



Minutes of the Millcreek City Council Meeting Monday, January 23, 2017

Councilmembers present

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

Others present

John Brems – Attorney
Rita Lund - Deputy Recorder
Leslie Van Frank–Acting Recorder

4:00 PM – WORK SESSION

1. Discuss and consider Request for Proposal for website design services

There was discussion and short review of various websites including Draper City, Taylorsville and the State of Utah. Mayor Silvestrini introduced Trent Goddard from INETZ, a website design company who expressed an interest in assisting Millcreek City in setting up their website. INETZ builds custom websites and recommended moving in that direction rather than using standard templates. He made the example of purchasing a motor home to go to the store, these programs include many functions that will never be needed. The city website should be built from the ground up, customized to include functions that are specific to the city. If Joomla or WordPress are used, you can be open to hacking if you are only one update out of date.

Councilmember Jackson asked if the city website will host a community council page and the Council seemed in general agreement to provide that.

There was discussion about the need in the future to hire an employee to handle social media for the city.

Various functionality components were discussed:

- Pay fines/tickets
- Business licenses and planning/zoning applications
- Who are the elected officials?
- Access to city documents including ordinances, agendas, minutes and other official documents.
- An “I Want To . . .” functionality, example from Irvine TX
- Archiving
- CMR (Content Management System)
- Contact Us – emails
- Integrate with social media
- Push out messages – Residents can check boxes for items they would like to view
- Capture email addresses (Join our email list) by integrating with Constant Contact, MailChimp or other services.
- Mayor’s blog – similar to Provo City
- Options for expansion and additions

The Councilmembers were asked to look at websites and send the url for those they would like to have considered. Mayor Silvestrini would like to put the RFP as an agenda item on the next meeting. A draft RFP will be circulated and councilmembers were asked to review it and forward their contacts.

Various options for preparing an RFP were discussed. Leslie Van Frank offered to prepare an RFP considering the sample RFPs that have already been received.

Mayor Silvestrini told the group that Don Willie, a resident of Millcreek, has volunteered to assist with social media for the city.

Aimee McConkie had developed a Facebook page for the incorporation effort and may be willing to take the current one down or transfer it to the city.

Councilmember Catten requested that a social media policy be developed for employees.

Councilmember Jackson added that an electronic meeting policy needs to be prepared.

2. Discuss contract with John Jansen for planning services

Mayor Silvestrini asked that this item be deferred to the 6:00 PM meeting to allow Bruce Parker, an interested resident who would like to see this go to an RFP process, to attend and be involved in the discussion.

3. Discuss protocol among council members/staff for addressing constituent concerns

Mayor Silvestrini talked about the various kinds of communications that he and other councilmembers have been receiving relating to constituent concerns and vendor requests and suggested that a policy

should be developed about how to deal with them. He would like to have Tara Whiting assist with that after she has had some training.

Councilmember Marchant added that when a City Manager is hired, most of these types of requests would go there, the Council is the legislative body.

Councilmember Catten mentioned that she felt that although this type of call would continue and that a template showing phone numbers and websites would be helpful.

Councilmember Jackson would like to have emergency preparedness comments to be forwarded to her, she has taken on that role.

Councilmember Uipi mentioned there are so many various requests about all types of services that councilmembers should have information on who can answer questions, that they all cannot be experts in every aspect. For the sake of making certain that constituents understand they have been heard and that there should be a policy developed.

Councilmember Catten asked that if other members receive concerns from her district, please let her know and she would be happy to respond. Mayor Silvestrini added that he will be sure the district representatives are informed.

Mayor Silvestrini and Councilmember Jackson would like to have a process to make sure responses are realistic and consistent so that everyone is not addressing the same thing in potentially different manners.

Rita Lund pointed out that a list had been developed for the newsletter of contact numbers and asked the council to make additions or suggestions. Councilmember Jackson would like to an emergency services phone number included and that where residents could call specific to snowplowing and streets should be highlighted.

Councilmember Marchant asked if Ms. Lund would be a good contact for questions and Mayor Silvestrini responded that he felt that Ms. Lund would be helpful in determining where answers to various questions could be found. Councilmember Uipi also offered to assist directing residents to the correct county departments.

4. Discuss potential city departments/organization and job descriptions

Mayor Silvestrini is interested in starting the conversation about the future structure of the city. Most of the councilmembers had campaigned on the idea of leaving the MSD and he would like to begin formulating how to transition. The timing will most likely be near the end of April for the vote to leave or not. He would like to begin consideration of at least how planning/zoning, engineering services associated planning/zoning, possibly engineering for roads, business licensing and code enforcement. He would like to consider working on a job description for a city manager based on hiring for those services and then how to contract with someone, most likely the county, for roads and street repairs. Animal services and parks maintenance should also probably remain with the county.

Councilmember Uipi asked about how costs would be determined for contracting with the county and Mayor Silvestrini responded that the county has contracted with Zions to determine costs. Rita Lund added that the Zions study is not yet complete.

Councilmember Uipi feels that it is important to prepare an education piece to get information out to residents about what options are available. Councilmember Jackson added that residents need to know the differences between remaining with the MSD or contracting for services.

Mayor Silvestrini explained that the feasibility study that the city has commissioned will show the required information which is the cost of remaining in the MSD as opposed to the cost of self-providing. They are also going to provide a middle approach that would address the option of contracting with the county.

He introduced Dave Salazar from Salt Lake City who might be able to assist in developing a job description for city manager that would include functions such as economic development, planning, enforcement, community development and administrative duties. Mr. Salazar responded that a job description could be developed as broadly and narrowly as the city would like. It should be a broad description and does not need to include all of the various duties, it could be modeled after other documents that are available such as in Salt Lake City and other executive positions.

There was discussion about using a search firm. Mr. Salazar responded that there could be a high cost to that. The Utah League of Cities and Towns, UCMA and various organizations would assist in spreading the word including a national League of Cities and Towns that would allow the distribution outside the state of Utah. Mr. Salazar offered to put together some resources and costs for council consideration. He will attempt to find cities of comparable population.

Mayor Silvestrini mentioned that he had been attempting to work up some potential organizational charts and had not yet been able to determine the best way to address his thinking about community relations and community development.

Councilmember Uipi added that for at least the community relations piece that she felt that person should work directly for the administration and should be closer to the mayor and the councilmembers.

Mr. Salazar felt a city manager could assist with this organization and should be one of the first positions that should be filled. Councilmember Uipi added that the council must be clear about their intentions.

Mr. Salazar introduced Dave Jackson with NFP Corporate Services, a global firm provides assistance with workers comp, employee benefits, retirement plans, recruiting, HR and related issues. Mr. Jackson suggested that there may be several assistant city managers in Utah who may be interested in the position with Millcreek. His firm is interested in assisting and would be willing to begin small and build their relationship with Millcreek.

Mayor Silvestrini would like to have this item on the next council agenda and asked the councilmembers to look at the job descriptions, consider possible org charts and send their comments.

Mayor Silvestrini also informed the council that he had received a request to place a presentation related to emergency services on the agenda next week.

5. GRAMA Training by Utah League of Cities and Towns

Mr. Cameron Diehl from the League of Cities and Towns was introduced gave a brief description of benefits of League membership and announced that Mr. Roger Tew is now serving as the Interim Director. Mr. Diehl will be at the legislative session representing the interests of Utah cities, including Millcreek.

Mayor Silvestrini requested that in the future he would like to have a brief description of the benefits of League membership and cost.

Mr. Diehl distributed a handout and gave the council Government Records and Management Act (GRAMA) training. The presumption behind GRAMA is that the public has a right of access to public business. Within that there are policies related to the privacy of individuals who interact with the government and records that for have a need to not be released. The city should develop policies related to retention and has discretion on certain other management policies.

The Work Session adjourned at 5:50 PM.

6:15 PM – GENERAL MEETING

1. Call to Order

1.1 Pledge

1.2 Approval of Minutes - MOTION was made by Councilmember Jackson, seconded by Councilmember Catten to approve the minutes of the meeting of January 17, 2017, with a correction indicating that Councilmember had attended a training with Wasatch Front Waste and Recycling, not a meeting. Motion passed unanimously.

2. Public Comment

Steve DeBry, UPD Chief for the Millcreek Precinct was introduced. A grant has been obtained that will pay for two vehicle trackers for the detectives and some bullhorns. He indicated that he is working diligently to bring back the officers that were lost through the Holladay annexation. The reduction of allocations was based on population when in reality the annexed area is strictly residential and there was no reduction in call volume. He also outlined how schedules had been changed allowing for more officers on the street but resulting in longer hours for the officers. Detective Lutz North has been splitting his time between Wasatch and Evergreen as the resource officer. Chief DeBry feels it is important to have an officer assigned to each school.

Councilmember Uipi asked if there had been conversation with the Granite School District related to the GSD officer that is also split between Evergreen and Granite Peaks, that based on truancy issues at the Community Center it appears that most of the GSD officer time is spent at Granite Peaks. Captain DeBry has discussed this issue with the GSD Captain and will continue that discussion.

If the additional allocations are approved, aside from placing officers at each of the schools he would add a patrol officer and an additional officer that would work on peak hours in the western portion of Millcreek.

He indicated he was pleased to hear that there would be a continuing relationship with the Millcreek community councils and he would continue to provide COP officers to attend those meetings. He will additionally be providing a snapshot of calls to the council.

There will be a recognition for the Search & Rescue crews at the County Council meeting on January 24th and Chief DeBry invited the councilmembers to attend.

Councilmember Uipi talked about the recent teen suicide at Skyline and asked if there were any suggestions about what a community could do to help with this serious issue. Chief DeBry responded that intervention is extremely important and that every cry for help must be taken very seriously. A roundtable or community gathering may be helpful.

Mr. Trevor Hardcastle, who resides at 4250 S 1650 E, requested that the council consider the placing of streetlights on his small street, offering that the homeowners would be willing to assist with costs. Mayor Silvestrini responded that it all depends on funding but the idea that there could be funds coming from the neighborhood as well is interesting. Mr. Hardcastle said the neighborhood has discussed installing their own lights but felt that it would be best if they matched the city lights. There are about seven homes on the block but the direct access to Highland Drive causes problems.

Mayor Silvestrini asked Rita Lund to provide the request forms for streetlights, stop signs and traffic calming.

Mr. Steve Lamb, who resides at 3627 Wasatch Cove Circle, told the council about recent articles in various publications including the Deseret News about teen suicide. Lone Peak High School seems to have put some successful processes in place.

The public comment session closed at 6:35 PM.

3. Reports

3.1 Report of the Mayor, reports of City Council members.

Mayor Silvestrini reported that John Jansen and the county engineers had completed and filed applications for three Wasatch Front Regional Council grants: one to complete the improvements in 9th East between 39th and 45th South -- one in cooperation with Holladay City for improvements on 39th South, and the \$75,000 request to complete a new Millcreek General Plan.

He has also been in touch with the Tax Commission and UDOT to make sure the city is on track for funds. He may have the tax number very soon and the city should be receiving sales taxes funds in June. Additionally, he has asked County Surveyor Reid Demman to file for the reduced number of road miles for the county in order that the Millcreek road funds begin to be assigned to Millcreek.

The mayor also reported that he has attended both UFA and the Fire Service Area meetings, where there has been disappointment related to board oversight. He has pledged to work to develop methods by which the rank and file have confidence that if they report concerns there will be no repercussions, and to improve lines of communication.

Mayor Silvestrini has also been elected the Vice Chair of SLVESA and will work with Chief DeBry in order that Millcreek receive appropriate patrols and staffing.

The mayor has had meetings and emails with county planning staff about potential land use appeals that will have to be dealt with by Millcreek. The city needs to appoint an appeal authority for planning issues. There have also been discussions about issues relating to policies relating to things like flag lot development. He expressed thanks to John Jansen and Tom Stephens for their help with these policies and indicated that this needs to be explored in greater depth. It is also important to work to develop a high density zone for the Meadowbrook area, there has been contact from a developer who is interested in building a facility in that area that seems very appropriate but is not allowed in current zoning. The county staff is bringing issues to the mayor's attention and seeking guidance on how the city would like to proceed.

Mayor Silvestrini has been reviewing the forms and applications that are being developed by the county that include the Millcreek logo. Applications are coming in and volume will only increase.

There was discussion about the search for a location for Planning Commission meetings and it was agreed that due to the lack of an alternate location, the February 15th Planning Commission meeting should be held in the County Government Center Council Chambers with a time change to 5:00 PM.

4. Appointments

No appointments appeared on the agenda.

5. Consent Agenda

No consent items appeared on the agenda.

6. Planning Matters

6.1 Discussion and consideration of Resolution No. 17-_____ authorizing the mayor to enter into a contract with a consultant to provide planning services.

Mayor Silvestrini explained that his idea was to obtain assistance in organizing the Millcreek Visioning Committee to get moving. He feels there are issues that require immediate attention and that this service can be done as a personal service and would not require an rfp process. He pointed out that Mr. John Jansen had been providing a lot of work on a volunteer basis but has told the mayor that he would need to be paid for work going forward.

Mr. Bruce Parker, a Millcreek resident, expressed concerns about the lack of an rfp process and that accountability shouldn't be from just one source. He is full agreement that the work Mr. Jansen has performed has been invaluable and that charting a course for the future of Millcreek is of utmost importance. He cautioned the council to be deliberate and that there may be parts of the job that could be done by others rather than burdening one person. Possibly some of this work could be done by students from the Department of Public Policy and Planning during the fall semester. In looking at the contract and calculating the time required, this could become a \$45,000 to \$50,000 project and it may be better to find resources to complete some of the work and let John concentrate on the part of the process. He also had concerns about a termination clause, reviews and accountability.

Mr. Jansen talked about the proposal that he had prepared and that the contract being presented included some tasks that he did not include, specifically paragraph #6.

Councilmember Uipi felt that the idea of bringing in students from the U was very good idea.

Mayor Silvestrini expressed his concerns that an rfp process may take too long and that responses need to be made now to requests like those that are coming in related to the mixed use ordinances. What needs to be done right now to organize the Visioning Committee and assist them in preparing an rfp for the General Plan. He is currently performing many of the duties listed in #6 and that he needs help as soon as possible.

Mr. Jansen outlined his ideas for services he could provide including organizing the committee, work on an ordinance for the Meadowbrook area, involve the community councils, assist in training and complete a foundational upgrade.

Mayor Silvestrini pointed out that he feels that Mr. Jansen and Mr. Parkers ideas are not mutually exclusive, he would just like to get started and have the best plan possible moving forward. He, Mr. Jansen and Mr. Parker agreed to meet to discuss the matter further. Mayor Silvestrini suggested that this item be moved to the next agenda.

Mr. Parker thanked the group for their consideration of his requests and congratulated them for the work done so far.

7. Financial Matters

No financial matters appeared on the agenda.

8. Other Matters

8.1 Discussion and consideration of Ordinance No. 17 - _____ creating the Millcreek Events Committee.

Mayor Silvestrini reminded the group that this item had been discussed at the last meeting and was now on the agenda. The purpose of this committee would be to coordinate with Aimee McConkie and help design events for the city. It would include community council involvement and others who are interested. This would be an official committee to promote and encourage community events, further promote community awareness of community events, assist in community events, and to provide the means to devise a comprehensive plan to strengthen community events, to develop community events and to act as an advisory body to the city. This ordinance creates the committee and does not appoint members. The committee would consist of representatives from the community councils, Aimee McConkie and others who may be interested.

Councilmember Uipi asked if community councils were interested in assisting in this effort and Lee Ann Hansen responded that they are very much interested. Mayor Silvestrini sees this as a way to provide a cooperative method to proceed with these important community events.

Councilmember Uipi then asked about soliciting donations. Who would donations go to, Venture Out, the events committee or the city? Councilmember Jackson believes since these are city events, donations should go to the city.

Mayor Silvestrini pointed out that in the past there has been coordination with Venture Out regarding solicitations for donations. This is important in order to not duplicate efforts and this committee could be a way to control that. There are questions that need to be answered including whether there would be a better chance of receiving donations if they were going to a non-profit group rather than the city. Councilmember Uipi asked about insurance for volunteers and this needs to be a future discussion item. Mayor Silvestrini said that in the past, community councils have been provided insurance through ACCT and he was not sure if they would be providing insurance to Millcreek community councils moving forward. He felt the city could possibly provide or pay for the insurance, that it is relatively inexpensive. Mr. Brems explained that it could be handled as a rider on the city insurance. Mayor Silvestrini told the group that each vendor for Venture Out has been required to have their own insurance along with the insurance that Venture Out has. This committee could assist with working through these issues.

Councilmember Uipi stated that she is very interested in forming this committee but that many questions need to be answered including ownership of equipment. Mayor Silvestrini indicated that the movie equipment was purchased by the community councils with money from Salt Lake County. He believes the city doesn't own that equipment, but on the other hand, the way the events may work, the community councils may not want to own the equipment. He is not indicating that the equipment should be taken by the city but that there needs to be discussion. He thinks the committee would be a good forum for this type of discussion. There is a common goal to promote great events for the city.

Lee Ann Hansen mentioned that she would like to inventory the equipment, that the councils have had ownership, and it is just a matter of acknowledging that and understanding that it benefits everyone. She does not want this concern to be in the way of moving ahead with issues such as purchasing a new screen.

Mayor Silvestrini talked about the movie screen purchase. Rita Lund told the group that the list price of the new screen is \$15,999, the discount is \$3,999.70 so the grand total is \$11,999.30 not taking into account the idea of selling the old screen. The offer from Open Air Cinema for the old screen was \$3,000, though Open Air Cinema felt that the screen might be worth more on the open market. The mayor suggested that this be an agenda item for the next meeting and suggested that the city may be interested in purchasing the equipment. Councilmember Jackson asked whether the equipment would then be the property of the city. The mayor felt that could be worked out. He then asked if the lumens of the three year old projector were adequate for the new screen, Rita Lund responded that it should be. The older projector does not. Mayor Silvestrini told the group that the projectors that were donated by Cottonwood Heights are the ceiling mounted type and would not be appropriate for movie night projection.

Councilmember Jackson asked if the city was willing to spend the money. It is important to determine the numbers for the sale of the old screen but the main decision is whether the city is willing to expend the funds.

Councilmember Uipi requested three bids to comply with the procurement policy. The policy was checked and it was determined that there was a \$5,000 limit and that an rfp would be required.

Mayor Silvestrini suggested another alternative of the city using funds up to \$5,000 and Venture paying the remaining amount. This idea needs to be discussed with Aimee McConkie.

MOTION was made by Councilmember Jackson, seconded by Councilmember Marchant to approve the ordinance creating the events committee. Motion passed unanimously.

There was further discussion about the makeup of the committee and Councilmember Jackson offered to be the point of contact for the council. Councilmember Catten offered to help as well.

8.2 Discussion and consideration of Ordinance No. 17-_____ authorizing the mayor to enter into a contract with The Village.

Mayor Silvestrini told the council that the contract has been revised and is with the attorney for review. The contract with The Village would be in the amount of \$15,000 and may need to go out as an rfp. Revisions to the contract include payment in three installments, The Village would install the equipment with the understanding that there is no obligation in the first three months and the city could terminate the agreement in three months with no obligation, the city owns all of the information and The Village cannot use, sell, transfer, license or use any of the contact information or content in order to provide a degree of confidentiality for Millcreek residents, and mutual indemnification. This item will be moved to the next agenda.

8.3 Discussion and consideration of Resolution No. 17-_____ authorizing the mayor to issue a Request for Proposal for website design services.

Based on discussions in the work session, Mayor Silvestrini moved this item to a future agenda.

9. New Items for Subsequent Discussion

No new items were discussed.

10. Calendar of Upcoming Events

The next City Council will be on January 30th with the work session at 4:00 PM.

Mayor Silvestrini announced that there would be training for Planning Commissioners on January 18th. A location for Planning Commission meetings has yet to be determined and will need further investigation.

Councilmember Jackson reminded the council that a letter had been submitted by the community councils requesting that Tim and Rhonda Bachman be appointed as CERT representatives for Millcreek. This should appear on a future agenda.

Rita Lund let the council know about an ordinance change related to a requirement for health department certificates for dancers that will appear on the County Council agenda. This concern began in Millcreek and is being completed at the county. She will forward the proposed ordinance to Mr. Brems for review.

11. Closed Session (If Needed)

No closed session was required.

12. Adjournment

A motion was made to adjourn by Councilmember Jackson, seconded by Councilmember Uipi. Motion passed unanimously.

Meeting adjourned at 8:05 PM.