Minutes of the
Millcreek City Council
August 19, 2019
5:30 p.m.
Work Meeting

The City Council of Millcreek, Utah, met in a public work meeting on August 19, 2019 at City Hall, located at 3330 S. 1300 E., Millcreek, UT 84106.

PRESENT:

Council Members
Jeff Silvestrini, Mayor
Silvia Catten, District 1
Dwight Marchant, District 2
Cheri Jackson, District 3
Bev Uipi, District 4

City Staff
John Geilmann, City Manager
Laurie Johnson, HR-Finance Director
Elyse Greiner, City Recorder
Rita Lund, Communications Director
Francis Lilly, Planning & Zoning Director
Mike Winder, Economic Development Director
Jim Hardy, Building Department Director
John Miller, Public Works Director
Brian Busch, GIS Intern
Josie Angerhofer, Business License Assistant

Attendees: Cathy & Greg Sneyd, Carol Elliott, Suzanne Dunbar, and Richard Hansen.

REGULAR MEETING – 5:30 p.m.
TIME COMMENCED: 5:34 p.m.

Mayor Silvestrini called the meeting to order. Mike Winder introduced Josie Angerhofer as the new Business License Assistant. Mayor Silvestrini said the City Manager initiated a Walk & Talk (walk around city hall for fifteen minutes) with staff every Tuesday at 2 p.m.

1. Discussion Items

1.1 City Center Update; Francis Lilly, Planning and Zoning Director and Mike Winder, Economic Development Director

Mayor Silvestrini said Millcreek has been closing on properties in the City Center with bond money. Mike Winder said properties will close by the end of February 2020 and announced that a version of the City Center timeline would be printed in the newsletter. Francis Lilly said there would be an open house the following evening on the proposed City Center Overlay Zone. He said the intended purpose of the open house is to discuss the overlay zone adoption and to begin a public conversation about the open space. The Council should have the first reading of the proposed overlay zone in October. Lilly said he sent 900 mailed notices to every property owner within the city center boundaries and within 600 feet from the city center boundaries in addition to notice being posted on the website and on Millcreek's social media. Council Member Jackson asked to be included

in mailings sent to her district. Council Member Uipi asked that all council members be included in city center mailings. Lilly said the Planning Commission will have a public hearing on the proposed ordinance September 18th.

Lilly said the city center will have three sub districts; Market Place, Mill Center, and Neighborhood District. Lilly briefly explained the differences between the districts with building heights and uses. The nature of the overlay zone is so new development or redevelopment meets the standards of code. Lilly said the heights will be feathered in with the slope of the land with the greatest height being in the center of the city center. Winder said the proposed height transitions map came from feedback from the Planning Commission. Lilly said the proposed overlay zone ordinance matches the existing boundaries of the overlay zone. A characteristic of the proposed overlay zone is that it goes into how a building addresses a street with required step backs. He said he received a recommended tree list for the area from a resident. Mayor Silvestrini asked about having a County Parks arborist being involved in planning. Rita Lund said the County does not have an arborist on staff but contracts the service out. Lilly said the plan dictates specific frontage and amenities on surrounding streets. Winder mentioned that permanent awnings would also be required. Lilly said the goal of the ordinance is to add regulatory tools to ensure the City gets a quality project. The buildings around the open space should be a legacy for Millcreek. John Miller pointed out that the proposed street rendering for the area was pedestrian friendly. Winder said there would be required setbacks from the open space. Lilly said property lines in the open space have not yet been determined.

Mayor Silvestrini brought up looking at city center models in cities in Kansas, California, Oregon, and Arizona as a source of guidance for the city center. Winder said there was currently a request for proposals (RFP) out for design consultants for the open space and the consultants may present model ideas from other cities. Mayor Silvestrini brought up examples in Salt Lake City the Council should also look at. He suggested having an envision committee for planning the open space. Lilly said the consultant should include a branding and public engagement plan. The City will be paying an honorarium to the short-listed consultants to be able to use their proposals on the project even if the firm is not selected. He said every important step with the city center would have public engagement. Mayor Silvestrini brought up an example with the Jordan River project where creative proposals had been considered. Council Member Marchant asked about the lilac strip on Highland Drive, known as the Mountair streetscape. Lilly said there was an expensive proposal for the design of it and he was working on the terms. A small conversation took place about the existing plants and maintenance of that streetscape.

The Council took a break from 6:15-6:19 p.m.

1.2 Projects Update; John Miller, Public Works Director

John Miller said for Millcreek to be more transparent, his team created a webpage for capital improvement projects on the City's website. The page shows the description and status of projects since September 2018. There were nine projects on the page and Miller highlighted two of the projects. Miller said he negotiated a contract with Lochner Inc. for design and right-of-way acquisition for the 3900 South project. Mayor Silvestrini said Millcreek and Holladay would mostly be operating in the existing right-of-way on the project, though there would be a little property acquisition for rounding sidewalk corners.

Miller then went over the project on 900 East from 3900 S. to 4500 S. He said he was working with Wasatch Front Regional Council on appropriate funding for right-of-way acquisition. Miller reported that contractor costs are currently very high, so he will wait to advertise projects until January when costs go down. Mayor Silvestrini requested that sidewalk projects be added to the webpage.

1.3 Budget and Strategic Planning; Laurie Johnson, HR-Finance Director

Laurie Johnson handed out copies of the newly adopted Employee Handbook and corresponding forms from it to the Council. Mayor Silvestrini said Utah has legalized medical marijuana and it could affect job performance. He said there were issues and protections with employees using it and with random drug tests. He said staff should explore the issue. Johnson said there is a form in the handbook in which employees must declare prescribed medication if it could affect job performance.

Johnson gave an update on the implementation of the financial management software. She said Tyler Technologies is currently configuring it and it will go live in October. She said at the beginning of July, the City Manager reorganized staff. She gave a summary of the changes: "Building Services" has been added as a new department (includes building inspection; building permits); "City Services" is now the "Legislative Policy Department;" "Community Development" is now titled "Planning & Zoning;" IT has been added to "Communications;" the Information Center Manager is now also responsible for IT functions; and the business license division is now part of the "Economic Development Department." Mayor Silvestrini said he has observed that John Geilmann is constantly rethinking how Millcreek provides services by getting the right people in the right seat and allowing for cross training to make the organization the best it can be. Council Member Uipi and Council Member Marchant commended John Geilmann. Johnson said she would reorganize the budget according to the department changes in the first budget amendment. Geilmann said there are 38 fulltime employees and the department directors work the same as the employees.

Johnson announced that Millcreek was initiating a new program, Millcreek Team Appreciation and Recognition Program (TARP). The Utah Local Government Trust (ULGT) has developed a Team Appreciation & Recognition Program whereas member cities can earn a refund of 5% of their insurance premiums. The potential savings from the last fiscal year budget could have been $5,500. The cost of the TARP program this fiscal year would be $3,800. Johnson said city employees will be divided into three teams based on their work schedule and teams that do not have any accidents (worker's comp, auto accidents, etc.) will receive a $25 Amazon gift card each quarter. The ultimate goal is to have the safest environment possible for employees and incentives will help to achieve that goal. She said the program would be introduced to staff at the next all hands staff meeting. She reported that the ULGT did a safety inspection the prior week of City Hall to follow ensure compliance with the Occupational Safety and Health Administration requirements. They identified 10 items that needed to be fixed:

- monthly inspection documentation
- dark exit sign - storage room
- ladders and table not properly secured – storage room
- open ceiling panels - exercise room
- fall hazard – upstairs over storage room

- open junction box - storage room
- outlet cover - storage room
- first aid kit in break room needs gloves and CPR mask
- fire extinguisher inspection records
- trip hazard city office - fixed

Council Member Uipi suggested that front office staff be trained on how to open mail and observe suspicious activity. Johnson said she would meet with department directors to ensure the inspectors and field employees were using proper equipment properly.

Johnson went over a 5-year concept for budget planning. She asked the rhetorical questions: What is the future of Millcreek City Hall? What is the City's vehicle replacement schedule? What is the City's computer hardware replacement schedule? Johnson put the current budget into a graph showing sources (revenue) and uses (expenses) figures over five years and showed it to the Council. She highlighted the Unified Police Department Contract portion by creating a component of growth of 3.5% and then matched property tax revenue to meet that for five years. She said the City should start somewhere to begin to plan for the future. She then showed the General Fund sources and uses over the next five years. She showed the bottom line with current trends which reflected sources being less than uses in the next four years. Council Member Marchant asked about the incorporation of the increased redevelopment revenues from the city center. Johnson said she was conservative in her sales tax estimates and extra revenue generated in property tax will pay for the bond. She asked the Council to think about what they would need to do now to start financially planning for the future. Mayor Silvestrini brought up the potential storm water maintenance fee as a revenue source. Johnson said she would work on setting debt policies and would have the strategic plan updated for the next work meeting.

1.4 Mayor and Council's Discretion on Discussion Topic

Mayor Silvestrini said at the next Council work meeting, Travis Jones from Rocky Mountain Power would come to discuss H.B. 411. The bill allows cities to opt into a renewable energy program by 2030. The Council must adopt a resolution by December 31, 2019 that will commit the City to pay for a rate making study by Rocky Mountain Power which would assess what it would cost Millcreek to get all energy from renewable sources. The study would help the Council know what the rate would be for Millcreek residents. If the Council decided to then move forward, they would adopt an ordinance based on the information from the study saying that Rocky Mountain Power would give notice to residents to opt into the renewable energy program. He said of the comments he has received on the matter, about half were in favor and half were against Millcreek opting in. He said other cities have not adopted a resolution yet that complies with the bill. Council Member Marchant asked about getting input from a source who may be opposed to the opt in.

Mayor Silvestrini said he met with Salt Lake City representatives last week about boundary adjustments. Both cities will adopt a resolution on why considerations for boundary adjustments should be made. The resolution also considers adoption of an interlocal agreement that is subject to public engagement. The boundary adjustment includes the property in the city center between Miller Avenue and Woodland Avenue and 1300 East and Highland Drive and the property around the 2300 East roundabout. He

said the tax revenue currently generated by those properties (about $61,000) would be given to Salt Lake City annually for 10 years and the agreement states that Millcreek will not promote or pursue legislation regarding the Brickyard Plaza. The resolution would initiate the process of the boundary adjustment and adoption of the interlocal agreement. The boundary adjustment process is a statutory process and the adjustment will not take effect until July 1, 2020. He said there would be a joint press conference on September 3rd. The Salt Lake City Council will hear the resolution at their meeting on September 3rd and then on September 17th. The Millcreek Council will hear the resolution on September 9th and September 23rd. The resolution says each city is adopting the interlocal agreement and the interlocal agreement is subject to being voided if the public process does not go according to plan. A public hearing will then be set for not less than 60 days from the adoption of the resolution. After the public hearing, the public can then file a protest. If there is no protest, then each Council will adopt an ordinance. The cities will file a local entity plan by December 31st. The County Surveyor will prepare the plats. Mayor Silvestrini said both cities would work together on the public engagement.

Council Member Marchant asked about going to the FEMA floodplain meetings in September. The Council then discussed their attendance at upcoming meetings.

1.5 Discussion of Correspondence and/or Future Agenda Items
There was no discussion.

ADJOURNED: Council Member Catten moved to adjourn the meeting at 8:02 p.m. Council Member Jackson seconded. Mayor Silvestrini called for the vote. All Council Members voted yes. The motion passed unanimously.

APPROVED: _____ **Date** 8-26-19
Jeff Silvestrini, Mayor

Attest: _____
Elyse Greiner, City Recorder