



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, January 12, 2022** in the City Council Chambers, 220 East Morris Avenue, Suite 200, commencing at **6:30 p.m.**, or as soon thereafter as possible. The meeting can be viewed on Ustream. The link can be found on the City Council page on the City's website sslc.com/city-government/council-meetings.

CITY COUNCIL

MEMBERS:

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

Conducting: Sharla Bynum

MATTERS FOR DISCUSSION:

1. Elect Council Chair and Vice Chair for 2022 City Council
2. Open Meetings Training Craig Burton

Adjourn

Posted January 7, 2022

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.

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UTAH
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SSLC.GOV

CITY OF SOUTH SALT LAKE
CITY COUNCIL WORK MEETING

COUNCIL MEETING

Wednesday January 12, 2022
6:30 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, LeAnne Huff, Portia Mila, Natalie Pinkney (via telephone),
Corey Thomas and Clarissa Williams

COUNCIL MEMBERS EXCUSED:

Shane Siwik

STAFF PRESENT:

Mayor Cherie Wood
Josh Collins, City Attorney
Jack Carruth, Police Chief
Terry Addison, Fire Chief
Randy Sant, Economic Development Consultant
Sean Lewis, Deputy Community Development Director
Danielle Croyle, Public Information Officer
BJ Allen, GIS Specialist/IT
Ariel Andrus, Deputy City Recorder

Matters for Discussion

- 1. Elect Council Chair and Vice Chair for 2022.** The City Council selected Sharla Bynum for Chair and Natalie Pinkney for Vice Chair for 2022.
- 2. Open Meetings Training.** Deputy City Recorder, Ariel Andrus, presented the open meetings training to the Council. A copy is attached to these minutes and incorporated by this reference.

The meeting adjourned at 6:45 p.m.

/s/ Sharla Bynum

Sharla Bynum, Council Chair



Craig D. Burton, City Recorder

Open and Public Meetings Act

UCA Title 52, Chapter 4

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

Their actions and deliberations should be taken and conducted openly.

“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.

“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

“Quorum” means:

A simple majority of the membership
of a public body

General Rule:

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

- Notice Requirements
- Annual public notice of the date, time, and place of regularly scheduled 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

Emergency Meetings

- When due to unforeseen circumstances it is necessary for a public body to hold an emergency meeting to consider matters of an emergency or 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 of the members of the body and a majority of them approve the meeting.

Agenda Requirements

- An agenda shall provide reasonable specificity to notify the public as to the topics to be considered at the meeting.
- Except for emergency meetings, a public body may not take final action on a topic in an open meeting unless the topic is listed under an agenda item and included with the advance public notice.
- A topic raised by the public may be discussed during an open meeting, even if it was not included in the agenda, but no final action may be taken at that meeting.

Minutes and Recordings of Open Meetings

- Except for site visits and traveling tours, 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 can make their own recording if it does not interfere with the conduct of the meeting

Written minutes shall 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, in brief, of the testimony or comments by the public
- Any other information that is a record of the proceedings of the meeting that any member of the body requests be entered

A 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 local 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 available a copy the approved minutes and any public materials distributed at the meeting

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 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 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

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.

The recording and any minutes of a closed meeting 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 a 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.

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 public body convening or conducting an electronic meeting shall:

- Give public notice under Section 52-4-202
- Post written notice at the anchor location (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;

For an electronic meeting held at an anchor location, a 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.

A public body may convene and conduct an electronic meeting without an anchor location if the chair of the public body determines 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; or
- the location where the public body normally meets has been ordered closed to the public for health or safety reasons; and
- The public notice for the meeting includes:
 - a) a statement describing the chair's determination of a substantial risk to the health or safety of those who may be present
 - b) a summary of the facts upon which the chair's determination is based; and
 - c) information on how a member of the public may attend the meeting remotely by electronic means

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