



CITY COUNCIL

MEMBERS:

- LEANNE HUFF
- COREY THOMAS
- SHARLA BYNUM
- PORTIA MILA
- SHANE SIWIK
- NATALIE PINKNEY
- RAY DEWOLFE

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I, Sharla Bynum, City Council Chair, hereby determine that conducting the City Council meeting at an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location. The World Health Organization, the President of the United States, The Governor of Utah, the County Health Department and Mayor, and the Mayor of South Salt Lake City have all recognized a global pandemic exists related to the new strain of the coronavirus, SARS- CoV-2. Due to the State of emergency caused by the global pandemic, I find that conducting a meeting at an anchor location under the current state of public health emergency constitutes a substantial risk to the health and safety of those who may be present at the location.

Dated: February 4, 2021

Signed: \_\_\_\_\_/s/ Sharla Bynum

**South Salt Lake City Council  
 Work Meeting**

Public notice is hereby given that the **South Salt Lake City Council** will hold a Work Meeting on **Wednesday, February 10, 2021** in the City Council Chambers, 220 East Morris Avenue, Suite 200, commencing at **6:00 p.m.**, or as soon thereafter as possible.

Conducting: Sharla Bynum

**MATTERS FOR DISCUSSION:**

- |                                  |              |
|----------------------------------|--------------|
| 1. Open Meetings Training        | Craig Burton |
| 2. 300 East Traffic Study        | Mayor Wood   |
| 3. Visioning – Budget Priorities | Sharla Bynum |

Posted February 5, 2021

Those needing auxiliary communicative aids or other services for this meeting should contact Craig Burton at 801-483-6027, giving at least 24 hours' notice.

CITY OF SOUTH SALT LAKE  
CITY COUNCIL WORK MEETING

COUNCIL MEETING

Wednesday February 10, 2020  
6:01 p.m.

CITY OFFICES

220 East Morris Avenue #200  
South Salt Lake, Utah 84115

PRESIDING  
CONDUCTING

Council Chair Sharla Bynum  
Council Chair Sharla Bynum

COUNCIL MEMBERS PRESENT:

Sharla Bynum, Ray deWolfe, LeAnne Huff, Portia Mila, Natalie Pinkney,  
Shane Siwik and Corey Thomas

STAFF PRESENT:

Mayor Cherie Wood  
Charee Peck, Chief of Staff  
Hannah Vickery, City Attorney  
Jack Carruth, Police Chief  
Terry Addison, Fire Chief  
Kyle Kershaw, Finance Director  
Dennis Pay, City Engineer  
Aaron Wiet, Parks and Recreation Director  
Mont Roosendaal, Public Assets Director  
Antoinette Evans, Urban Livability Director  
Sharen Hauri, Urban Design Director  
Kelli Meranda, Promise South Salt Lake Director  
Lindsey Edwards, Homeless Outreach and Strategies Director  
Lisa Forrester, Court Administrator  
Dwayne Ruth, Deputy Police Chief  
Rodger Hoffman, Deputy Fire Chief  
Sean Lewis, Deputy Community Development Director  
Randy Sant, Economic Development Consultant  
Danielle Croyle, Public Information Officer  
Dave Alexander, Streets Division Manager  
Cody Coggle, Police Sergeant  
Chris Taylor, Police Officer  
Julie Taylor, Public Relations Coordinator  
BJ Allen, GIS Specialist/IT  
Craig Burton, City Recorder  
Ariel Andrus, Deputy City Recorder

**Matters for Discussion**

1. **Open Meetings Training.** City Recorder, Craig Burton, presented the Open Meetings Training to the Council. A copy is attached and incorporated by this reference.
2. **300 East Traffic Study.** Police Chief, Jack Carruth, presented the 300 East Traffic Study to the Council. There have been a few studies done on 300 East over the last year. Traffic enforcement has been done in the area to help mitigate speeding on 300 East. New signs will be put in place by the end of February.

The Council asked questions about the signs being put in place and also asked the exact area where the study took place. Council Member Mila said she is getting similar complaints from residents about 500 East and wondered if the same study could be done in that area.

Chief Carruth said they will start a study on 500 East as well.

3. **Visioning – Budget Priorities.** Public Relations Consultant, Lindsey Ferrari, lead the budget visioning exercise with the Council. Once the Council goes over their budget priorities those can be combined with the community survey and the Mayor’s priorities.

Council Chair Bynum said her priorities are the stormwater utility fee, parking enforcement, business license fee study, Millcreek trail pocket park irrigation, and Historic Scott School signage update.

Council Member Mila’s priorities is the speeding on Millcreek Way and 300 and 500 East, sidewalk update on 3265 South, stormwater utility fee, and signage at Historic Scott School.

Council Member Thomas’s priorities are tiller truck and fire truck for Fire Department, keep working on lighting in the City to help with crime prevention, and cleanup and improvement around the S-line. She is in support of addressing speeding issues and a business license fee study.

Council Member deWolfe supported the stormwater utility fee, development of the Civilian Review Board, street lighting improvements and business license fee study. He would also like to see progress on the Public Works campus, a COLA increase for City employees, making sure remote employees have the right tools for working at home, and continued investment in South Salt Lake Downtown such as purchasing property as available.

Council Member Siwik agrees with several items that have been listed but his number one priority is working with the police on crime concerns and crime prevention. He would like to see more social support within the police department to get to the root of some of the crime issues. He would like to see small business loans through the City if possible to help residents start small businesses within their homes. He would also like to see high speed internet offered in the City. Street lighting is an item he supports. He



# Open and Public Meetings Act

UCA Title 52, Chapter 4

## Open and Public Meetings Act

Public bodies exist to aid in the conduct of the people's business.

Their actions and deliberations should be taken and conducted openly.

# Open and Public Meetings Act

“Meeting” means:

- a) The convening of a public body
- b) With a quorum present
- c) Whether in person or by means of electronic communications
- d) For the purpose of discussing, receive comments from the public about, or acting upon a matter over which the body has jurisdiction or advisory power

“Meeting” does not mean a chance or social gathering.

# Open and Public Meetings Act

“Public body” means any administrative, advisory, executive, or legislative body of the state or its subdivisions that:

- a) Consists of two or more persons
- b) Is created by the Utah Constitution, statute, rule, ordinance, or resolution
- c) Expends, disburses, or is supported by tax revenue, and:
- d) Is vested with the authority to make decisions regarding the public’s business

# Open and Public Meetings Act

“Quorum” means:

A simple majority of the membership  
of a public body

# Open and Public Meetings Act

## General Rule:

Every meeting is open to the public unless closed under Sections 52-4-204, 52-4-205, and 52-4-206

# Open and Public Meetings Act

- Notice Requirements
- Annual public notice of the date, time, and place of regularly scheduled board meetings.
- At least 24 hour public notice of the agenda, date, time, and place of its meetings.
- The 24 hour notice is satisfied by:
  - a) Posting a notice at City Hall, (except for an electronic meeting held without an anchor location)
  - b) Posting online at the Utah Public Notice Website
  - c) Provide notice to at least one newspaper of general circulation

# Open and Public Meetings Act

## Emergency Meetings

- When due to unforeseen circumstances it is necessary for a public body to hold an emergency meeting to discuss matters of an emergency or urgent nature, the notice requirements may be disregarded and the best notice practicable given.
- Before such a meeting is held an attempt must be made to notify all of its members and a majority of the members approve the meeting.

# Open and Public Meetings Act

## Agenda Requirements

- A public notice that is required to include an agenda must be specific enough to notify the public as to the topics to be considered at a meeting.
- Except for emergency meetings, a public body may not consider a topic that is not listed under a properly noticed agenda.
- A topic not included on an agenda that is raised during an open meeting may be discussed but no final action may be taken at that meeting.

## Open and Public Meetings Act

# Minutes and Recordings of Open Meetings

- Except for site visits and field tours, written minutes and recordings must be kept of all open meetings.
- Pending minutes and recordings are public records, but approved minutes are the official record of action taken.
- Anyone in attendance can make their own recording unless it interferes with the conduct of the meeting

# Open and Public Meetings Act

Written minutes and recordings must include:

- The date, time and place of the meeting
- The names of members present and absent
- The substance of all matter proposed, discussed or decided
- A record, by individual member, of each vote taken
- The name of each person who provided testimony or comments who is not a member of the public body
- The substance of any testimony or comments by the public
- Any other information that was part of the meeting that a member of the body requests be entered

## Open and Public Meetings Act

A public body shall:

- a) Make an audio recording available to the public within 3 business days
- b) Make pending minutes available to the public within 30 days
- c) Within 3 business days of approving written minutes, post and make available the approved minutes and any public materials distributed at the meeting

## Open and Public Meetings Act

A public body shall establish and implement procedures for the public body's approval of the written minutes of each meeting

The approved minutes of an open meeting are the official record of the meeting

## Open and Public Meetings Act

A closed meeting may be held if:

- A quorum is present;
- In a roll call vote two-thirds of the members in a properly noticed open meeting vote to close the meeting;
- The only matters discussed in the closed meeting are those permitted in Section 52-4-205;
- No ordinance, resolution, rule regulation, contract, or appointment is approved in the closed meeting

## Open and Public Meetings Act

The following must be publicly announced and entered on the minutes of the open meeting:

- the reason or reasons for holding a closed meeting;
- the location where the closed meeting will be held;  
and
- the vote by name, of each member of the public body, either for or against the motion to hold a closed meeting.

# Open and Public Meetings Act

A closed meeting may only be held for:

- Discussion of the character, professional competence, or physical or mental health of an individual
- Strategy session to discuss collective bargaining
- Strategy session to discuss pending or reasonable imminent litigation
- Strategy session to discuss purchase, sale, exchange, or lease of real property, including any form of a water right or water shares
- Discussion regarding deployment of security personnel, devices, or systems
- Investigative proceedings regarding allegations of criminal misconduct

# Open and Public Meetings Act

Except where a sworn statement is required, a recording of the closed meeting is required and detailed written minutes may be kept.

Recordings must be a complete and unedited record from commencement through adjournment of the closed meeting.

## Open and Public Meetings Act

The recording and any minutes of a closed meeting must contain:

- The date, time, and place of the meeting;
- The names of the members present and absent;  
and
- The names of all others present except where the disclosure would infringe on the confidentiality necessary to fulfill the original purpose of closing the meeting.

# Open and Public Meetings Act

## Sworn Statements

Instead of a recording, a sworn statement is required from the person presiding at a meeting if a public body closes a meeting exclusively for the purpose of:

Discussing character, professional competence, or physical or mental health of a individual; or

Discussing the deployment of security personnel, devices, or systems

# Open and Public Meetings Act

## Electronic Meetings

“Electronic meeting” means a public meeting convened or conducted by means of a conference using electronic communications.

“Anchor location” means the physical location from which an electronic meeting originates or the participants are connected.

“Participate” means the ability to communicate with all of the members of a public body, either verbally or electronically, so that each member of the public body can hear or observe the communication.

# Open and Public Meetings Act

## Electronic Meetings

A public body may not hold an electronic meeting unless it has adopted a resolution, rule, or ordinance governing the use of electronic meetings

A quorum of a board is not required to be present at a single anchor location.

Any number of separate connections are permitted unless limited based upon available equipment, etc.

# Open and Public Meetings Act

A public body convening or conducting an electronic meeting must:

- Give public notice under Section 52-4-202
- Post written notice at the anchor locations (except for an electronic meeting held without an anchor location)
- Provide at least 24-hour notice to the public body, including how members will be connected, so members may participate in and be counted as present for all purposes;
- Except for an electronic meeting held without an anchor location, establish one or more anchor locations, at least one of which must be in the normal meeting location, and provide space and facilities so that interested persons and the public can attend, monitor, and participate; and
- Provide space and facilities at the anchor location so interest persons and the public can attend, monitor and participate.

## Open and Public Meetings Act

For an electronic meeting held without an anchor location the public body must:

- provide means by which the public may hear, or view and hear, the open portions of the meeting.
- provide means by which members of the public may provide comments by electronic means to the public body.

# Open and Public Meetings Law

A public body may convene and conduct an electronic meeting without an anchor location if the chair of the public body:

- makes a written determination that conducting the meeting with an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location;
- states in a written determination the facts upon which the determination is based;
- includes the written determination in the public notice for the meeting, and at the beginning of the meeting, reads the information described in the written determination; and
- Includes in the public notice information how a member of the public may view or make a comment at the meeting.

A written determination expires 30 days after the day on which the chair of the public body makes the determination.