

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

Thursday, January 9, 2025

6:00 p.m.

City Council Chambers

4580 South 2300 East

Holladay, Utah

ATTENDANCE:

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

City Staff:

Holly Smith, Assistant City Manager
Christian Larsen, Finance Director
Stephanie Carlson, City Recorder
Jayme Blakesley, Legal Counsel

I. *Welcome* – Mayor Dahle.

Mayor Rob Dahle called the City Council Meeting to order at approximately 6:00 p.m.

II. *Pledge of Allegiance.*

Mayor Dahle led the Pledge of Allegiance.

III. *Public Comments.*

Trudy Jorgensen-Price shared updates about the library. She reported that there will be a game night for teens and adults on January 25, 2025. It will run for six weeks and then a different game will be selected. The first will be Star Wars: Edge of the Empire and it will run from 1:00 p.m. to 5:00 p.m. It will take place every Saturday from January 25, 2025, through March 1, 2025. Ms. Jorgensen-Price reported that there is Maker Monday scheduled on February 3, 2025, from 3:00 p.m. to 6:00 p.m. where participants can make a Valentine's Day card. On February 6, 2025, there will be a Blood Drive from 1:00 p.m. to 7:00 p.m. Those interested can sign up for the drive through the Red Cross.

Sarah Deweerd stated that she lives on 3900 South. She commented about the sidewalk conditions on 3900 South and the surrounding area. She is an active walker and the only option available to pedestrians in that area is the sidewalk along 3900 South. In the written comment she submitted before the City Council Meeting, a map was included to highlight northern Holladay. The few sidewalks that exist are not connected, unlike the sidewalks in southern Holladay, which has a vast network of sidewalks as well as access to open space and public recreation areas. Ms. Deweerd informed the City Council that there is not a lot of lighting in the 3900 South area.

Ty Morrison - 2867 East 4430 South. He previously submitted email questions about the steep hill from Wasatch down to 2300 East. It is very steep. There is a crosswalk with some flashing lights, but after a certain point, there is no more sidewalk. It is not uncommon to see people driving 50 or 60 miles per hour in both directions there. He asked if there was a plan for speed control.

Mayor Dahle commented that the City pays attention to that particular area, especially when school is in session. There is a speed monitor there as well as flashing lights. It was suggested that there be roundabouts or physical barriers added so vehicles cannot coast down the steep street. Mayor Dahle reported that it is a State Road, so there are some limitations. Increased enforcement is likely the best option on that stretch of road given the circumstances.

IV. Consideration of Resolution 2025-01 - Appointing a Mayor Pro-Tem.

Council Member Fotheringham moved to APPROVE Resolution 2025-01 – Appointing a Mayor Pro-Tem, with Emily Gray serving in that role. Council Member Quinn seconded the motion. Vote on Motion: Council Member Brewer-Aye; Council Member Fotheringham-Aye; Council Member Durham-Aye; Council Member Gray-Aye; Council Member Quinn-Aye; Mayor Dahle-Aye. Resolution 2025-01 was approved by a unanimous vote.

V. Recess City Council in a Work Meeting.

Council Member Fotheringham moved to RECESS the City Council Meeting and RECONVENE in a Work Meeting. Council Member Quinn seconded the motion. The motion passed with the unanimous consent of the Council.

Mayor Dahle convened the Council in a work meeting at 6:18 pm. Items E and Item F will be heard before the other Work Meeting agenda items listed.

a. Open and Public Meetings Training – Jayme Blakesley.

- **Ethics;**
- **Conflicts of Interest.**

Legal Counsel, Jayme Blakesley, shared a presentation with the City Council related to Open and Public Meetings Act Training. He noted that Council Members have a requirement that training be conducted on an annual basis. The information provided to the Council is a resource that can be used by the Council Members as needed.

Mr. Blakesley reported that all meetings are open unless they are closed. A public meeting requires 24 hours' notice, there must be an agenda, the agenda must be published, and an annual notice of scheduled meetings must be published. The City Recorder handles the City noticing requirements.

Mr. Blakesley shared presentation slides on orderly conduct and electronic meetings. He reported that the City is allowed to hold electronic meetings because there is a policy in place and that there need to be written Meeting Minutes for each meeting. The written Meeting Minutes are essentially a summary of the things that are acted upon during the meeting and the comments that are made. There is also a requirement to keep a recording of the meeting, which is retained permanently.

Mayor Dahle asked about sending a text message to a quorum of the City Council. Mr. Blakesley explained that it could be a violation of the Open and Public Meetings Act. It would also be part of the record. Any message that is exchanged about City Council business or functions would be considered a public record. However, he clarified that text messages are not required to be retained forever. The City Recorder has a retention schedule and there are different schedules for different communication types.

Mr. Blakesley discussed ethics. The Municipal Officers' and Employees' Ethics Act establishes minimum standards and explains how to disclose potential or actual ethics concerns or conflicts. There are disclosures required in certain situations. For example, if a Council Member is involved in work that relates to a business that is regulated by the City, that needs to be on the annual disclosure. If a Council Member is doing business with the City, then that would need to be disclosed. If there is a personal interest or investment that would be impacted by a City transaction, that also needs to be disclosed. He explained that certain items require an oral disclosure during the open meeting as well.

Council Members cannot knowingly receive, accept, take, seek, or solicit a gift. That being said, there is an exception for a one-time gift that is under \$50. Mr. Blakesley suggested that Council Members be careful about the source and the timing. There was a discussion about the disclosure forms. There was discussion about one-time gifts, personal relationships, and different scenarios that could be encountered. Mr. Blakesley suggested that Council Members consider whether an individual could have business before the City. If it is a long-time friend and there is no reasonable expectation that the friend would have an item before the City, then it would be appropriate to accept something.

Council Member Paul Fotheringham asked about raising campaign funds. Mr. Blakesley reported that there are carveouts for campaign donations. It is possible to lawfully receive a campaign donation from someone who has business pending before the City, but there are disclosure requirements for that. He would urge Council Members to be mindful of the timing and how the funds are received. Mayor Dahle explained that whenever a Council Member has a question about a scenario or a possible disclosure, it is possible to reach out to City Counsel to receive feedback and advice. He thanked Mr. Blakesley for reviewing the Open and Public Meetings Act Training with the City Council.

b. Fraud Training Checklist – Christian Larsen.

Finance Director, Christian Larsen, presented the Fraud Risk Assessment checklist to the City Council. He reported that the Fraud Risk Assessment has to be done every year. Last year, the City received a score of 320 out of 395. This year, the score is 340. Improvements have been made since last year, including the promotion of a fraud hotline on the City website. There are a few items on the checklist that are difficult for Holladay to achieve, such as the internal audit function. He clarified that there is not enough Staff to implement something like that. However, there is an Audit Committee in place.

Mayor Dahle noted that in the past, there were concerns about the amount of cash that was coming in, but a lot of those concerns have been eliminated with the transition to credit cards instead of cash. He asked how much cash was taken in. Mr. Larsen reported that very little cash is taken in at this point. The largest date for cash transactions is July 4th when there is the breakfast event held in the City.

c. Review of Council Policies – Gina Chamness.

City Recorder, Stephanie Carlson, reviewed the Council Policies. These are provided each year so the City Council can review the information and determine whether any changes are desired. There was an update conducted in 2023. Council Member Gray mentioned the Council Travel paragraph, specifically Section 3.2, which stated:

- The Council intends to adopt a budget that will allow (a) travel for no more than two Council Members to attend a semi-annual national convention, and (b) travel for all Council Members to attend the Utah League of Cities and Towns (“ULCT”) midyear convention in St. George and an annual convention in Salt Lake City.

Council Member Gray thought there were three Council Members who would be attending the convention rather than two. There was discussion about the Council Travel section of the document.

d. Role of County Liaison – Gina Chamness.

Ms. Carlson reported that the City Manager will discuss this item at a future meeting.

e. Review of 2024 Retreat Goals – Gina Chamness.

- **Set Retreat Date for 2025.**

Assistant City Manager, Holly Smith reviewed the 2024 Council Retreat Priorities for Fiscal Year 2024-2025. The document highlights the progress that has been made on the goals set by the City Council during the last retreat.

Ms. Smith informed the Council that progress has been made on 85% to 90% of the goals that were established by the City Council. There will continue to be work done on the items listed. When the retreat occurs in 2025, some of these will be revisited and there can be additional discussions. Mayor Dahle was impressed with the progress that has been made on the list of items so far in the fiscal year. He assumes that a lot of time will be dedicated to the City Hall project and the Spring Lane project. Ms. Smith pointed out that a lot of progress has been made on the retreat goals because there is a full staff in place with everyone working well together.

There was a discussion about the retreat date for 2025. Ms. Smith explained that the intention is to hold the retreat before the National League of Cities conference. Mayor Dahle asked if the Council would prefer a Thursday night or Saturday morning option. Council Members preferred that the retreat take place on a Thursday. It was noted that the retreat can take place on February 20, 2025, and then the City Council Meeting can be moved to February 27, 2025.

f. Legislative Update Process.

Ms. Smith shared some Legislative updates with the Council. There is a master calendar where various bills are tracked. She noted that Council Members can access that spreadsheet or the City Manager can continue to provide updates. There will be listening sessions held on Mondays and Council Members can attend those. The next start time is Monday at 12:15 p.m. The intention is for the listening session to run for one hour, but as the session continues, it might be longer.

g. Other Business.

Mayor Dahle reported that History Night will take place on Monday and there will be a discussion about the Carmelites. He shared information about the Carmelite Monastery in Holladay. There is also an Interfaith Roundtable scheduled, which any interested Council Members are invited to attend.

VI. Closed Session Pursuant to Utah Code Section 52-4-204 and 205.

Council Member Foheringham moved to go into CLOSED SESSION Pursuant to Utah Code Section 52-4-204 & 205. Council Member Brewer seconded the motion. Vote on Motion: Council Member

Brewer-Aye; Council Member Durham-Aye; Council Member Fotheringham-Aye; Council Member Quinn-Aye; Council Member Gray-Aye; Mayor Dahle-Aye. The motion passed unanimously.

The Council convened in a closed session at 7:00 p.m. Those in attendance in the Closed Session included Council Members Durham, Fotheringham, Quinn, Gray, Brewer, and Mayor Dahle. Others present included Gina Chamness, Jayme Blakesley, Stephanie Carlson, Chief Justin Hoyal and Allison Jester.

The minutes of the Closed Session were taken and are on file as a Protected Record

Council Member Fotheringham moved to adjourn the Closed Session. Council Member Durham seconded the motion. The Council roll call vote was as follows: Council Members Durham, Fotheringham, Quinn, Gray, Brewer and Mayor Dahle in favor. The motion to go out of closed session at 7:28 p.m. passed with a unanimous vote.

VII. Adjourn.

Council Member Fotheringham moved to ADJOURN. Council Member Brewer seconded the motion. The motion passed with the unanimous consent of the Council.

The City Council Meeting adjourned at approximately 7:30 p.m.

I hereby certify that the foregoing represents a true, accurate, and complete record of the Holladay City Council Meeting held Thursday, January 9, 2025.

Stephanie N. Carlson, MMC
Holladay City Recorder

Robert Dahle, Mayor

Minutes approved: **March 6, 2025**