



**South Salt Lake City Council  
Amended Work Meeting Agenda**

Public notice is hereby given that the **South Salt Lake City Council** will hold a Work Meeting on **Wednesday, February 22, 2023** in the City Council Chambers, 220 East Morris Avenue, Suite 200, commencing at **6:00 p.m.**, or as soon thereafter as possible. The link can be found on the City Council page on the City's website [sslc.gov](http://sslc.gov)

In accordance with the Utah Open and Public Meetings Act and Rule 3 of the South Salt Lake City Council Rules of Procedure, notice is given that members of the council may participate in the meeting remotely and not be physically present at the South Salt Lake City Hall Council Chambers (the "Anchor location"). Heavy snowfall is forecast for February 22, 2023, in South Salt Lake and across the Wasatch Front. The estimated rapid accumulation and duration of snowfall is predicted to make snow removal extremely difficult further exacerbating the expected dangerous travel conditions. I, Sharla Bynum, Council Chair, find that should the forecast be accurate, the negative impact on road conditions from the expected inclement weather would make traveling to and meeting at the Anchor location a substantial risk to the health or safety of those present or who would otherwise be present at the Anchor location. A link for members of the public to provide public comment during the public comment/question period or during a public hearing is listed below. Additionally, public comment may be made prior to the meeting by emailing [aandrus@sslc.gov](mailto:aandrus@sslc.gov)

**Join Zoom Meeting**

<https://zoom.us/j/98159222774?pwd=SThyM0dHaHZzQjMzdnh1T21WYThRZz09>

Conducting: Sharla Bynum

**MATTERS FOR DISCUSSION:**

- |                                  |                      |
|----------------------------------|----------------------|
| 1. City Website Update           | Julie Taylor         |
| 2. Open Meetings Training        | Ariel Andrus         |
| 3. Townhome Ordinance Discussion | Jonathan Weidenhamer |

Adjourn

Posted February 21, 2023

Those needing auxiliary communicative aids or other services for this meeting should contact Ariel Andrus at 801-483-6019, giving at least 24 hours' notice.

**CITY COUNCIL**

**MEMBERS:**

LEANNE HUFF  
COREY THOMAS  
SHARLA BYNUM  
PORTIA MILA  
SHANE SIWIK  
NATALIE PINKNEY  
CLARISSA WILLIAMS

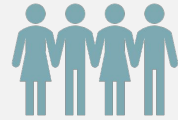
ARIEL ANDRUS  
CITY RECORDER  
220 E MORRIS AVE  
SUITE 200  
SOUTH SALT LAKE  
UTAH  
84115  
P 801.483.6019  
F 801.464.6770



# OPEN AND PUBLIC MEETINGS ACT

*UCA Title 52, Chapter 4*

# INTENT OF THE ACT



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



Their actions and deliberations should be taken and conducted openly

# WHAT IS A MEETING?

- “*Meeting*” means the convening of a public body, with a quorum present, whether in person or by means of electronic communications, for the purpose of discussing, receiving comments from the public about or acting upon a matter over which the public body has jurisdiction or advisory power
- “*Meeting*” does not mean a chance or social gathering

# WHAT IS A QUORUM?

*Quorum means – A simple majority of the membership of a public  
body*

# EXCEPTION

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



# WHAT CONSTITUTES NOTICE OF A MEETING? HOW DO WE NOTICE A MEETING?



**At least 24 hours' public notice of the agenda with date, time and place of the meeting**



**The 24-hour public notice is satisfied by:**

- a. Posting a notice at City Hall (except for an electronic meeting without an anchor location)
- b. Posting online at the Utah Public Notice Website
- c. Provide notice to at least one newspaper of general circulation

## EMERGENCY MEETINGS

- When unforeseen circumstances occur, it is necessary for a public body to hold an emergency meeting to consider matters of an urgent nature, the notice requirements may be disregarded and the best notice practicable given.
- An Emergency meeting may not be held unless an attempt has been made to notify all the members of the body and a majority of them approve the meeting



# AGENDA REQUIREMENTS



An Agenda must be specific enough to notify the public as to the topics to be considered at a meeting.



The public body may not take final action on a topic unless the topic is listed on the agenda with advance public notice



A topic raised by the public may be discussed, even if it was not included on the agenda, but no final action can be taken



## MINUTES AND RECORDINGS

- Written minutes and recordings must be kept of all open meetings
- Pending minutes and recordings are public records
- Approved minutes are the official record of the meeting
- Any person in attendance may make their own recording if it does not interfere with the conduct of the meeting

# WHAT SHOULD BE INCLUDED IN THE MEETING MINUTES?



The date, time and place of the meeting;



The names of members present and absent;



The substance of all matters proposed, discussed, or decided;



Record, by individual member, of each vote taken;



The name of each person who is not a member who provided comments;



The substance of any comments by the public; and



Any other information any member requests to be entered.

## RECORDING OF AN OPEN MEETING SHALL:

- Be a complete, unedited record of all open portions of the meeting from the commencement through adjournment; and
- Be properly identified with the date, time, and place of the meeting

# A PUBLIC BODY SHALL:

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

## A CLOSED MEETING MAY BE HELD IF:

- A quorum is present
- The meeting is an open meeting for which notice has been given under Section 52-4-202; and
- Two-thirds of the members of the public body are present at the open meeting vote to approve closing the meeting

# CLOSED MEETINGS:

- The only matters that can be 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

THE FOLLOWING SHALL 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.





## A CLOSED MEETING MAY BE HELD FOR:

- Discussion of character, professional competence, or physical or mental health of an individual
- Strategy sessions to discuss collective bargaining
- Strategy sessions to discuss pending or reasonably imminent litigation
- Strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares, or to discuss a proposed development agreement, project proposal, or financing proposal related to development of land owned by the state
- Strategy sessions to discuss the sale of real property, including any form of a water right or water shares
- Discussion regarding deployment of security personnel, devices, or systems

- 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

CLOSED  
MEETING  
RECORDINGS  
AND MINUTES  
SHALL  
INCLUDE:



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

# SWORN STATEMENTS

- Instead of a recording, the person presiding shall sign a sworn statement affirming that the sole purpose for closing the meeting was to discuss:
  - The character, professional competence, or physical or mental health of an individual; or
  - The deployment of security personnel, devices, or systems

## 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.

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

## ELECTRONIC MEETING HELD AT AN ANCHOR LOCATION:

- The public body shall provide space and facilities at an anchor location for members of the public to attend the open portions of the meeting.
- May provide means by which members of the public who are not physically present may attend the meeting remotely by electronic means.

# ELECTRONIC MEETINGS WITHOUT ANCHOR LOCATION APPLIES IF:

- The Chair determines that:
  - Conducting the meeting presents substantial risk to the health and safety of those present at the anchor location
  - The location where the public body would normally meet has been ordered closed to the public for health or safety reasons
- The public notice for the meeting should include:
  - A statement describing the chair's determination of substantial risk to the health or safety of those who may be present;
  - A summary of the fact upon which the chair's determination is based; and
  - Information on how a member of the public may attend the meeting remotely
- The written determination expires 30 days after the day on which the chair makes the determination





QUESTIONS?