

**MINUTES OF THE CITY OF HOLLADAY
CITY COUNCIL WORK MEETING**

Thursday, January 11, 2024

5:30 p.m.

**Mt. Olympus Room
4580 South 2300 East
Holladay, Utah**

ATTENDANCE:

Mayor Rob Dahle
Paul Fotheringham
Drew Quinn
Matt Durham
Ty Brewer
Emily Gray

City Staff:
Gina Chamness, City Manager
Stephanie Carlson, City Recorder
Todd Godfrey, City Attorney

1. Welcome – Mayor Dahle

Mayor Dahle opened the meeting at 5:30 om and welcomed those in attendance.

2. Open and Public Meetings Training – Todd Godfrey

- Ethics
- Conflict of Interest Forms

City Attorney, Todd Godfrey reported that he would present information related to the Open and Public Meetings Training. He recognized that those present had received the training several times for the various Boards and Commissions that the Council Members serve on. As a result, he intended to move through the information fairly quickly. Mr. Godfrey shared examples of instances where elected officials and appointed officials raised the attention of the news media. The intention of the training was to learn to spot those types of issues ahead of time.

Whenever Council Members are together to conduct City business and there was a quorum present, it needs to be an open meeting. Open meetings have specific laws and rules. In the City of Holladay, a quorum is four City Council Members and those members needed to be present in person or by electronic means. Mr. Godfrey reported that public notice is required for all meetings and that notice is typically 24-hours. Exceptions were possible, however, for emergency meetings. Additionally, every meeting must have written minutes and every meeting must have a recording. There were a few exceptions related to recordings, which largely relate to Closed Sessions. In those situations, the Chair of the Public Body can sign an affidavit to indicate that no recording was kept of the conversation.

Mr. Godfrey explained that discussions that took place over email could be construed as a violation of the Open and Public Meetings Act. He also advised the Council Members to be mindful of social media comments. He noted that if four Council Members comment, that could be considered a meeting. More than one Council Member commenting would not constitute a quorum but it could become problematic. It is also important to be careful of text messaging or electronic communication while an open meeting is held.

Mr. Godfrey explained that there are some limitations related to Closed Sessions. For instance, if there is an interview for an elected position, those interviews need to take place in an Open Session. He overviewed the Disclosure Form and explained that anything that might constitute a conflict of interest must be disclosed.

3. Fraud Training Checklist – *Gina Chamness*

Ms. Chamness reported that the Open and Public Meetings Training, Fraud Risk Assessment, and Policy Review were done at the start of each year. The overall fraud risk was low according to the checklist

4. Review of Council Policies – *Gina Chamness*

Ms. Chamness reviewed the Council Internal Policies document. She noted Section 11 regarding staff and staff time. Council is welcome to contact staff for questions or assistance as long as it was under an hour. Anything over an hour, she would like to be notified of the issue so she could direct the appropriate staff and time.

Council Member Fotheringham noted that it was helpful send out calendar invites to the Council for meetings and events.

5. Role of Council Liaison – *Gina Chamness*

The Council reviewed its committee assignments and discussed any issues and how they saw their role was perceived. Everyone was happy with how things were going and appreciated the support of staff at those meetings.

The liaison role is to offer the committee support at events and if there are any issues to bring those back to the Council to discuss.

6. Review of 2023 Retreat Goals – *Gina Chamness.*

Ms. Chamness reported that there was a project road map and a copy of the retreat questions and responses included in the packet. The questions were a reminder of where the council saw the city currently, in 50 years and important areas to focus on for the next 10 years. She reviewed the project roadmap and what had been accomplished. The Council discussed the status of the six priorities – Police services, Spring Lane, Affordable Housing, City Hall renovation, storm water and roads.

Ms. Chamness noted that a condensed version of the 2023 Accomplishments would be included in the Holladay Journal as well as the city website.

The Council set February 29 at 3:00 pm for the 2024 council retreat.

7. Closed Session Pursuant to Utah Code Section 52-4-204 and 205 to Discuss Personnel Issues, Potential Litigation, and Property Acquisition and Disposition (if needed).

There was no Closed Session.

8. Adjourn

Council Member Fotheringham moved to adjourn. Council Member Gray seconded the motion. The motion passed with the unanimous consent of the Council.

The City Council Meeting adjourned at approximately 7:35 p.m.

I hereby certify that the foregoing represents a true, accurate, and complete record of the Holladay City Council Meeting held Thursday, January 11, 2024.

Stephanie N. Carlson, MMC
Holladay City Recorder

Robert Dahle, Mayor

Minutes approved: March 7, 2024