

Mayor Lawrence Flitton

UINTAH CITY COUNCIL WORK

Planning – Tim Petty

Council Members:

SESSION

Building Inspector-Jeff Monroe

Michelle Roberts

Gordon Cutler

TUESDAY, November 1<sup>st</sup>, 2016

Treasurer – Mike Ulrich

Jerry Smith

Greg Johnson

6:00 PM

Sheriff – Lt. Talbot

MINUTES

Fire Chief – William Pope

Attendees: Mayor Flitton, Gordon Cutler, Michelle Roberts, Jerry Smith, Glen Woolsey, Crystal Western, Dave Wilson and Darinda Wardell.

Excused: Greg Johnson, Tim Petty and Todd Burton

## MEETING MINUTES:

1. **MEETING CALL TO ORDER:** Mayor Flitton called the meeting to order.

**PLEDGE OF ALLEGIANCE:** Led by Gordon Cutler

2. **ANNUAL TRAINING ON OPEN AND PUBLIC MEETINGS:**

Presenter: Dave Wilson

- Dave explained that we should do the public's business in public.
- Purpose of the Act:
  - "The Legislature finds and declares that the state, its agencies and political subdivisions, exist to aid in the conduct of the people's business."
  - "It is the intent of the Legislature that the state, its agencies, and its political subdivisions: 1) take their actions openly; and 2) conduct their deliberations openly."
- How is the Act construed by the Courts:
  - "The Open and Public Meetings Act should be interpreted broadly to further the declared statutory purpose of openness; therefore, it follows that the exceptions to open meetings be strictly construed." *Kearns-Tribune Corp. v. Salt Lake County Commission*, 2001 UT 55, 28 P.3d 686.
- A few definitions:
  - "'Convening' means the calling together of a public body by a person authorized to do so for the express purpose of discussing or acting upon a subject over which that public body has jurisdiction or advisory power."
  - "'Meeting' means the convening of a public body or a specified body, with a quorum present, including a workshop or an executive session, 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 or specific body has jurisdiction or advisory power."
  - "'Meeting' does not mean a chance gathering or social gathering."
  - "'Quorum' means a simple majority of the membership of a public body, unless otherwise defined by applicable law."
- Notice:
  - A public body shall give at least 24 hours' notice before each meeting.
  - What information is needed?
    - Agenda
    - Date
    - Time
    - Place
- What constitutes adequate notice:
  - Notice is satisfied by:
    - Posting written notice
    - At the principle office of the public body or specified body; and
    - The Utah Public Notice Website (<http://www.utah.gov/pmn/index.html>); and
    - Notice to at least one newspaper of general circulation within the geographic jurisdiction of the public body; or
    - A local media correspondent
- Misc. Notice issues:
  - How specific does your agenda need to be?
  - "A public notice that is required to include an agenda . . . shall provide reasonable specificity to notify the public as to the topics to be considered at the meeting. Each topic shall be listed under an agenda item on the meeting agenda."
  - What do you do if a member of the public would like to discuss an issue that is not on the agenda? You can have a short discussion; there cannot be a vote or decision made on the discussion.

APPROVED by City Council this 15<sup>th</sup>, day of November, 2016.

*Darinda K. Wardell*

DARINDA K. WARDELL, City Recorder