city's gratitude for all the committees and the roles they play in the city. He invited anyone with questions or concerns to feel free to contact him for more details or assistance. He stated he would be happy to attend committee meetings for additional clarification and/or training.

Mr. Cowdell called for questions. Emily Barnes asked about creating by-laws. Mr. Cowdell gave clarification about the process for creating procedures. He noted that once the committee has decided on processes or procedures, the Council Advisor should be made aware and give final approval before moving forward.

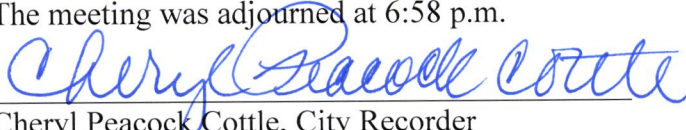
 6:48 PM City Administrator John Taylor brought up the concern of fund raising and relayed that there are procedures that need to be followed beforehand

Susan Yadeskie brought up the difference between the Heritage Center's needs and those of other citizen committees. It was noted that there are different processes for some committees. Ms. Yadeskie raised the question about a committee member acting outside the boundaries of city guidelines and asked that this be communicated to the committee chair and the advisor so the issue can be resolved.

 6:55 PM Council Chair Armstrong thanked everyone for coming and encouraged committee chairs to continue doing the great job they are already doing.

3. Adjournment

The meeting was adjourned at 6:58 p.m.


Cheryl Peacock Cottle, City Recorder

Minutes approved: CC 08-21-19

Minutes Prepared by: Kris Heineman, Deputy City Recorder/Council Coordinator



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City of Taylorville City Citizen Committee Training Meeting

PRESENTED BY: TRACY S. COWDELL, CITY ATTORNEY

Introduction

- ▶ *Introductions*
- ▶ Thank you!
- ▶ Purpose of this presentation

Taylorsville Position Statement

The quality of life and community identity of Taylorsville's residents and businesses are enhanced by city government being responsible, accountable, accessible, innovative, informative, communicative, and by providing efficient and cost-effective municipal services. See Taylorsville Municipal Code 2.08.010.

Citizen committees play an important role in fulling this objective!

Taylorsville Form of Government

- ▶ In our city “the municipal government of the city is divided into...separate, independent and equal branches of government: the executive branch, which consists of the elected mayor of the city and the administrative services department of the city, together with department and division heads, officers and employees, and the legislative branch, which consists of the city council and its staff.” See Taylorsville Municipal Code 2.08.030(A)1-2.
- ▶ Utah law and the city code designate the municipal council as the legislative body and they expressly define its powers and duties as being passing ordinances, appropriating funds, reviewing municipal administration, and performing all duties that may be required by law.
- ▶ Sometimes referred to causally as a “strong mayor” form of government.

Taylorsville Form of Government

Cont.

- ▶ The mayor is given the position of chief executive officer to whom all employees are to report and is to carry out the policy of the governing body.
- ▶ The mayor has the authority to run the day to day operations of the municipality within the general operating guidelines established by the governing body. This includes the day to day work of committees.
- ▶ Given the complexities of our type of government, the mayor voluntarily gives some of the administrative powers to members of the council in the form of various appointments to boards and committees. In our city, this has been codified.
- ▶ Council members have a substantive and meaningful role as a liaisons to the committees.
- ▶ Many assignments of committees are made by the mayor seeking the the advice and consent of the council.

Purposes of City Committees

“It is the intent and purpose of this chapter to encourage citizen involvement and obtain citizen advice and input. Citizens are encouraged to share their opinions and expertise by joining any of the committees. Any committee Chairman may invite interested individuals to share their experience and advice with the committee. Any and all committees established pursuant to this chapter have no authority to bind the City or impose any conditions on the City or its citizens and are not vested with the authority to make decisions regarding the public's business.”

See Taylorsville Municipal Code 2.24.005(A).

Purposes and Limitations of the Citizen Committees

1. Encourage citizen involvement.
2. Obtain advice and counsel from experts in the community.
2. No authority to bind the city.
- 3 My not impose any conditions on the city or its citizens and are not vested with the authority to make decisions regarding the public's business.

See Taylorsville Municipal Code 2.24.005(A).

Case Study Number 1

A meeting is organized by a few members of the committee who are ready for some changes. There are members of the committee attending and others who want to be part of the committee (including people living out of the city). There is no agenda, no notice of the meeting, or member of the city council or staff in attendance. The chair and vice chair missed the meeting. They have missed the last six meetings in a row. Frustrated by the situation, a member of the committee makes a motion to appoint a new committee member as chair. Everyone agrees and elects a new chair. On the spot, they vote to add new members. They also vote to remove the chair from the committee. Did they get it right? Why or why not? What are the issues of concern?

Procedures of Citizen Committees

- ▶ The committees shall operate in accordance with “Robert’s Rules of Order” unless the committee develops rules of procedure that are approved by the committee advisor. See Taylorsville Municipal Code 2.24.005(B).
- ▶ *The Mayor shall provide the committee with such administrative staff support and materials, as...deem[ed] necessary to assist in carrying out the duties and responsibilities of each committee. See Taylorsville Municipal Code 2.24.005(C).*
- ▶ *Committee meetings shall be open to the public. See Taylorsville Municipal Code 2.24.005(E).*
- ▶ *Committees shall use agendas and keep a record of the meeting.*

Appointment of Committee Members

- ▶ Committee members shall be limited to the city residents or qualified individuals who have demonstrated an interest in promoting the welfare of the city. See Taylorsville Municipal Code 2.24.005(D).
- ▶ There is a detailed application process in our city code. See Taylorsville Municipal Code 2.24.010(B). There is also the practical reality of committee formation and management.
- ▶ A Chairman and Vice Chairman shall be appointed and removed by the Mayor or the Chairman of the City Council, with the advice and consent of the City Council. The Chairman and Vice Chairman shall serve a one-year term. If at the end of the one year term, beginning March 1 and ending on the last day of February the following year, the committee members vote to continue with the same Chairman and Vice Chairman, those individuals may be re-appointed by the Mayor, with the advice and consent of the City Council. See Taylorsville Municipal Code 2.24.010(C).

Removal of Committee Members

- ▶ Committee member moves. See Taylorsville Municipal Code 2.24.005(D).
- ▶ Committee member's term shall expire if a member misses more than three (3) meetings without reason. See Taylorsville Municipal Code 2.24.005(D).
- ▶ Members of joint committees who are appointed by the Mayor may be removed by the Mayor at any time without cause. Members of joint committees appointed by the City Council may be removed by the City Council at any time without cause.... See Taylorsville Municipal Code 2.24.010(D).

Case Study Number 2

A committee has decided to do more as a group. They have identified things that need to be developed and purchased. They want to have a more direct conversation so they ask people in attendance to leave so they can have an “executive session.” In that executive session, they decide on the process and vendor for a fundraiser. They sign the agreement on letterhead (they designed) with the vendor who is a friend of the chair and doing it for a discount. They open their own bank account. They forward an invoice to the city staff for payment. What are they doing right? What needs to improve?

Case Study Number 2 Issues

- ▶ Committees are advisory only.
- ▶ Excluding people from the process and meeting.
- ▶ They cannot execute contracts.
- ▶ Procurement issues.
- ▶ Money management and audit issues.
- ▶ Cannot impose conditions on the city.
- ▶ No authority to bind the city.
- ▶ The city has experts in these areas—use them!
- ▶ Creation of personal liability.

Case Study Number 3

A committee is thriving. They are working hard. They are giving hours of service to the City. They post agendas. They do their best to keep minutes. They have a lot of participation and energy. Because they have so much going on, they have created their own social media accounts and use them regularly. Because of the amount of work they are doing, they are directing staff to do more and more. Expenses are also growing and it is becoming harder to stay within the budget allocations from the city, so members are often spending their own money. The City Manager asks for a meeting to discuss “concerns.” We are feeling a little underappreciated. What could he be possibly worried about?

QUESTIONS



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- ▶ **Thank you again! We could not do it with you!**
- ▶ **We are here to help - please let us.**
- ▶ **Please follow the proper procedures.**
- ▶ **I'm happy to train your committee on these issues as well.**