

DRAFT

1 **City of Taylorsville**
2 **SPECIAL CITY COUNCIL MEETING**
3 *Minutes*

4
5 **Wednesday, August 14, 2013**
6 **Council Chambers**
7 **2600 West Taylorsville Blvd., Room No. 140**
8 **Taylorsville, Utah 84129**
9

10
11 **SPECIAL CITY COUNCIL MEETING**
12

13 **Attendance:**

14
15 Mayor Jerry Rechtenbach
16

17 **Council Members:**

18
19 Council Chair Dama Barbour
20 Vice-Chairman Kristie Overson
21 Council Member Ernest Burgess
22 Council Member Brad Christopherson
23

17 **City Staff:**

18
19 John Inch Morgan, City Administrator
20 John Brems, City Attorney
21 Cheryl Peacock Cottle, City Recorder
22 Jessica Springer, Council Coordinator
23 Mark McGrath, Community Development Director
24 Scott Harrington, Chief Financial Officer
25 Donald Adams, Economic Development Director
26 Tracy Wyant, UPD Precinct Chief
27 Aimee Newton, Communications Director
28 Rhetta McIff, Neighborhood Services Coordinator
29 Jean Ashby, Economic Development Admin. Asst.
30

31 **Excused:** Council Member Larry Johnson, City Engineer John Taylor
32

33 **Others Present:** Royce Larsen, Israel Grossman, Dan Fazzini, John Gidney, Danny James, Ken
34 Acker, Dave Ballou, John Purvis
35

36 **1. Welcome, Introduction and Preliminary Matters - *Chairman Barbour***
37

38 18:00:59 Chair Dama Barbour called the Special City Council Meeting to order at 6:00 p.m. and
39 welcomed those in attendance. City Recorder Cheryl Peacock Cottle conducted a Roll Call,
40 wherein all Council Members were present except Council Member Johnson who was excused.

1 **2. Ordinance No. 13-12 – Adopting a Final Budget; Making Appropriations for the**
2 **Support of the City of Taylorsville for the Fiscal Year Beginning July 1, 2013, and**
3 **Ending June 30, 2014 – *John Inch Morgan***
4

5 18:01:12 City Administrator John Inch Morgan clarified that a tentative budget was previously
6 adopted with dates effective July 1, 2013 through August 31, 2013, subject to the necessary
7 Truth in Taxation Hearing in August. He explained that the subject ordinance represents a
8 housekeeping matter amending the budget dates to reflect the fiscal year ending June 30, 2014.
9

10 Council Member Brad Christopherson **MOVED** to adopt Ordinance No. 13-12 - Adopting a
11 Final Budget; Making Appropriations for the Support of the City of Taylorsville for the Fiscal
12 Year Beginning July 1, 2013, and Ending June 30, 2014. Council Member Kristie Overson
13 **SECONDED** the motion. Chairman Barbour called for discussion on the motion. There being
14 none, she called for a roll call vote. The vote was as follows: Barbour-yes; Overson-yes;
15 Johnson-excused; Christopherson-yes; and Burgess-yes. **All City Council members present**
16 **voted in favor and the motion passed unanimously.**
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18 **3. Report on Azure Meadows Park - *Rhetta McIff & Danny James***
19

20 18:03:05 Neighborhood Services Coordinator Rhetta McIff recognized Danny James for his
21 service and involvement in the City of Taylorsville.
22

23 18:03:59 Mr. James gave background on his involvement with the City on behalf of his
24 neighborhood and his desire for some improvements to Azure Meadows Park, which is the
25 City's smallest park at .40 acre.
26

27 18:04:53 Ms. McIff described the Azure Meadows Park and illustrated pictures of improvements
28 made there and playground equipment that was recently installed by volunteers. She commended
29 the efforts of volunteers in the neighbor who have donated to date nearly 400 hours of service
30 toward the project.
31

32 18:09:44 Ms. McIff named Lucky Dog Recreation as the vendor for the playground equipment.
33 She described safety techniques that were taught to children by "Slyde the Playground Hound."
34

35 18:11:17 Mr. James cited the incredible leadership of CJ, the Installation Supervisor for the
36 project.
37

38 18:11:26 Ms. McIff described future improvements and features planned for the park, i.e. a
39 pavilion, sidewalk/trail, and tree plantings. She noted that the neighborhood is starting the
40 process of adopting their park.
41

1 18:12:59 Mr. James referenced ways that the project has created community cohesion.

2
3 18:13:51 Chair Barbour observed that this project represents a community at its best. She noted
4 that this process began because of the efforts of one individual who wanted to make a difference
5 in the park he had played in as a child. She thanked Mr. James for his tremendous contribution.

6
7 18:15:16 Ms. McIff played news clips regarding the Azure Meadows Park Project. She thanked
8 Taylorsville Communications Director Aimee Newton for ensuring that the event had media
9 coverage.

10
11 18:17:56 City Administrator John Inch Morgan described the necessary process involved in
12 putting the park project together. He relayed that funding came from a special Park Fund and did
13 not come from property or sales tax. He also referenced the exciting bidding process involving a
14 competition between playground equipment vendors.

15
16 18:19:01 Chair Barbour noted that Mayor Jerry Rechtenbach helped haul poles for the
17 playground installation project. Chair Barbour thanked Ms. McIff and Mr. James for their
18 presentation.

19
20 **4. S.W.O.T. Analysis (Strengths, Weaknesses, Opportunities and Threats) - To Plan**
21 **Effectively, Organizations Need to Fully Understand the Dynamics of their Internal**
22 **and External Environment and Develop Strategies to Preserve Quality of Life -**
23 ***Mayor Rechtenbach***
24

25 18:19:30 Chair Barbour noted that one Council Member is presently absent. She indicated that it
26 is important for all of the Council Members to be involved in the S.W.O.T. Analysis.

27
28 18:19:40 City Administrator John Inch Morgan described a tool that can be used to analyze the
29 City's Strengths, Weaknesses, Opportunities, and Threats (S.W.O.T.). He cited the need to
30 utilize strategic planning techniques in order to plan for the future of the community. He
31 presented an analogy of a farmer plowing rows in his field who must focus on the other side of
32 the field in order to make unwavering progress. Mr. Morgan suggested that it is easy to weave
33 back and forth if concentration is only given to the here and now, rather than looking at what is
34 beyond.

35
36 18:21:02 Mr. Morgan cited an assignment given to elected officials, election candidates, and city
37 committee leaders to participate in a S.W.O.T. Assessment. He described ways to identify the
38 City's strengths, weaknesses, opportunities, and threats to help move Taylorsville ahead. He
39 gave examples of specific external and internal strategies that may be employed.

40

1 18:24:23 Mr. Morgan acknowledged that this may have been a difficult assignment for those
2 have not had past experience with S.W.O.T. Analysis. He agreed that it is important that all
3 elected officials be present for the S.W.O.T. exercise in order to provide their own ideas.

4
5 18:24:51 Mr. Morgan relayed that he will plan to visit each of the City's volunteer committee
6 meetings and give additional clarification on S.W.O.T. He suggested that committee
7 assignments be given to identify specific strategies in order to have a future session that is
8 productive and involves discussion groups.

9
10 18:25:37 Council Member Barbour inquired whether there were any Committee Chairs in
11 attendance specifically intending to participate in this exercise.

12
13 18:25:59 Chair Barbour encouraged Council Members to complete their S.W.O.T. Analysis
14 Worksheets and get them submitted. Mr. Morgan agreed that he would like to see input from
15 everyone in order to be productive. He asked that the forms be turned into him so that ideas can
16 be included in future scheduled discussions.

17
18 18:27:07 Council Member Ernest Burgess agreed that this has been a good exercise and it will be
19 good to solidify ideas that will move the City forward. Chair Barbour observed that Taylorsville
20 cannot afford to miss opportunities that might promote the City's progress.

21
22 18:31:42 John Purvis, Chair of the Green Committee, commented on the S.W.O.T. Analysis
23 Process. He agreed that the assessment is a wonderful tool. He inquired where Mr. Morgan first
24 learned of the process. Mr. Morgan cited his experience with this tool through use in school and
25 in conjunction with consultant work for major corporations.

26
27 18:29:43 Mr. Purvis suggested that it is important for the City to adopt what has worked in
28 private industry. He cited his own experience in leadership and the management of private
29 companies. He referenced challenges facing the Green Committee.

30
31 18:32:23 Chair Barbour inquired whether Mr. Purvis desires to take the worksheets to his
32 committee for input and then submit the information to Mr. Morgan. Mr. Purvis said that is not
33 his intention, as there are presently not many people involved in the Green Committee.

34
35 18:33:35 Chair Barbour suggested that Mr. Purvis work with Council Member Ernest Burgess to
36 produce the S.W.O.T. Analysis from the perspective of the Green Committee. Mr. Morgan gave
37 his commitment to attend all of the City's Committee Meetings and give further explanation on
38 the S.W.O.T. process.

39
40 18:34:44 Chair Barbour reminded Council Members again of their assignment to prepare the
41 related S.W.O.T. forms.

1 18:35:50 Council Member Kristie Overson observed that the S.W.O.T. Analysis is intended to be
2 the beginning of the Strategic Plan Process in developing next year's budget. Mr. Morgan
3 agreed that planning for the next budget can take almost a year. He confirmed that he is
4 requesting that all of the Council Members and Committee Chairs submit to him the S.W.O.T.
5 form that was emailed to them. Council Member Overson questioned whether this invitation is
6 open to the public, as well, and Mr. Morgan affirmed that it is. It was relayed that anyone
7 interested in providing input for the S.W.O.T. Analysis should come to the next scheduled
8 discussion meeting prepared with comments, ideas, and solutions.

9
10 18:37:08 Mr. Morgan described the planned concept for breaking into four different discussion
11 groups in order to narrow down the top three strengths, weaknesses, opportunities, and threats,
12 along with strategies, from all of the ideas presented. He said that this type of brainstorming will
13 help determine priorities for strategic planning.

14
15 18:39:15 Council Member Overson summarized the expectation for Council Members,
16 Committee Chairs, and other interested citizens to participate in what may possibly be a long
17 meeting, share ideas, and determine solutions in preparation for next year's budget.

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19 18:40:13 Mr. Morgan clarified that the year-long budget process could entail a series of meetings
20 involving S.W.O.T. analysis in order to prioritize the absolute highest priorities. He cited the
21 need to focus on mutually agreed upon strategies.

22
23 18:40:40 Council Member Burgess inquired about the ability to email this information to the
24 public, along with clear instructions, so that they might come prepared for the discussion
25 meeting. Mr. Morgan confirmed that the information can be emailed.

26 27 **5. Other Matters**

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29 18:42:12 Chair Barbour cited the possible need to adjust the September Council Meeting
30 Schedule due to the attendance of some Council Members at the Utah League of Cities and
31 Towns (ULCT) Fall Conference. The consensus was to amend the meeting schedule for
32 September by holding regular Council Meetings on September 4 and 18, 2013 and cancelling the
33 Work Session on September 11, 2013.

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35 18:42:31 City Administrator John Inch Morgan noted that he will be responsible for rescheduling
36 the S.W.O.T. Analysis for a future Council Meeting, as soon as he has had opportunity to visit
37 each committee meeting.

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39 18:42:16 City Recorder Cheryl Peacock Cottle confirmed that a notice regarding the meeting
40 schedule change for September will be sent out accordingly.

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1 **6. Adjournment**

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3 18:43:40 Council Member Kristie Overson **MOVED** to adjourn the Special City Council
4 Meeting. Council Member Ernest Burgess **SECONDED** the motion. Chair Barbour called for
5 discussion. There being none, she called for a vote. The vote was as follows: Barbour-yes;
6 Overson-yes; Johnson-excused; Christopherson-yes; and Burgess-yes. All City Council members
7 voted in favor and the motion passed unanimously. The meeting was adjourned at 6:38 p.m.
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12 _____
13 Cheryl Peacock Cottle, City Recorder

14 Minutes approved:

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