



# Sandy City, Utah

10000 Centennial Parkway  
Sandy, UT 84070  
Phone: 801-568-7141

## Meeting Agenda

### City Council

*Brooke Christensen, District 1*  
*Alison Stroud, District 2*  
*Kristin Coleman-Nicholl, District 3*  
*Monica Zoltanski, District 4*  
*Marci Houseman, At-large*  
*Zach Robinson, At-large*  
*Cyndi Sharkey, At-large*

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**Tuesday, January 7, 2020**

**5:15 PM**

**Council Chambers**

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Web address to view complete packet: <http://sandyutah.legistar.com>

The Sandy City Council has adopted Rules of Procedure which are available at the rear of the Council Chambers and online at: <https://sandy.utah.gov/government/city-council/procedure-guidelines>. Public comment will be taken on all voting items. Each speaker is allowed three minutes per voting item. The Citizen Comment sections of the meeting are for issues not listed on the agenda. Each speaker is allowed three minutes to address the Council during Citizen Comments. If a citizen is unable to attend a meeting in person, he or she may provide written comments to the City Council Executive Director by 3:00 PM the day of the Council Meeting to have those comments distributed to the City Council and have them read into the record at the appropriate time.

In compliance with the Americans with Disabilities Act, reasonable accommodations for individuals with disabilities will be provided upon request. For assistance, please call (801) 568-7141.

#### **4:30 Dinner**

#### **5:15 Council Meeting**

#### **Roll Call**

Prayer / Pledge of Allegiance

#### **Non-voting Items**

Agenda Planning Calendar Review & Council Office Director's Report

Council Member Business

Mayor's Report

CAO Report

#### **Citizen Comments**

## Information Items

**Voting Items**

## Consent Calendar

1. [20-008](#) Approval of the December 10, 2019 Minutes.

Attachments: [December 10, 2019 Minutes](#)

2. [20-009](#) Approval of the December 17, 2019 Minutes.

Attachments: [December 17, 2019 Minutes](#)

## Council Items

3. [20-002](#) City Council Office recommending the Council elect a Chair and Vice Chair.

4. [20-003](#) City Council Office recommending annually required Open and Public Meeting Act training.

Attachments: [Link to State Auditor training](#)  
[David Church Discussion](#)

5. [19-404](#) City Council Office recommending the City Council adopt the 2020 annual meeting schedule.

Attachments: [Resolution 20-01 C](#)  
[Exhibit A - Proposed Annual Meeting Schedule.pdf](#)  
[Council Meeting Schedules.xlsx](#)

6. [20-004](#) City Council Office recommending the Council appoint Council Members to serve as liaisons to various external organizations and special committees.

Attachments: [2020 Council Liaison Appointments](#)

7. [20-005](#) Council Member Robinson recommending the Council adopt revisions to the policy on the Election of Council Officers.

Attachments: [Current Election of Council Officers Policy](#)  
[Council Member Robinson Amendments](#)

8. [20-006](#) Council Member Zoltanski proposing an amendment to the Council Rules of Procedure establishing Citizen Comments as timed certain for 7:00 PM.

Attachments: [Memo from Council Member Zoltanski.docx](#)  
[Proposed Amendment for Citizen Comment.docx](#)  
[Council Meeting Schedules Comparison](#)

## 6:00 Time Certain Items

### Special Recognition

9. [20-007](#) Resolution for School Board Recognition Month.

Attachments: [School Board Recognition Month.doc](#)

## Adjournment



## Staff Report

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**File #:** 20-008, **Version:** 1

**Date:** 1/7/2020

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Approval of the December 10, 2019 Minutes.

Motion to approve the minutes as presented.



# Sandy City, Utah

10000 Centennial Parkway  
Sandy, UT 84070  
Phone: 801-568-7141

## Meeting Minutes

### City Council

*Brooke Christensen, District 1*  
*Maren Barker, District 2*  
*Kristin Coleman-Nicholl, District 3*  
*Chris McCandless, District 4*  
*Steve Fairbanks, At-large*  
*Linda Martinez Saville, At-large*  
*Zach Robinson, At-large*

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Tuesday, December 10, 2019

5:15 PM

Council Chambers

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### 5:15 Council Meeting

#### Roll Call

Council Office Director Michael Applegarth  
Council Office Analyst Dustin Fratto

#### **Administration:**

Mayor Kurt Bradburn  
CAO Matthew Huish  
Deputy to the Mayor Evelyn Everton  
Deputy Chief Administrative Officer Kim Bell  
City Attorney Bob Thompson  
Economic Development Director Nick Duerksen  
Community Development Director James Sorensen  
Planning Director Brian McCuiston  
Administrative Services Director Brian Kelley  
Fire Chief Bruce Cline  
Deputy Police Chief Greg Severson  
Parks & Recreation Director Scott Earl  
Public Utilities Director Tom Ward  
Public Works Director Mike Gladbach

Per Utah Code Annotated 52-4-207 and City Council policy, Council Member Barker may be participating in the December 10, 2019 City Council meeting via telephone and/or video conference.

#### Prayer / Pledge of Allegiance

Chairman Chris McCandless welcomed all those in attendance.

Fire Chief Bruce Cline offered the opening prayer.

Finance and Info Technology Director Brian Kelley led the audience in the pledge.

## Non-voting Items

### Agenda Planning Calendar Review & Council Office Director's Report

Mike Applegarth reviewed the agenda calendar items for the last meeting of the year.

### Council Member Business

Kris Nicholl asked Mike Gladbach for an explanation on the City's relationship with Trans Jordan Landfill.

Mike Gladbach explained the role with the City and of Trans Jordan and Waste Management and nothing has changed with the City.

Matt Huish mentioned that the City's landing page clarifies items allowed and not allowed for pick-up by Trans Jordan.

Steve Fairbanks noted that this would be his last meeting on the City Council. He thanked Council Staff and Departments for their support over the past 16 years. He thanked everyone for the opportunity to serve.

Brooke Chirstensen thanked everyone who helped with the celebration for the outgoing Council members and the Christmas Employee Luncheon.

Maren Barker phoned into the meeting to participate in the vote of the Chair and Vice Chair. Mike Applegarth asked the Council if they would be willing to entertain item #10 and #11 on the agenda. Once the vote was taken on those items, Maren Barker no longer participated in the meeting.

### Mayor's Report

No Report.

### CAO Report

Matt Huish invited Deputy Mayor Evelyn Everton and City Engineer Ryan Cump for briefing on a few items.

Evelyn Everton updated the Council on the State Tax Reform.

Ryan Kump - expressed concern that 9400 South was not included on the Little Cottonwood Canyon Environmental Impact Statement for Wasatch Blvd to Alta, since 9400 South provides a way to connect onto Wasatch Boulevard.

Council questions followed.

## Citizen Comments

No comments.

### Information Items

1. [19-454](#) UDOT recommending the City Council receive an update on the Little Cottonwood Canyon Environmental Impact Statement for Wasatch Blvd to Alta

**Attachments:** [UDOT Presentation 12-10-19](#)  
[Little Cottonwood Canyon EIS Overview](#)  
[Little Cottonwood Canyon EIS Purpose and Need Screening](#)

John Thomas, UDOT- presented an overview of the Little Cottonwood Canyon Wasatch Boulevard to Alta scope with a time frame and environmental impact statement.

Council questions and comments followed.

Chris McCandless thanked Mr. Thomas and UDOT for their professionalism and work.

## Voting Items

### Consent Calendar

Approval of the Consent Calendar

**A motion was made by Brooke Christensen, seconded by Zach Robinson, to approve the Consent Calendar. The motion carried by the following vote:**

**Yes:** 6 - Brooke Christensen  
Kristin Coleman-Nicholl  
Chris McCandless  
Steve Fairbanks  
Zach Robinson  
Linda Martinez Saville

**Absent:** 1 - Maren Barker

2. [19-448](#) City Council reappointing Sheldon Wayne as a regular member of the Historic Committee for a term ending December 31, 2021.

**Attachments:** [19-48C](#)  
[Executed Res 19-48C - Sheldon Wayne Historic Committee](#)

**Motion to adopt resolution 19-48C appointing Sheldon Wayne as a regular member to the Historic Committee for a term ending December 31, 2021**

3. [19-446](#) City Council reappointing Jeff Budge as a regular member of the Public Utilities Advisory Board (PUAB) for a term ending December 31, 2021.

**Attachments:** [Public Utilities Recommendation](#)  
[19-46C](#)

**Item approved.**

4. [19-447](#) City Council reappointing Don Milne as a regular member of the Public

Utilities Advisory Board (PUAB) for a term ending December 31, 2021.

**Attachments:** [19-45C](#)

[Executed Res 19-45C - Don Milne to PUAB](#)

Item approved.

5. [19-437](#) The Mayors Office requesting that the City Council provide advice and consent for the appointment of Cameron Duncan as a regular member of the Planning Commission for a term ending on March 31, 2023

**Attachments:** [20-03 Duncan](#)

Item approved.

#### Council Items

6. [19-438](#) The Mayors Office is requesting that the City Council provide advice and consent for the appointment of Daniel Schoenfeld as an alternate member of the Planning Commission for a term ending on March 31, 2024

**Attachments:** [20-01 Schoenfeld](#)

Dan Schoenfeld introduced himself to the Council.

**A motion was made by Steve Fairbanks, seconded by Zach Robinson, to provide advice consent to Resolution 20-01M for the appointment of Daniel Schoenfeld as an alternate member of the Sandy City Planning Commission... The motion carried by the following vote:**

**Yes:** 6 - Brooke Christensen  
Kristin Coleman-Nicholl  
Chris McCandless  
Steve Fairbanks  
Zach Robinson  
Linda Martinez Saville

**Absent:** 1 - Maren Barker

7. [19-441](#) The Mayors Office is requesting that the City Council provide advice and consent for the appointment of Nathaniel Houston Rather as an alternate member of the Planning Commission for a term ending on March 31, 2024

**Attachments:** [20-02 Rather](#)

Nathanail Houston Rather introduced himself to the Council.

Council questions followed.

**A motion was made by Brooke Christensen, seconded by Zach Robinson, to provide advice consent to Resolution 20-02M for the appointment of Nathaniel Houston Rather as an alternate member of the Sandy City Planning Commission... The motion carried by the following vote:**



**Yes:** 6 - Brooke Christensen  
Kristin Coleman-Nicholl  
Chris McCandless  
Steve Fairbanks  
Zach Robinson  
Linda Martinez Saville

**Absent:** 1 - Maren Barker

8. [19-444](#) Resolution Indicating Request to Withdraw from Municipal Services District Areas Annexed before May 14, 2019

**Attachments:** [MSD Withdrawal Resolution #19-47c](#)

[Appendix "A" - Annexations to Sandy 01-Jan-2016 to 14-May-2019](#)

[Appendix "B" - Annexation Plats](#)

[Executed Res 19-47C - withdraw from municipal services annexed properties](#)

Brian McCuiston explained the request to withdraw from Municipal Services District areas annexed before May 14, 2019.

Council discussion followed.

Public comments:

Cyndi Sharkey asked for Council support in adopting the resolution especially for the residents who found themselves in an unexpected situation and a double taxation.

Comments closed.

**A motion was made by Kristin Coleman-Nicholl, seconded by Steve Fairbanks, to adopt Resolution #19-47c, indicating request to withdraw from Municipal Services District areas annexed before May 14, 2019... The motion carried by the following vote:**

**Yes:** 6 - Brooke Christensen  
Kristin Coleman-Nicholl  
Chris McCandless  
Steve Fairbanks  
Zach Robinson  
Linda Martinez Saville

**Absent:** 1 - Maren Barker

9. [19-458](#) Administrative Services Department recommending that the Council make a Municode Correction for Purchasing Ordinance #18-07

**Attachments:** [19-32 Ordinance](#)

[18-07 Ordinance](#)

[Executed Ord 19-32 - purchasing procedures](#)

Brian Kelley explained the clerical error in the purchasing ordinance that occurred during the implementation to Municode.

There were no public comments.

**A motion was made by Zach Robinson, seconded by Linda Martinez Saville, to adopt Ordinance 19-32 updating the Sandy City Code Title 7, "Purchasing Procedures", Chapter 7-1, "Purchasing" by amending Section 7-1-5, "Scope"..**

**The motion carried by the following vote:**

**Yes:** 6 - Brooke Christensen  
Kristin Coleman-Nicholl  
Chris McCandless  
Steve Fairbanks  
Zach Robinson  
Linda Martinez Saville

**Absent:** 1 - Maren Barker

10. [19-460](#) Council Member Robinson recommending the Council adopt revisions to the policy on the Election of Council Officers.

**Attachments:** [Current Election of Council Officers Policy](#)  
[Council Member Robinson Amendments](#)

Zach Robinson recommended a change to the policy for the election of Council Chair and Vice Chair, recommending that the dates be adjusted and tidy up the language. A new majority was elected on the City Council during the past election, and this change would prevent this from occurring in the future.

Council discussion followed.

Public comment:

Steve Van Maren felt it was the duty of the Council to leave the Chair and Vice Chair for the next six months from members who are staying on the Council. Give the next Council six months to get use to what is going on before you give them an opportunity to be elected. He felt the City would be better served. He does not believe the vote should be deferred based on an election.

**A motion was made by Chris McCandless seconded by Kris Coleman Nicholl to forward this item to the first City Council meeting in January .. The motion carried by a unanimous voice vote.**

11. [19-445](#) Election of City Council Chair and Vice Chair for January 1, 2020 through June 30, 2020.

**Zach Robinson made a motion seconded by Linda Martinez Saville to continue the election of City Council Chair and Vice Chair until the new Council is seated.....the motion carried by the following vote.....**

**Yes:** 4 - Maren Barker  
Steve Fairbanks  
Zach Robinson  
Linda Martinez Saville

**No:** 3 - Brooke Christensen  
Kristin Coleman-Nicholl  
Chris McCandless

## 6:00 Time Certain Items and Public Hearings

12. [19-456](#) The Council Office recommending that the Council receive a special presentation from the South Valley Chamber of Commerce
- Greg Summerhayes, President of the South Valley Chamber of Commerce, presented a plaque and a tribute to the outgoing City Council members expressing appreciation for their years of service.
13. [19-455](#) Council Member Fairbanks recommending that the Council receive a presentation from the Beehive Academy Lego League

Attachments: [City council presentation.pptx](#)

Steve Fairbanks introduced members from the First Structured Chaos Lego League Team. Sara, read the names of the Structured Chaos Lego Team members, and explained their program. Gabe presented their ideas on ways to help improve navigating in City Hall.

A brief video was presented.

## Adjournment

The meeting adjourned at approximately 6:43 p.m. by Zach Robinson . The next scheduled meeting of the City Council is Tuesday, December 17, 2019 at 5:15 p.m.

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Chris McCandless, Chair  
Sandy City Council

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Pam Lehman  
Meeting Clerk



# Sandy City, Utah

10000 Centennial Parkway  
Sandy, UT 84070  
Phone: 801-568-7141

## Staff Report

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**File #:** 20-009, **Version:** 1

**Date:** 1/7/2020

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Approval of the December 17, 2019 Minutes.

Motion to approve the minutes as presented.



# Sandy City, Utah

10000 Centennial Parkway  
Sandy, UT 84070  
Phone: 801-568-7141

## Meeting Minutes

### City Council

*Brooke Christensen, District 1*  
*Maren Barker, District 2*  
*Kristin Coleman-Nicholl, District 3*  
*Chris McCandless, District 4*  
*Steve Fairbanks, At-large*  
*Linda Martinez Saville, At-large*  
*Zach Robinson, At-large*

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Tuesday, December 17, 2019

5:15 PM

Council Chambers

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### 5:15 Council Meeting

#### Roll Call

Council Office Director Michael Applegarth  
Council Office Analyst Dustin Fratto

#### **Administration:**

Mayor Kurt Bradburn (absent)  
CAO Matthew Huish  
Deputy to the Mayor Evelyn Everton  
Deputy Chief Administrative Officer Kim Bell  
Economic Development Director Nick Duerksen  
City Attorney Bob Thompson  
Senior Civil Attorney Jeff Robinson  
Community Development Director James Sorensen  
Long Range Planning Manager Jake Warner  
Fire Chief Bruce Cline  
Police Chief William O'Neal  
Parks & Recreation Director Scott Earl  
Public Utilities Director Tom Ward  
Public Works Director Mike Gladbach

**Present:** 7 - Council Member Brooke Christensen  
Council Member Maren Barker  
Council Member Kristin Coleman-Nicholl  
Council Member Chris McCandless  
Council Member Steve Fairbanks  
Council Member Zach Robinson  
Council Member Linda Martinez Saville

Per Utah Code Annotated 52-4-207 and City Council policy, Council Member Fairbanks may be participating in the December 17, 2019 City Council meeting via telephone and/or video conference.

#### Prayer / Pledge of Allegiance

Chairman Chris McCandless welcomed all those in attendance.

Council member Chris McCandless offered the opening prayer.

Council member Maren Barker led the audience in the pledge.

## Non-voting Items

### Agenda Planning Calendar Review & Council Office Director's Report

Dustin Fratto reviewed upcoming items on the agenda planning calendar for 2020.

### Council Member Business

Linda Saville gave her parting remarks on her last meeting on the City Council. She shared the reason why she ran for City Council, the experiences she had during the past 24 years, and expressed appreciation to all.

### Mayor's Report

No Report.

### CAO Report

Matt invited Nick Duerksen, Scott Earl and Bob Thompson for reports. Matt spoke regarding a survey on Dimple Dell Park.

Nick Duerksen updated the Council on the Centennial Towers project.

Scott Earl updated the Council on the 12 Days of Christmas Scavenger Hunt and replacement of the heat exchange and boiler at Alta Canyon Recreation Center.

Bob Thompson updated the Council on the Evans case. He expressed appreciation to the four council members who are leaving the City Council, and thanked them for their friendship.

## Citizen Comments

Former Director of the Midvale Boys and Girls Club Bob Dunn thanked Chris McCandless for the role he played in getting the Midvale Boys and Girls Club built, and the relationships that Chris fostered. The club would not have been built without Mr. McCandless. "He is a good guy". "He wanted to help kids".

Dea Theadore- thanked the City for sponsoring the Scavenger hunt. She said it was a lot of fun. She thanked the outgoing Council members for their years of service, specifically, Maren Barker for her service. She presented Maren with flowers.

Monica Zoltanski thanked the outgoing Council members for their example of leadership in the City.

Scott Earl, Sandy resident for 45 years, also thanked the outgoing members for their positive, professional relationships, and their service.

Comments were closed.

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## Voting Items

### Consent Calendar

1. [19-477](#) Approval of the November 19, 2019 Minutes.

**Attachments:** [November 19, 2019 Minutes](#)

**A motion was made by Brooke Christensen seconded by Kris Coleman Nicholl to approve items on the Consent Calendar... the motion carried by the unanimous voice vote in favor.**

### Council Items

2. [19-471](#) City Council Office recommending the Council authorize the Chair to sign a six-month contract extension with Cowdell & Woolley, P.C. for as needed legal services.

**Attachments:** [Cowdell Woolley Contract.pdf](#)  
[First Amemdment.Sandy City.docx](#)

Mike Applegarth recommended that the Council authorize the Chair to sign a six-month contract extension with Cowdell & Woolley, P.C. for as needed legal services, with the intent to engage the 2020 Council on continuing with legal counsel.

There were no comments.

**A motion was made by Kristin Coleman-Nicholl, seconded by Linda Martinez Saville, to authorize the Chair to execute Amendment 1 to the Legal Services Agreement with Cowdell & Woolley P.C. for a six-month contract extension... The motion carried by the following vote:**

**Yes:** 7 - Brooke Christensen  
Maren Barker  
Kristin Coleman-Nicholl  
Chris McCandless  
Steve Fairbanks  
Zach Robinson  
Linda Martinez Saville

3. [ZONE-10-19-5751\(CC\)](#) Community Development Department presenting a rezone application (File #ZONE-10-19-5751, Rees Rezone,) on behalf of IPOA, LLC., requesting that 0.52 acres, located at 1680 E. Dimple Dell Road, be rezoned from the R-1-10 Zone to the PO Zone.

**Attachments:** [Planning Commission Staff Report](#)  
[Planning Commission Minutes \(draft\)](#)  
[Neighborhood Meeting Summary](#)  
[Ordinance #19-36](#)  
[Peggy Bert Comments.pdf](#)  
[Howard Hyden](#)  
[Applicant Design Concept](#)  
[Executed Ord 19-36 Rees Rezone](#)

Jake Warner updated the Council on the rezone application on behalf of IPOA to rezone property located at 1680 E. Dimple Dell Road from R-1-10 to the PO Zone.

Applicant Amy Rees Anderson presented a powerpoint of the proposed office site.

Public comments:

Chris McCandless received a letter from a resident who spoke in favor of the rezone.

Monica Zoltanski was excited for the plan and welcomed this to neighborhood. She liked the design and felt it was a great solution for the area.

Comments closed.

**A motion was made by Kristin Coleman-Nicholl, seconded by Linda Martinez Saville, to adopt Ordinance 19-36 , rezoning approximately 0.52 acres from R-1-10 "Single Family Residential District" to PO "Professional Office", located at approximately 1680 East Dimple Dell Road... The motion carried by the following vote:**

**Yes:** 7 - Brooke Christensen  
Maren Barker  
Kristin Coleman-Nicholl  
Chris McCandless  
Steve Fairbanks  
Zach Robinson  
Linda Martinez Saville

4. [CODE-11-19](#) Cul-de-sac Length  
[-5755 CC](#) Amend Title 21, Chapter 21 - Subdivision Design Standards, Section 10 - Streets, of the Sandy Municipal Code

**Attachments:** [Staff Report](#)  
[11.21.19 PC Meeting Minutes](#)  
[Ord 19-35](#)  
[Exhibit A](#)  
[Executed Ord 19-35 Cul-de-sac lengths](#)

Mike Wilcox noted this was a request by the City Council to Amend Title 21, Chapter 21 - Subdivision Design Standards, Section 10 - Streets, of the Sandy Municipal Code.

There were no comments.



**A motion was made by Kristin Coleman-Nicholl seconded by Steve Fairbanks to adopt Ordinance 19-35 amending Title 21 of the Sandy City Municipal Code Chapter 21, "Subdivision Design Standards", Section 10, "Street Standards for all Types" to amend regulations for cul-de-sac lengths on streets....the motion carried by the following vote:**

**Yes:** 7 - Brooke Christensen  
Maren Barker  
Kristin Coleman-Nicholl  
Chris McCandless  
Steve Fairbanks  
Zach Robinson  
Linda Martinez Saville

5. [CODE-10-19](#) Jolley Pharmacy - Proposed Amendments to the SD(Carnation) Zone  
[-5752 CC](#) Amend Title 21, Chapter 19 - Special Development (SD) Districts, Section 20 - SD(Carnation), of the Sandy Municipal Code

**Attachments:** [Staff Report](#)

[11.21.19 PC Meeting Minutes](#)

[Ord 19-34](#)

[Exhibit A](#)

[Executed Ord 19-34 Jolley Pharmacy](#)

Mike Wilcox explained the code amendment request from Jolley Pharmacy, proposed amendments to the SD(Carnation) Zone to amend Title 21, Chapter 19 - Special Development (SD) Districts, Section 20 - SD(Carnation), of the Sandy Municipal Code.

Applicant Adam Nash requested a few amendments to include in the zone, landscape, and buffers for a new Pharmacy.

There were no comments.

**A motion was made by Kristin Coleman-Nicholl seconded by Steve Fairbanks to adopt Ordinance 19-34 Amending Title 21 of the Sandy City Municipal Code: Chapter 19, "Special Development (SD) Districts", Section 20 "SD(Carnation) -10600 S. 10000 E." to accommodate a development proposal of the Jolley Pharmacy and medical Plaza Facility..... The motion carried by the following vote:**

**Yes:** 7 - Brooke Christensen  
Maren Barker  
Kristin Coleman-Nicholl  
Chris McCandless  
Steve Fairbanks  
Zach Robinson  
Linda Martinez Saville

6. [19-464](#) Sandy City Fire Department recommends that the City Council adopts Resolution #19-50C to amend the agreement between Sandy City and Unified Fire Authority.

**Attachments:** [Resolution 19-50c](#)  
[UFA INTERLOCAL AGREEMENT AMENDMENT](#)  
[UFA Interlocal Agreement](#)  
[Map](#)

Bruce Cline introduced the interlocal agreement between Sandy City and Unified Fire for the extension of the current contract to provide service inside the City.

Council questions followed.

There were no comments.

**A motion was made by Kristin Coleman-Nicholl, seconded by Linda Martinez Saville, to adopt Resolution 19-50C, authorizing the amendment to a Cooperative Interlocal Agreement between Sandy City and Unified Fire Authority relating to delivery of Fire Protection Services .. The motion carried unanimously.**

**Yes:** 6 - Brooke Christensen  
Maren Barker  
Kristin Coleman-Nicholl  
Chris McCandless  
Zach Robinson  
Linda Martinez Saville

**Absent:** 1 - Steve Fairbanks

Roll Call

Council Member Steve Fairbanks left the meeting at approximately 6:20 p.m., after Agenda Item #5.

**Present:** 6 - Council Member Brooke Christensen  
Council Member Maren Barker  
Council Member Kristin Coleman-Nicholl  
Council Member Chris McCandless  
Council Member Zach Robinson  
Council Member Linda Martinez Saville

**Absent:** 1 - Council Member Steve Fairbanks

**7. [19-475](#)** Interlocal Cooperation Agreement between Salt Lake County and Sandy City conveying and transferring certain property to the City

**Attachments:** [Memorandum](#)  
[Resolution 19-49C](#)  
[Interlocal Cooperation Agreement - for Wasatch Boulevard and 300 East Properties \(12-03-19\)](#)  
[Exhibit A Quit Claim Deed - From County - for Wasatch Boulevard Property](#)  
[Exhibit B Quit Claim Deed - From County - for Tax Deed Property](#)

Civil Attorney Jeff Robinson introduced the Interlocal Cooperation Agreement between Salt Lake County and Sandy City conveying and transferring certain property to the City.

Public Comment:

Steve Van Maren noted that this was not an object of discussion at the County meeting so it must have passed. He would like a map to look at.

There were no more comments.

**A motion was made by Kristin Coleman-Nicholl, seconded by Linda Martinez Saville, to adopt Resolution 19-49C, authorizing the execution of an Interlocal Cooperation Agreement between Salt Lake County and Sandy City Cooperation to convey and transfer certain property to the City ... The motion carried by the following vote:**

**Yes:** 6 - Brooke Christensen  
Maren Barker  
Kristin Coleman-Nicholl  
Chris McCandless  
Zach Robinson  
Linda Martinez Saville

**Absent:** 1 - Steve Fairbanks

8. [19-476](#) The City Attorney's Office is recommending that the Council consider an amendment to Sandy City Code, Title 1, Chapter 1-1, Section 1-1-6 allowing staff to begin correcting scrivener's errors in the Sandy City Code without bringing the correction before the Council.

**Attachments:** [Memorandum](#)  
[Ordinance 19-33](#)  
[Executed Ord 19-33 - Title 1 Supplementation of Code](#)

Jeff Robinson introduced the amendment to Sandy City Code, Title 1, Chapter 1-1, Section 1-1-6 allowing staff to begin correcting scrivener's errors in the Sandy City Code without bringing the correction before the Council.

There were no public comments.

Council comments and discussion followed.

**Brooke Christensen made a motion seconded by Zach Robinson to deny Ordinance 19-33 updating the Sandy City Code by amending Title 1, "The Code; Ordinances, Ethics", Chapter 1-1, "Code Established Definitions and Rules of Construction", Section 1-1-6 "Supplementation of Code". .....the motion was denied by the following vote:**

**Yes:** 2 - Brooke Christensen  
Zach Robinson

**No:** 4 - Maren Barker  
Kristin Coleman-Nicholl  
Chris McCandless  
Linda Martinez Saville

**Absent:** 1 - Steve Fairbanks

2nd Motion on Item #8

Kris Coleman Nicholl made a motion seconded by Maren Barker to adopt Ordinance 19-33 updating the Sandy City Code by amending Title 1, "The Code; Ordinances, Ethics", Chapter 1-1, "Code Established Definitions and Rules of Construction", Section 1-1-6 "Supplementation of Code"....the motion carried by the following vote:

**Yes:** 5 - Maren Barker  
Kristin Coleman-Nicholl  
Chris McCandless  
Zach Robinson  
Linda Martinez Saville

**No:** 1 - Brooke Christensen

**Absent:** 1 - Steve Fairbanks

9. [19-468](#) Outgoing Council Member parting thoughts.

Maren Barker thanked the residents for giving her a chance to serve the past 4 years.

Cyndi Sharkey expressed appreciation to the four council members leaving and the three City Council members for their longevity, dedication, and service.

Chris McCandless made his closing comments referencing the projects he was involved in during his years of service on the City Council. He expressed appreciation to Staff for their work and efforts; expressing confidence in the upcoming new Council Members, encouraging them to work together as a team with the Administration; and to keep up the fight to prevent a bridge being built over Dimple Dell.

## 6:00 Time Certain Items and Public Hearings

10. [19-469](#) Council Member McCandless recommending that the Council receive a presentation from the Cottonwood Canyons Foundation

**Attachments:** [CCF Forest Partnership Presentation](#)  
[CCF Handout](#)

Serena Anderson, Executive Director of the Cottonwood Canyon Foundation, spoke regarding the role of the foundation specifically trail work in the canyons.

## Adjournment

City Council Meeting was closed. Meeting went into Recess for Closed Session. The Council met in the Council Conference Room.

**A motion was made by Chris McCandless, seconded by Brooke Christensen, to close the City Council meeting and reconvene into Closed Session to discuss the character, professional competency, or physical or mental health of an individual, as well as investigative proceedings regarding the alleged allegations of criminal misconduct.. The motion carried by the following vote:**

**Yes:** 6 - Brooke Christensen  
Maren Barker  
Kristin Coleman-Nicholl  
Chris McCandless  
Zach Robinson  
Linda Martinez Saville

**Absent:** 1 - Steve Fairbanks

#### Adjournment

The meeting adjourned at approximately 8:08 p.m. by Maren Barker seconded by Zach Robinson. The next scheduled meeting of the City Council is Tuesday, January 7, 2020 at 5:15 p.m.

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Chris McCandless, Chair  
Sandy City Council

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Pam Lehman  
Meeting Clerk



## Staff Report

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**File #:** 20-002, **Version:** 1

**Date:** 1/7/2020

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**Agenda Item Title:**

City Council Office recommending the Council elect a Chair and Vice Chair.

**Presenter:**

Mike Applegarth

**Description/Background:**

Utah Code Section 10-3b-203 says "the council in a municipality operating under a council-mayor form of government shall elect one of its members to be the chair of the council." In addition, Council policy also calls for the election of a Vice Chair.

Current Council policy requires the Council to elect its officers no later than the last Tuesday in June and December for a sixth month term. On December 17, 2019 the City Council delayed the vote so that the Council beginning in 2020 could select its officers.

The procedure for election is a ballot vote. Four votes are required to elect. If no Member receives four votes on the first ballot, a second, and if needed third ballot will occur. If no election occurs after three ballots, by policy the election should continue to another agenda and the incumbent Chair remains. With this election, there is no current Chair to serve as that backstop. If no election occurs, staff recommends that the Council select a temporary Chair to conduct the business of the January 7 and initially the January 14 meetings.

**Fiscal Impact:**

There is no fiscal impact associated with this item.



## Staff Report

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**File #:** 20-003, **Version:** 1

**Date:** 1/7/2020

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**Agenda Item Title**

City Council Office recommending annually required Open and Public Meeting Act training.

**Presenter**

Mike Applegarth

**Description/Background:**

Utah Code Annotated 52-4-104 requires presiding officer of the public body to ensure that the members of the public body are provided with annual training on the requirements of the Open and Public Meetings Act. The Council Office recommends the City Council listen to the brief training video developed by the State Auditor's Office on this topic. The link to the State Auditor's training site is: <http://training.auditor.utah.gov/courses/opma>, however a free account is required to view the video. The Council Office staff intends to play the video on the record for the City Council. In addition, a summary of the Act by David Church developed for the Utah League of Cities and Towns is attached to this item.

**Applicable Statute/Rule/Policy/Guideline/Goal:**

UCA 52-4-101 et seq.

**Recommended Action and/or Suggested Motion:**

No action required.

# OPEN AND PUBLIC MEETINGS

By David L. Church

In order to understand the Open and Public Meetings Act it is only necessary to understand what the public policy behind the Act is. The Act specifically states 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 political subdivisions take their actions and conduct their deliberation openly.<sup>1</sup>

It is clear from this statement of policy that all meetings of official bodies of cities and towns, with very limited exceptions, are to be open to the public. It is not just having the meeting open to the public that is the policy of the State of Utah. It is also that deliberations be conducted openly. If you keep these two policies in mind it is easy to comply with the Open and Public Meetings Act.

For purposes of the Act it is first necessary to understand what a meeting is. The Act defines a meeting as being a convening of a public body when a quorum is present. Meetings include workshops, executive sessions and it does not matter if the meeting is held in person or by means of electronic communications. Convening is also defined to mean any meeting called by a person authorized to do so for the purpose of either discussing or acting upon a matter on a subject matter over which the body has jurisdiction or advisory power.<sup>2</sup> These very broad definitions are intended to include almost all gatherings of the city council or other committees of a municipality.

The exceptions to what a meeting is are very narrow. They include a chance meeting, a social meeting; a convening of a public body that has both legislative and executive responsibilities where no public funds are appropriated and where the meeting is convened just to implement administrative matters.<sup>3</sup>

The Open and Public Meetings Act applies to more than just the governing body of a city. It also applies to Planning Commissions and the Boards of Adjustment and other advisory committees of the city or town. As long as this group consists of two or more persons, has the power to expend, disburse, or is supported in whole or part by tax revenue and has authority to do the public's business it is governed by the Act. The intent of this is to include all committees, commissions, or other groups that may be carrying out anything that looks like the public's business if they are supported by public funds.

It is important to remember, however, that a quorum of the body is necessary for it to be a meeting subject to the Act. For example, any two council members of a third, fourth, and fifth class city could get together to discuss any matter without it being a meeting but

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<sup>1</sup> Utah code 52-4-101.

<sup>2</sup> Utah code 52-4-103(2)

<sup>3</sup> This could apply to smaller cities and the towns where individual council members have administrative departments but should only be used in very few circumstances.



three council members could not get together to discuss a public matter without it constituting a meeting. It is now clear in the law that in cities operating under the six-member council form of government that two council members and the mayor do not constitute a quorum. If a mayor is meeting with only two of his council members for purposes of avoiding the public scrutiny it will appear to the press and public that at the very least he or she is violating the spirit of the open meetings act and this should be avoided.

All meetings are to be open to the public with limited exceptions. In addition any special meeting such as a workshop or executive session that is held the same day as a regular meeting of the city or town must be held at the same location where the regularly scheduled meeting is being held. The purpose of this is to keep a city council from holding work meeting at a place like a mayor's home or a café prior to the regularly scheduled council meeting.

The exceptions to having a meeting open to the public are meetings for:

- (a) discussion of the character, professional competence, or physical or mental health of an individual;
- (b) strategy sessions to discuss collective bargaining;
- (c) strategy sessions to discuss pending or reasonably imminent litigation;
- (d) strategy sessions to discuss the purchase, exchange, or lease of real property if public discussion of the transaction would:
  - (i) disclose the appraisal or estimated value of the property under consideration; or
  - (ii) prevent the public body from completing the transaction on the best possible terms;
- (e) strategy sessions to discuss the sale of real property if:
  - (i) public discussion of the transaction would:
    - (A) disclose the appraisal or estimated value of the property under consideration; or
    - (B) prevent the public body from completing the transaction on the best possible terms;
  - (ii) the public body previously gave public notice that the property would be offered for sale; and
  - (iii) the terms of the sale are publicly disclosed before the public body approves the sale;
- (f) discussion regarding deployment of security personnel, devices, or systems;
- (g) investigative proceedings regarding allegations of criminal misconduct; and
- (h) discussion by a county legislative body of commercial information as defined in Utah code Section **59-1-404**.

Before a meeting may be closed for one of these valid reasons, the public body must be called together in an open meeting. At least two-thirds of the members of the public body present must vote to close the meeting before it can be closed. No closed meeting is allowed except for the reasons mentioned above. The reasons for holding the closed

meeting and the vote either for or against the proposition to hold the meeting are to be entered into the minutes of the public portion of the meeting.

The law requires that written minutes and a recording are to be taken and kept of all public meetings. Both the minutes and tapes are public records and must be made available to the public within a reasonable time following the meeting. The recording must be available within 3 days following the meeting. Each City and Town is required to establish a policy about how minutes are to be approved. Once a City Recorder, Town Clerk, or Clerk of a meeting get the minutes written and they are given to the members of the public body for their review, they must also be given to the public. They can be labeled as draft minutes subject to change or something like that.

The minutes of open meetings must include certain minimal detail. Including the date, time, and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided; a record, by individual member, of votes taken; the name of each person who provided testimony and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes or recording that is a record of what went on in the meeting.

Written minutes may be kept and a digital or tape recording must also be kept of closed meetings. The open portion of the meeting minutes when the closed meetings is voted for must include the date, time, and place of the meeting, the names of the members present and absent and the names of other persons present except where disclosure would infringe on the confidence necessary to fulfill the purpose of closing the meeting. These minutes are public records and are available to the public as set forth above.

The Act also gives the public the right to record any open meeting. This recording could include either audio recording or video recording of the meeting. You do not, however, have to let this recording interfere with the conduct of the meeting.

The closed portion of the meeting must be tape recorded. These tape recordings and minutes (if any) are protected records under the Government Records Access and Management Act and, therefore, should not become public except under the provisions of that Act. The exception to this is meetings in which the competence or physical or mental health of an individual is discussed or the deployment of security devices is discussed. The public body holding the meeting can then choose to have the Chair or presiding officer sign a sworn affidavit affirming that the sole purpose for closing the meeting was to discuss only those issues. The purpose for this exception is that when discussing an individual, frank and open discussions are important and the presence of a tape recording device or minutes may impede this open and frank exchange of ideas. If individuals are meeting to discuss deployment of security personnel or devices, it may very well compromise the security of these devices to have a tape recording or detailed minutes available.

The purpose of requiring the tape recording of the other types of closed meetings is also twofold. Protected records under the Government Records Access and Management Act

will eventually become public records when the reason for the protection is removed. Also, any person who feels like there has been a violation of the law regarding the closed meeting has a right to take this tape recording or the detailed minutes and have a Judge review what went on. If the Judge determines that the public body discussed matters in the closed session that were inappropriate, he will then make these matters public.

The Attorney General and the county attorneys of the State are charged with enforcing the Open and Public Meetings Act. Private individuals, however, can enforce these acts by bringing suit. They may bring suit to enjoin or force compliance with provisions of the Act. If the private individuals prevail, the court may award reasonable attorneys fees and court costs to the successful plaintiffs. If any person intentionally violates any provision of the Act regarding closed meetings that person can be found guilty of a class B misdemeanor.

The Utah Open and Public Meetings Act also provide the minimum notice for a public meeting. A public body shall give not less than 24 hours public notice of each meeting including the meeting agenda, date, time, and place. In addition to these requirements a public body which holds regular meetings that are scheduled in advance over the course of a year must give public notice at least once each year of its annual meeting schedule by giving notice of the date, time, and place of the scheduled meetings. This notice is satisfied by posting written notice at the principal office of the public body, or if no principal office exists, at the building where the meeting is to be held; on the Utah Public Notice Website created under Section 63F-1-701 of the Utah Code; providing notice to at least one newspaper of general circulation within the geographic jurisdiction of the public body; or a local media correspondent. A public body is encouraged to develop and use electronic means to provide notice of its meetings. The public body must also provide public notice to all other media agencies that make a periodic written request to receive them; and post public notice of its meetings on the Internet.

The notice requirements may be disregarded if because of unforeseen circumstances it is necessary for a public body to hold an emergency meeting to consider matters of an emergency or urgent nature; and the best notice practicable is given. An emergency meeting of a public body may not be held unless an attempt has been made to notify all of its members; and a majority of its members approves holding the meeting.

A public notice that is required to include an agenda must provide reasonable specificity to notify the public as to the topics to be considered at the meeting. Each topic must be listed under an agenda item on the meeting agenda. A public body may not consider a topic in an open meeting that is not listed under an agenda item included with the advanced public notice. However a topic not listed on the open meeting agenda that is raised during an open meeting may be discussed but no final action may be taken by the public body during that meeting.

The best way to avoid problems with the Open and Public Meetings Act is to err on the side of public openness. When in doubt, the meeting should be open. City councils and other committees or commissions of cities should not attempt to violate even the spirit of

the Act. It is important that the meeting not only is conducted in public, but the deliberations be conducted openly. It is not appropriate for members of public bodies such as city councils and planning commissions to conduct their deliberations privately and then in the public meeting just perfunctorily hold the vote.

A copy of the Act is attached.



## Staff Report

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**File #:** 19-404, **Version:** 1

**Date:** 1/7/2020

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**Agenda Item Title:**

City Council Office recommending the City Council adopt the 2020 annual meeting schedule.

Mike Applegarth

The Open and Public Meetings Act section 52-4-202(2)(a) states that, "...a public body which holds regular meetings that are scheduled in advance over the course of a year shall give public notice at least once each year of its annual meeting schedule..."

The Council Office proposes the attached annual meeting schedule. Proposed meeting cancelations are highlighted. Following last year as a guide we propose the cancelation of the fifth Tuesday of each month. Although June 30 is a fifth Tuesday, we recommend the Council retain that as a meeting date as it represents the last possible day to adopt the FY 2020-21 budget. Additional cancelations include National Night Out Against Crime, the Tuesday before Thanksgiving, and the Tuesday before Christmas.

For comparison purposes, a spreadsheet indicating the frequency of Council meetings in other jurisdictions is also included with this item.

**Recommended Action and/or Suggested Motion:**

Motion to approve Resolution #20-01C adopting the 2020 Annual Meeting Schedule.

Resolution 20- 01 C

*A RESOLUTION OF THE SANDY CITY COUNCIL*

*ESTABLISHING THE 2020 ANNUAL MEETING SCHEDULE*

WHEREAS, Utah Code Annotated § 52-4-202(2)(a) requires a public body which holds regular meetings that are scheduled in advance over the course of a year to give public notice at least once each year of its annual meeting schedule; and

WHEREAS, Utah Code Annotated §52-4-202(2)(b) requires the public notice of the annual meeting schedule to also specify the date, time, and place of the scheduled meetings.

BE IT THEREFORE RESOLVED, that the Sandy City Council hereby publishes the annual meeting schedule as indicated in Exhibit A to this resolution.

BE IT FURTHER RESOLVED, that unless otherwise indicated in the 24 hours public meeting notice required by Utah Code Annotated §52-4-202(1)(a)(i) due to an offsite meeting location, traveling tour, or resolution amending this annual meeting schedule, in general, Sandy City Council Meetings begin at 5:15 p.m. in the City Council Chambers at Sandy City Hall, 10000 South Centennial Parkway, Sandy, Utah 84070.

PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

\_\_\_\_\_  
Chair, Sandy City Council

ATTEST:

\_\_\_\_\_  
City Recorder

RECORDED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

Exhibit A- 2020 Proposed Annual Meeting Schedule (proposed cancelations highlighted)

2020 Annual Meeting Schedule		
<b>January</b> 7-Jan-Meeting 14-Jan-Meeting 21-Jan-Meeting 28-Jan-Meeting	<b>May</b> 5-May-Meeting 12-May- Meeting 19-May-Meeting 26-May- Meeting	<b>September</b> 8-Sept-Meeting 15-Sept-Meeting 22-Sept-Meeting 29-Sept-Meeting
<b>February</b> 4-Feb-Meeting 11-Feb-Meeting 18-Feb-Meeting 25-Feb-Meeting	<b>June</b> 2-Jun- Meeting 9-Jun-Meeting 16-Jun-Meeting 23-June-Meeting 30-Jun- Meeting	<b>October</b> 6-Oct-Meeting 13-Oct-Meeting 20-Oct-Meeting 27-Oct-Meeting
<b>March</b> 3-Mar-Meeting 10-Mar-Meeting 17-Mar-Meeting 24-Mar-Meeting 31-Mar-Cancel 5 <sup>th</sup> Tuesday	<b>July</b> 7-July-Meeting 14-July-Meeting 21-July-Meeting 28-July-Meeting	<b>November</b> 3-Nov-Meeting 10-Nov- Meeting 17-Nov-Meeting 24-Nov-Cancel Thanksgiving
<b>April</b> 7-Apr- Meeting 14-Apr-Meeting 21-Apr-Meeting 28-Apr-Meeting	<b>August</b> 4-Aug-Canceled Night Out Against Crime 11-Aug-Meeting 18-Aug-Meeting 25-Aug-Meeting	<b>December</b> 1-Dec-Meeting 8-Dec-Meeting 15-Dec-Meeting 22-Dec- Cancel Christmas Holiday 29-Dec- Cancel Christmas Holiday

## City Council Meeting Times and Frequency Survey

Updated 12/31/19

Community	Meeting Type: (W)ork Session or (B)usiness	# Times per Month	Day of Week	Start Time	Other Info.	Cit. Comments
Murray	W	2	Tues.	5:30 p.m.	1st and 3rd week	After 6:30 PM
	B	2	Tues.	6:30 p.m.	1st and 3rd week	
Millcreek	W	2	Mon.	5:00 p.m.	2nd and 4th week	After 7:00 PM
	B	2	Mon.	7:00 p.m.	2nd and 4th week	
South Salt Lake	W	2	Wed.	6:00 p.m.	As needed	
	B	2	Wed.	7:00 p.m.	2nd and 4th week	
Sandy	B	4	Tues.	5:15 p.m.	First four weeks	After 5:15 PM
Bluffdale City	W	2	Wed.	6:00 p.m.	2nd and 4th week	After 7:00 PM
	B	2	Wed.	7:00 p.m.	2nd and 4th week	
West Valley City	W	4	Tues.	4:30 p.m.	First four weeks	After 6:30 PM
	B	4	Tues.	6:30 p.m.	First four weeks	
South Jordan	W	2	Tues.	4:30 p.m.	1st and 3rd week	After 6:30 PM
	B	2	Tues.	6:30 p.m.	1st and 3rd week	
Taylorsville	W	2	Wed.	6:00 p.m.	1st and 3rd week	After 6:30 PM
	B	2	Wed.	6:30 p.m.	1st and 3rd week	
Alta	B	1	Wed.	5:00 p.m.	2nd week	After 5:00 PM
Draper	W	2	Tues.	5:30 p.m.	1st and 3rd week	After 7:00 PM
	B	2	Tues.	7:00 p.m.	1st and 3rd week	
West Jordan	B	2	Wed.	5:30 p.m.	2nd and 4th week	After 5:30 PM
Herriman	W	2	Wed.	5:00 p.m.	2nd and 4th week	After 7:00 PM
	B	2	Wed.	7:00 p.m.	2nd and 4th week	
Cottonwood Heights	W	2	Tues.	5:00 p.m.	1st and 3rd week	After 7:00 PM
	B	2	Tues.	6:30 p.m.	1st and 3rd week	
Midvale	W	2	Tues.	6:00 p.m.	1st and 3rd week	After 7:00 PM
	B	2	Tues.	7:00 p.m.	1st and 3rd week	
Holladay	W	1	Thur.	5:30 p.m.	2nd week (as needed)	After 6:00 PM
	B	2	Thur.	5:30 p.m.	1st and 3rd week	
Riverton	W	2	Thur.	5:45 p.m.	1st and 3rd week	After 7:00 PM
	B	2	Thur.	7:00 p.m.	1st and 3rd week	
Salt Lake	W	2-3	Tues.	2:00 p.m.	No specific weeks	After 7:00 PM
	B	2-3	Tues.	7:00 p.m.	No specific weeks	
Of the <b>17</b> cities, <b>frequency</b> : One had 1 meeting per month, thirteen meet 2 times per month, and two meet 4 or more times per month (one of which is Sandy). <b>Work Session Length</b> : fourteen report holding a worksession, two of which hold it on a different calendar day than their business meeting . <b>Meeting Nights</b> : Mon.-1, Tues.-8, Wed.-6, Thur.-2, Fri.-0.						





## Staff Report

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**File #:** 20-004, **Version:** 1

**Date:** 1/7/2020

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**Agenda Item Title:**

City Council Office recommending the Council appoint Council Members to serve as liaisons to various external organizations and special committees.

**Presenter:** Mike Applegarth

**Description/Background:**

December 2018 was the last time that the Council made assignments for Council member liaisons to external and special committees. With the intent for liaison assignments to follow the calendar year, the Council may assign new Council liaisons to any of the committees listed in the attached resolution should it so choose.

External committees refer to a committee, board, or commission that is not operated or organized by Sandy City, but instead by a group or organization external to the City. These committees, boards, or commissions sometimes host liaisons or representatives who are appointed by the Sandy City Mayor or Council (the Council in this case).

Special committees are standing groups of Sandy residents, business owners, experts, or other individuals who are jointly appointed by the Mayor and City Council to advise them on matters of importance to the City. Special committees are created by joint resolution of the Mayor and Council and operate in accordance with the Special Committees Policy and Procedural Manual adopted through Resolution 18-40C on 9/11/2018. At this time Sandy Special Committees include: the Arts Guild, Civic Center Architectural Review Committee, Community Development Block Grant Committee (CDBG), the Historic Committee, and the Public Utilities Advisory Board (PUAB). Should additional special committees be created in the future, the Council may appoint a liaison to said committee at that time.

**Recommended Action and/or Suggested Motion:**

1. Make changes to Council Liaison appointments
2. Motion to adopt Resolution #20-02C with the new appointments as prescribed by the Council

**Resolution #20-02C  
Sandy City Council  
Committee Liaison Assignments**

**BE IT RESOLVED** by the City Council of Sandy City, Utah, that the following Council members be appointed to serve on the following Committees, Boards, and Commissions, as indicated in attachments A and B, for a term beginning January 7, 2020 and ending when otherwise amended by action of the City Council.

**PASSED AND ADOPTED THIS 7<sup>TH</sup> DAY OF JANUARY 2020**

\_\_\_\_\_  
**Council Chair  
Sandy City Council**

**ATTEST:**

\_\_\_\_\_  
**City Recorder**

**RECORDED** this \_\_\_\_\_ day of \_\_\_\_\_, 2020

**ATTACHMENT A**  
**External Committees**

<b>COMMITTEE</b>	<b>DESCRIPTION</b>	<b>MEETING DATE, TIME, &amp; LOCATION</b>	<b>CONTACT PERSON</b>	<b>2019 (CURRENT) APPOINTMENT</b>	<b>2020 (NEW) APPOINTMENT</b>
The Orchestra & Chorus of Sandy City	1-year term, voting status unknown. Not subject to OPMA.  Mountain West Ballet/American West Symphony have liaison who reports to the Arts Guild. Council member gets information from organizations without attending additional meetings.	1 <sup>st</sup> Tuesday of each month  Meet at 1265 E. Fort Union Blvd. Suite 150	Contact Mountain West Ballet Kate Johnson <a href="mailto:k8may@gmail.com">k8may@gmail.com</a>	Zach Robinson	
Association of Municipal Governments	1-year term, non-voting liaison. Not subject to OPMA.	2 <sup>nd</sup> Tuesday of each month at 12:00 PM  Meet at Murray City Hall Council Conference Room.	Erika Fihaki <a href="mailto:efihaki@slco.org">efihaki@slco.org</a>	Zach Robinson  Kris Coleman Nicholl (Alternate)	
Chamber of Commerce Board	1-year term, non-voting liaison. Not subject to OPMA.	3 <sup>rd</sup> Wednesday of each month at 7:30 AM Conference Room 8 <sup>th</sup> Floor  Meet at the South Valley Chamber of Commerce offices	Erica Bohl <a href="mailto:Erica@southvalleychamber.com">Erica@southvalleychamber.com</a>	Brooke Christensen	

**ATTACHMENT A**  
**External Committees**

Council of Governments (COG)	1-year term, voting status unknown. Complies with OPMA.	3rd Thursday of each month at 2:30 PM (quarterly)  USU Extension Services Room County Government Center S1-950	Ryan Perry <a href="mailto:rperry@slco.org">rperry@slco.org</a>  Erika Fihaki Administrative Support <a href="mailto:efihaki@slco.org">efihaki@slco.org</a>	Kris Coleman-Nicholl  Steve Fairbanks (Alternate)  Chris McCandless (Alternate)	
Hale Centre Theatre Executive Board	1-year term, voting member. Not subject to OPMA.		Mark Deitlein <a href="mailto:markd@halecentretheatre.org">markd@halecentretheatre.org</a>	Chris McCandless	
Jordan River Commission	1-year term, voting member. Complies with OPMA.  Develop a publicly supported vision for the future of the entire Jordan River corridor.	1 <sup>st</sup> Thursday of each month at 9:00 AM  Meet at Taylorsville City Hall	Soren Simonsen <a href="mailto:sorensimonsen@utah.gov">sorensimonsen@utah.gov</a>  Aimee Horman <a href="mailto:ahorman@utah.gov">ahorman@utah.gov</a>	Brooke Christensen  Vacant (Alternate)	
Salt Lake County Convention Facilities Advisory Board	1-year term, voting member. Complies with OPMA.	Meet quarterly  Meet at the Salt Palace	Morgan Taylor <a href="mailto:Morgan.g@saltpalace.com">Morgan.g@saltpalace.com</a>	Zach Robinson	
Sandy Club Board of Directors	1-year term. Liaison non-voting member. Not subject to OPMA.	2 <sup>nd</sup> Thursday of each month at 12:00 PM  Meet at the Sandy Club (450 E 8680 S)	Shalome Orton	Linda Martinez Saville	

ATTACHMENT A  
External Committees

Senior Center Advisory Council	<p>1-year term, non-voting liaison. Compliance unknown.</p> <p>This Advisory Council was established as a requirement of an agreement between Sandy/Salt Lake County to provide input into programs issues, budget, etc. (not including city budget). The Council includes a President, Vice President, Secretary, Treasurer, eight members and community representatives (non-voting members) from Sandy City, Ata View Hospital.</p>	<p>Every other Wednesday 1-2 PM 440 E. 8680 S.</p> <p>Meet at the Sandy Senior Center</p>	<p>Kevin Bybee <a href="mailto:kbybee@sandy.utah.gov">kbybee@sandy.utah.gov</a></p>	Linda Martinez Saville	
ULCT Legislative Policy	<p>1-year term, for each of 3 voting members (divided between legislative and executive branches). Complies with OPMA.</p>	<p>12:00 PM each Monday during the legislative session. And once monthly thereafter.</p> <p>Meet at the Capitol in the House Office</p>	<p>Cameron Diehl <a href="mailto:cdiehl@ulct.org">cdiehl@ulct.org</a></p>	Brooke Christensen	

ATTACHMENT A  
External Committees

		Building Room W030.			
Waste Management & Recycling District	1-year term, voting member. Complies with OPMA.	4 <sup>th</sup> Monday of each month at 9:00 AM  Meet at SLCo Public Works Building (604 West 6960 South)	Anthony Adams 385-468-6332 <a href="mailto:aadams@wasatchfrontwaste.org">aadams@wasatchfront waste.org</a>	Kris Coleman- Nicholl	

**ATTACHMENT B**  
**Special Committees**

COMMITTEE	DESCRIPTION	MEETING DATE, TIME, & LOCATION	CONTACT PERSON	CURRENT APPOINTMENT	NEW APPOINTMENT
Arts Guild	1-year term, non-voting liaison member.	1 <sup>st</sup> Wednesday of each month at 6:30 PM  Meet in Mayor's Conference Room	Charlotte Jordan <a href="mailto:charlottejordan@gmail.com">charlottejordan@gmail.com</a>  Mearle Marsh <a href="mailto:mmarsh@sandy.utah.gov">mmarsh@sandy.utah.gov</a>	Zach Robinson	
Community Development Block Grant	1-year term, non-voting liaison member.  Residents appointed by the City Council/Mayor review applications for funding each year, based on needs, provides recommendations to City Council on how to utilize the annual CDBG funding	3 <sup>rd</sup> Wednesday of each month at 5:00 PM  Meet in the CD Conference Room	Jake Warner <a href="mailto:jwarner@sandy.utah.gov">jwarner@sandy.utah.gov</a>	Brooke Christensen  Kris Coleman-Nicholl	
Historic Committee	1-year term, non-voting liaison member.  Three main goals 1) encourage retention of visual and historic integrity of the Historic District/other resources/areas in Sandy City. 2) Protect property values. 3) Implementation of the Historic Sandy Master Plan	1st Wednesday of each month at 5:00 PM  Meet in the CD Conference Room	Wade Sanner <a href="mailto:wsanner@sandy.utah.gov">wsanner@sandy.utah.gov</a>	Brooke Christensen  Linda Martinez Saville (Alternate)	

ATTACHMENT B  
Special Committees

Public Utilities Advisory Board	<p>1-year term, non-voting liaison member.</p> <p>Review operations of the Public Utilities Department/all capital projects being built/ water production that is occurring in the City/department's finance reports. Board reviews in detail PU proposed budget or approval/recommends it to the Council. The Committee discusses various issues associated with the relationship between Metropolitan District of Salt Lake/Sandy.</p>	<p>3<sup>rd</sup> Thursday of each month at 7:00 AM</p> <p>Meet in the Public Utilities Conference Room</p>	<p>Tom Ward <a href="mailto:tward@sandy.utah.gov">tward@sandy.utah.gov</a></p> <p>Geneal Fox <a href="mailto:gfox@sandy.utah.gov">gfox@sandy.utah.gov</a></p>	<p>Steve Fairbanks</p> <p>Maren Barker</p>	
Civic Center Architectural	<p>1-year term, voting member.</p> <p>Functions as advisory/recommending group to Planning Commission. review/makes recommendation to applicants on architectural designs for new and modified developments within the Central Business District (CBD) Zone 8h accordance with the CBD Zone/Sandy City</p>	<p>Meet as needed.</p> <p>Meet in the CD Conference Room</p>	<p>James Sorensen <a href="mailto:jsorensen@sandy.utah.gov">jsorensen@sandy.utah.gov</a></p>	<p>Kris Coleman-Nicholl</p>	



ATTACHMENT B  
Special Committees

	Architectural Design Standards				
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## Staff Report

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**File #:** 20-005, **Version:** 1

**Date:** 1/7/2020

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**Agenda Item Title:**

Council Member Robinson recommending the Council adopt revisions to the policy on the Election of Council Officers.

**Presenter:**

Council Member Robinson

**Description/Background:**

**This item was continued from December 10, 2019.**

Under the Council's current policy, the election of Council officers (Chair and Vice Chair) are to occur no later than the last Tuesday in December and June for a six-month term. When a new Council Member is elected to office he or she takes the oath of office in January and therefore does not vote have a vote in the election of officers.

The attached amendments to the Election of Council Officers policy moves the elections from December to January, and from June to July. This enables new Council Members elected in November to have a vote on the election of officers.

**Fiscal Impact:**

There is no fiscal impact associated with this item.

**Recommended Action and/or Suggested Motion:**

Motion to adopt revisions to the Election of Council Officers policy as included with this agenda item.

# Sandy City Council

## Legislative Policies and Procedures

SUBJECT: Election of Council Chair

### BACKGROUND:

State law requires the City Council to elect one of its members as Council Chair. Specifically, Utah Code Annotated Section 10-3b-203(1)(a)(iv) says:

“The council in a municipality operating under a council-mayor form of government shall elect one of its members to be chair of the council.”

### POLICY:

1. The Election of Council Officers policy adopted on January 13, 2009, as amended on March 31, 2015 and August 18, 2015 is hereby repealed.
2. The City Council will elect a Chair by ballot vote no later than the last regularly scheduled meeting in June to commence a six-month term beginning July 1 and ending December 31 the same year. The City Council will also elect a Chair by ballot vote no later than the last regularly scheduled meeting in December to commence a six-month term beginning January 1 and ending June 30 the same year.
3. A majority vote of the entire membership of the Council (four affirmative votes) is required for election of the Chair regardless of absences or abstentions.
4. If, after three ballots at the regularly scheduled semi-annual election for the Chair, no Council Member receives a majority vote, the incumbent will continue to serve as Chair until a subsequent, regularly scheduled meeting of the City Council. No more than three ballots for Chair will be taken at any one Council meeting. A Council Member who receives a majority vote for the office of Chair after July 1 or January 1 shall assume the role and responsibility of Chair immediately at the meeting in which the election occurred and shall serve the term described in Section 2.
5. The Chair may be reelected for one consecutive term upon a majority vote of the Council. A council member may not serve more than two consecutive terms.
6. The Council shall elect a Vice-Chair by ballot vote. The Vice-Chair will chair the Council meetings in the absence of the Chair. There is no presumption that the Vice-Chair will serve as the next Chair. The same voting procedures and requirements outlined in sections 2 through 5 also apply to the office of Vice-Chair.

### History:

Original Adoption: November 15, 2017

Revision: June 13, 2017

Sandy City Council  
Legislative Policies and Procedures

SUBJECT: Election of Council Officers

Deleted: Chair

BACKGROUND:

State law requires the City Council to elect one of its members as Council Chair. Specifically, Utah Code Annotated Section 10-3b-203(1)(a)(iv) says:

“The council in a municipality operating under a council-mayor form of government shall elect one of its members to be chair of the council.”

POLICY:

1. The Election of Council Officers policy adopted on January 13, 2009, as amended on March 31, 2015 and August 18, 2015 is hereby repealed.
2. Unless the City Council changes this policy by majority vote regarding the term, manner of election, or other conditions influencing the election of its officers, the City Council Chair and Vice Chair will serve approximately six-month terms. The City Council shall conduct an election for its officers by ballot vote on the first regularly scheduled meetings in January and July.
3. The election for the Chair will be conducted first followed by the election for the Vice Chair.
4. A majority vote of the entire membership of the Council (four affirmative votes) is required for election of the Chair and Vice Chair regardless of absences or abstentions.
5. If, after three ballots at the regularly scheduled semi-annual election for the Chair or Vice Chair, no Council Member receives a majority vote, the incumbent will continue to serve as Chair or Vice Chair. A new election will be held at the next regularly scheduled meeting of the City Council. No more than three ballots for Chair will be taken at any one Council meeting. A Council Member who receives a majority vote for the office of Chair, shall assume the role and responsibility of Chair immediately at the meeting in which the election occurred and shall serve the term described in Section 2.
6. The Chair and Vice Chair may be reelected for one consecutive term upon a majority vote of the Council. A council member may not serve more than two consecutive terms.
7. The Vice-Chair will chair the Council meetings in the absence of the Chair. There is no presumption that the Vice-Chair will serve as the next Chair.

Deleted: The City Council will elect a Chair by ballot vote no later than the last regularly scheduled meeting in June to commence a six-month term beginning July 1 and ending December 31 the same year. The City Council will also elect a Chair by ballot vote no later than the last regularly scheduled meeting in December to commence a six-month term beginning January 1 and ending June 30 the same year.

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Deleted: The same voting procedures and requirements outlined in sections 2 through 5 also apply to the office of Vice-Chair....

History:

Original Adoption: November 15, 2017

Revision: June 13, 2017



## Staff Report

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**File #:** 20-006, **Version:** 1

**Date:** 1/7/2020

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**Agenda Item Title:**

Council Member Zoltanski proposing an amendment to the Council Rules of Procedure establishing Citizen Comments as timed certain for 7:00 PM.

**Presenter:**

Council Member Zoltanski

**Description/Background:**

The "Citizen Comments" portion of the agenda is time set aside for the public to engage the Council on issues not on the agenda. Currently, Citizen Comments falls near the beginning of the meeting following the standing reports (Agenda Calendar Review, Council Business, Mayor/CAO, etc.). The actual time of the Citizen Comments is uncertain and depends on the unpredictable length of the standing reports. Council Member Zoltanski recommends moving Citizen Comments to 7:00 PM time certain in order to allow residents more time to get to the City Council Meeting, and also provide a more predictable time for public comment.

**Fiscal Impact:**

There is no fiscal impact with this item.

**Further action to be taken:**

No further action required.

**Recommended Action and/or Suggested Motion:**

Motion to adopt amendments to the Council Rules of Procedure as proposed.

To: Sandy City Council Members  
Fr: Monica Zoltanski, Sandy City Council District 4 Representative  
Re: Public Comment 7 PM Time-Certain Amendment  
Da: January 2, 2020

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In order to promote civic engagement and encourage public dialog on the decisions impacting the day-to-day lives of Sandy residents, I propose amending the time-certain start for public comment at weekly city council meetings from 5:15 PM to 7:00 PM.

I believe a later time-certain start is needed to empower residents who wish to personally engage with the city council, and this will remove a significant barrier to public participation in Sandy government. I have considered the following in recommending this amendment to the council's procedure:

- 1) Personal attendance at city council is among the most effective and impactful way for residents to voice concerns about city matters. While other means of communication are available (letters, email, phone calls) when a constituent makes the time and effort to personally appear to address the city council, administration, and department heads, the impact of that face-to-face interaction cannot be overstated. The right to address our government officials is fundamental to our democracy and personal participation should be encouraged by this body whenever possible. Moving to a more convenient start time will signal the council's support for a culture of civic engagement.
- 2) More time is needed to arrive at city council meetings after a typical work commute. Presently, the comment time of 5:15 does not allow community members who work a traditional 9-5 work schedule adequate time to travel to city hall. More and more, people are working 9-6. Residents who work downtown or across the valley easily have a 30-45 minute commute just to get to Sandy. It is too burdensome on residents to expect them to take off work early to rush to a council meeting. Making local government easily accessible for our residents is our paramount duty.
- 3) Most other cities, public boards, and community councils that elicit public comment start between 6:30 and 7 PM (see attached Council Meeting Schedules Comparison).
- 4) Sandy City Council had an established practice for years where public comment was taken at 7 PM. Many longtime residents still think the start time is 7 PM. While the council meeting itself has always begun at 5:15 PM, for many years public comments were not taken until after 7 PM. Changing back to 7 PM will alleviate the confusion.
- 5) Residents have complained on the record over the past year that the 5:15 PM start time causes the public comment portion to arrive too early in the evening, sometimes before 6 PM. Without a time-certain for public comment, the public comment item floats between the 5-7 pm hour causing confusion and some residents have missed their opportunity to speak. Even though the voting items allow for public comment under our rules, those times are not fixed and it becomes a moving target causing frustration and confusion

about the council calendar. Without a reasonable, fixed start time when residents who work a full day can attend, the council risks amplifying the voice of those who can attend (retirees, unemployed, wealthier individuals who don't work) to the exclusion of working adults whose schedule follows a more traditional workday. Casting a broader net can elicit a more representative range of public views on decisions that will impact all city residents.

6) Cons: While no start time will meet the needs of all, a later start time could discourage participation from those with responsibilities later in the evening, such as parents with young children who might need child care in order to attend council meetings and tend to young children on a bedtime schedule. Also, a later start time could add pressure on staff who will be attending later meetings. On short agenda weeks, a later start time could cause a gap in the meeting where a break would be required only to return for public comment, which may or may not occur depending on participation. These potential conflicts should be weighed and considered against the benefits of any change. Your thoughts on how to minimize these conflicts are welcome.

Summary: In order to solve problems and enhance the quality of life in our community, people need to not only have the ability to access their public officials but also feel that the elected representatives are reaching them in a time and manner that makes sense for their busy lives. We want citizens engaged in the progress of our city to feel we as a body are here to serve their needs first. There is no substitute for personal engagement with local government and we only stand to strengthen our city when we engage a broader community in our decisions of the council.

Finally, hearing a wide range of voices is essential not just when making decisions on impactful projects but also promotes civic leadership. By creating opportunities for citizens to listen and be heard, we create an educated, informed, and invested population of residents, taxpayers and voters.

I believe the benefits of moving to a more citizen-service meeting time outweighs the burden on staff. A later start time for public comment is a simple and effective means to amplify the voice of a broader cross-section of our community and cultivate civic leadership. I welcome your discussion and urge you to vote to approve restoring 7 PM as the time-certain for public comment at Sandy City Council meetings. Thank you.

**Sandy City Council**  
Legislative Policies and Procedures

**SUBJECT: Rules of Procedure**

**BACKGROUND:**

State law § 10-3-606 requires the City Council to adopt rules of order and procedure governing and prescribing

- a) parliamentary order and procedure;
- b) ethical behavior; and
- c) civil discourse.

The City Council is further required to:

- a) conduct public meetings in accordance with the adopted rules of order and procedure;
- b) make the rules of order and procedure available to the public; at each meeting of the municipal legislative body; and on the City website.

**POLICY:**

1. The “Sandy City Guidelines, Conduct of Official Council Meetings” adopted via Resolution #07-66C are hereby repealed.
2. The Sandy City Council Rules of Order and Procedure are described as follows:



# Sandy City Council

## Rules of Order and Procedure

### Parliamentary Order and Procedure, Ethical Behavior, and Civil Discourse

#### 1. Standard Order of Business

- a) The standard order of business for regularly scheduled meetings of the City Council is as follows. The City Council may vote to amend the standard order of business from time to time based on the actual content of each meeting. The Council will not entertain new items after 11 PM unless agreed to by a majority of the Members.

#### 5:15 Council Meeting

##### A. Non-voting items

- 1. Opening Remarks/Prayer/Pledge of Allegiance
- 2. Agenda Planning Calendar Review & Council Director Report
- 3. Council Member Business
- 4. Mayor's Report
- 5. Chief Administrative Officer Report
- 6. Other Standing Reports as needed
- 7. Informational briefings, training opportunities, discussion items, etc.

##### B. Voting Items

- 1. Consent Calendar
- 2. Council Items

#### 6:00 PM

##### C. Public Hearings and Other Time Certain Items

- 1. Special Recognition
- 2. Public Hearings
- 3. Other Time Certain Items

#### 7:00 PM

- 1. Citizen Comments

- b) Council Member Business, the Mayor's report, and the Chief Administrative Officer's report are informational in nature. These reports may include such items as updates from committee meetings, summaries of significant City events, recognition proposals, and recommendations for future discussion items. No action except discussion can occur on such an item at the meeting in which it is introduced; it must be added to a future agenda as a voting item before formal Council action can occur.
- c) Unless an item has been noticed on the agenda for a time certain, the Council may deviate from the standard order of business.
- d) Items not completed during the Council Meeting portion of the agenda should be rescheduled at the next available Council Meeting as appropriate.
- e) Each speaker is allowed three minutes per voting item. The Citizen Comment sections of the meeting are for issues not listed on the agenda. Each speaker is

## Sandy City Council

### Rules of Order and Procedure

allowed three minutes to address the Council during Citizen Comments. If a citizen is unable to attend a meeting in person, he or she may provide written comments to the City Council Executive Director by 3:00 PM the day of the Council Meeting to have those comments distributed to the City Council and have them read into the record at the appropriate time.

## 2. Motions

### **Main Motion**

- a) A motion is a formal proposal by a Member of the City Council, in a meeting, that the Council take certain action.
- b) After a motion has been seconded, another Member of the Council may offer a friendly amendment to the original motion maker which he or she, together with the seconder of the motion, may accept or reject. Friendly amendments are informal and are not counted toward motions to amend.

### **Motion to Amend**

- c) A motion to amend which has been seconded and receives a majority vote of the Members present amends the main motion.
  - i. A Motion to Amend must be germane. Any amendment proposed must in some way involve the same question raised by the motion it amends. As such, motions to amend should insert and/or strikeout wording of the original motion. Motions to amend may not be the negation of the main motion.
  - ii. The Chair will rule whether or not a Motion to Amend is germane to the main motion.
- d) To retain clarity of debate, the main motion should only be amended no more than two times.
- e) A motion which has been seconded (amended or otherwise) and is the subject of debate must be dispensed with before a new motion can be considered. There are no “substitute motions” which unilaterally shift debate away from the main motion.

### **Motion to Reconsider**

- f) After a main motion has been dispensed with, a Motion to Reconsider may be offered at the same meeting in which the motion suggested to be reconsidered occurred. However, the Motion to Reconsider may only be offered by a Member who voted on the winning side, whether in the affirmative or negative. A second to

## Sandy City Council

### Rules of Order and Procedure

the Motion to Reconsider may be offered by any Member. In the event of a tie vote, any member may offer a Motion to Reconsider. The Motion to Reconsider brings up the item at the same meeting in which the vote to be reconsidered occurred.

#### **Renewal of Motions**

- g) If properly placed on the Council Meeting agenda, any Member may Motion to Rescind or Amend an action of the Council.

### **3. Debate**

- a. It is recommended that formal titles such as “Mr./Madam Chair” be utilized to encourage a professional, courteous and orderly atmosphere.
- b. No motion shall be debated until it has been seconded by another Member of the City Council. A motion dies for lack of a second from another Member of the Council.
- c. For clarity, after a motion has been seconded, the Chair should restate the motion or cause it to be displayed in writing for the Members of the Council and the public.
- d. The Chair should ensure that each Council Member who desires to speak has opportunity to do so.
- e. Members should refrain from speaking until being recognized by the Chair.

#### **Call the Previous Question or “Calling the Question”**

- f. Any Member may make a Motion for the Previous Question during debate (commonly called “calling the question”). A Motion for the Previous Question is a proposal to end debate on the main motion. It requires a second and must be adopted by a majority of Members present. The Motion for the Previous Question is not debatable. A vote on the Previous Question does not decide the main motion. It decides whether or not debate on the main motion should cease.

#### **Appeal**

- g. Any Member may raise a Point of Order without having first been recognized by the Chair in order to seek clarification on a parliamentary question. The Chair will rule on the Point of Order.
  - i. Rulings of the Chair may be appealed to the City Council as a whole. A majority vote of the City Council may override a ruling of the Chair.

#### **Pause in Council Proceedings**

## Sandy City Council

### Rules of Order and Procedure

- h. The Chair may allow the Council to stand at ease for a brief pause if necessary during debate.

#### 4. Quorum

- a) A quorum of the City Council is required to conduct business. A quorum is four Members.

#### 5. Voting

- a. Voting shall be in the form of “yes” or “aye,” “no” or “nay,” and “abstain.” The names of those voting for, against, or abstaining shall be entered in the Council minutes.
- b. No Council Members shall vote unless physically present or participating through electronic means pursuant to Utah Code Annotated § 52-4-207. Proxy votes are not allowed.

#### **Types of Voting**

- c. A roll call vote is required for all ordinances and may occur for other votes. “Roll call” means that each Council Member participating verbally gives his or her vote when called upon to vote. Any Member has the discretion to call for a roll call vote.
- d. If a roll call vote is not required, a voice vote may occur. A voice vote is the request of the Chair such as, “All in favor,” and/or “All opposed” where the Council Members simultaneously state their vote on an item.

#### **Number of Votes Required to Pass an Item**

- e. The minimum number of votes required to pass an ordinance or resolution, or to take any action by the Council, unless otherwise prescribed by law, is a majority of the entire membership of the Council, without regard to vacancy or absences, namely four votes.
  - i. Notwithstanding this provision, a Council meeting may be adjourned to a specific time if the majority vote is less than four votes.
- f. An expression of “abstain” during voting shall not be considered as an affirmative or negative vote. For purposes of a Motion to Reconsider, an “abstain” vote does not grant standing. In other words, a Council Member who abstains on a question or is absent when the vote on a question is taken may not move to reconsider the question.
- g. In the case of a tie vote, the motion shall fail.

# **Sandy City Council**

## **Rules of Order and Procedure**

### **Explanation of Vote or Conflict**

- h. A Council Member desiring to explain his or her vote should do so prior to the call of the roll or voice vote.
- i. Any Council Member who has an immediate or direct financial interest in any item pending before the Council shall disclose this fact to the Council at the time the item is called. Members declaring such an interest should leave the room during the discussion and abstain from voting on that item.
- j. Custom should not conflict with adopted Rules of Order and Procedure. To the extent that custom conflicts with adopted Rules, the Rules shall supersede until amended to reflect customary practice.

### **Amending the Rules**

- a. If previous notice is given, namely a specific amendment or set of amendments to the Rules of Order and Procedure is placed on the regular Council Meeting agenda in advance, a majority vote of Members of the City Council is required to modify the Rules of Order and Procedure.
  - i. If the Rules of Order and Procedure have not been explicitly placed on the Council Meeting agenda for discussion, a two-thirds majority of the Council Members present may suspend or modify the Rules in order to accomplish a specific action.
- b. In the event that any provision herein conflicts with state law, state law supersedes.

#### **History:**

Original Approval: March 29, 2016

Last Revision: February 19, 2019

January 7, 2020  
53 of 56

# City Council Meeting Times and Frequency Survey

Updated 12/31/19

Community	Meeting Type: (W)ork Session or (B)usiness	# Times per Month	Day of Week	Start Time	Other Info.	Cit. Comments
Murray	W	2	Tues.	5:30 p.m.	1st and 3rd week	After 6:30 PM
	B	2	Tues.	6:30 p.m.	1st and 3rd week	
Millcreek	W	2	Mon.	5:00 p.m.	2nd and 4th week	After 7:00 PM
	B	2	Mon.	7:00 p.m.	2nd and 4th week	
South Salt Lake	W	2	Wed.	6:00 p.m.	As needed	
	B	2	Wed.	7:00 p.m.	2nd and 4th week	
<b>Sandy</b>	<b>B</b>	<b>4</b>	<b>Tues.</b>	<b>5:15 p.m.</b>	<b>First four weeks</b>	<b>After 5:15 PM</b>
Bluffdale City	W	2	Wed.	6:00 p.m.	2nd and 4th week	After 7:00 PM
	B	2	Wed.	7:00 p.m.	2nd and 4th week	
West Valley City	W	4	Tues.	4:30 p.m.	First four weeks	After 6:30 PM
	B	4	Tues.	6:30 p.m.	First four weeks	
South Jordan	W	2	Tues.	4:30 p.m.	1st and 3rd week	After 6:30 PM
	B	2	Tues.	6:30 p.m.	1st and 3rd week	
Taylorsville	W	2	Wed.	6:00 p.m.	1st and 3rd week	After 6:30 PM
	B	2	Wed.	6:30 p.m.	1st and 3rd week	
Alta	B	1	Wed.	5:00 p.m.	2nd week	After 5:00 PM
Draper	W	2	Tues.	5:30 p.m.	1st and 3rd week	After 7:00 PM
	B	2	Tues.	7:00 p.m.	1st and 3rd week	
West Jordan	B	2	Wed.	5:30 p.m.	2nd and 4th week	After 5:30 PM
Herriman	W	2	Wed.	5:00 p.m.	2nd and 4th week	After 7:00 PM
	B	2	Wed.	7:00 p.m.	2nd and 4th week	
Cottonwood Heights	W	2	Tues.	5:00 p.m.	1st and 3rd week	After 7:00 PM
	B	2	Tues.	6:30 p.m.	1st and 3rd week	
Midvale	W	2	Tues.	6:00 p.m.	1st and 3rd week	After 7:00 PM
	B	2	Tues.	7:00 p.m.	1st and 3rd week	
Holladay	W	1	Thur.	5:30 p.m.	2nd week (as needed)	After 6:00 PM
	B	2	Thur.	5:30 p.m.	1st and 3rd week	
Riverton	W	2	Thur.	5:45 p.m.	1st and 3rd week	After 7:00 PM
	B	2	Thur.	7:00 p.m.	1st and 3rd week	
Salt Lake	W	2-3	Tues.	2:00 p.m.	No specific weeks	After 7:00 PM
	B	2-3	Tues.	7:00 p.m.	No specific weeks	

Of the **17** cities, **frequency**: One had 1 meeting per month, thirteen meet 2 times per month, and two meet 4 or more times per month (one of which is Sandy). **Work Session Length**: fourteen report holding a worksession, two of which hold it on a different calendar day than their business meeting . **Meeting Nights**: Mon.-1, Tues.-8, Wed.-6, Thur.-2, Fri.-0.



## Staff Report

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**File #:** 20-007, **Version:** 1

**Date:** 1/7/2020

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**Agenda Item Title:**

Resolution for School Board Recognition Month.

**Presenter:**

Council Member Stroud, Mayor Bradburn, and Council



**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF SANDY CITY, UTAH IN HONOR OF  
SCHOOL BOARD RECOGNITION MONTH AND EXPRESSING APPRECIATION TO THE CANYONS  
BOARD OF EDUCATION**

**WHEREAS**, public schools are integral to the stability and vitality of our democracy, empowering young people to become productive contributors to an ever-changing world while upholding our nation's values of freedom, self-reliance and equality of opportunity; and

**WHEREAS**, the mission of Canyons School District is to meet the diverse educational needs of all children, including, among its 34,000 students, 17,900 learners in the Sandy City area; and

**WHEREAS**, the Canyons Board of Education has forged and strengthened relationships with municipal, state and federal partners toward implementing a shared educational vision for the betterment of families, children and communities; and

**WHEREAS**, the Board works to secure and direct resources to promote student achievement and has invested in such innovations as standards-based grading, Utah's first differentiated diplomas, the reconfiguration of grades in every school, and expanded early childhood and early-college programs; and

**WHEREAS**, the Board endorsed two successful bond proposals to bring much-needed safety improvements to schools, including seismic upgrades to Sandy Elementary, major renovations of Albion and Indian Hills middle schools, a complete rebuild of Alta View Elementary, a major renovation now underway of Alta High School, and planned rebuilds of Union Middle, Peruvian Park Elementary, and a new school to combine Bell View and Edgemont on the Edgemont campus; and

**WHEREAS**, the Board is committed to recruiting and retaining the best and brightest teachers and has invested in a progressive salary schedule to elevate the teaching profession; and

**WHEREAS**, under the Board's leadership, Canyons has emerged as a District of Distinction, as evidenced by rising test scores and graduation rates and the celebrated achievements of its student artists and athletes; and

**WHEREAS**, School Board Appreciation Month is celebrated throughout the country in January; and

**Now, therefore, the Mayor and City Council of Sandy City** do hereby declare our deepest appreciation to the members of the Canyons Board of Education and recognize the month of January 2020 as School Board Recognition Month.

APPROVED THIS 7<sup>TH</sup> DAY OF JANUARY 2020

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Kurt Bradburn, Mayor  
Sandy City

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Chair  
Sandy City Council