



**Minutes of the
Millcreek Council-Elect Special Meeting
Tuesday, December 20, 2016**

Council-Elect

Jeff Silvestrini – Mayor Elect - In Attendance
Silvia Catten – District 1 Council Elect– In Attendance
Dwight Marchant – District 2 Council Elect– In Attendance
Cheri Jackson – District 3 Council Elect– In Attendance
Bev Uipi – District 4 Council Elect – Excused, joined at 3:36 p.m.

SPECIAL MEETING

Mr. Silvestrini called the meeting to order at 3:10 p.m.

Discussion and consideration of Resolution No. 16-___ -- acknowledging receipt of a tentative budget and tentatively adopting the tentative budget pursuant to the requirements of Utah Code Ann. § 10-6-111 for the time period beginning January 1, 2017 and ending June 30, 2017.

Mr. Silvestrini invited David Muir to come forward. Mr. Muir is Cottonwood Heights' treasurer and financial reporting manager. He has been volunteering to assist the City with many tasks, including preparing a tentative budget for the first six months of 2017.

Mr. Muir handed out a budget worksheet that he had prepared. A copy of the worksheet is attached to these minutes.

Mr. Muir explained that although the information had is incomplete, he had made educated assumptions about the revenue and expenses Millcreek could anticipate for the first six months of 2017. Mr. Muir explained line items in the worksheet and answered questions from the Council. There was discussion about timing of the anticipated revenues.

Alan Westenskow arrived at 3:30 p.m., and Mr. Silvestrini invited him forward. Mr. Westenskoff is a Millcreek resident who was on the pre-election Governance Committee that educated and advised candidates for Millcreek offices with various issues to help get the City up and running.

Mr. Westenskow congratulated the council members for making it through the election. He praised Mr. Muir for the help he had been offering, and said he felt that Mr. Muir is very qualified and that Millcreek is fortunate he is so dedicated to helping.

Ms. Uipi joined the meeting at 3:36 p.m.

Mr. Westenskow said that he and Mr. Muir had separately prepared draft numbers for the budget, and that their numbers were almost identical.

Mr. Westenskow said that he and Mr. Silvestrini had met with the County to get financial services set up. The County suggested that Millcreek reach out to several third party providers. Mr. Westenskow had received and forwarded to Mr. Silvestrini proposals from the three third party providers the County had suggested. He summarized them for the Council. Mr. Westenskow also identified David Sanderson, who provides financial services to Layton (among other cities) as a person who could help the City.

A discussion ensued about the necessary and recommended positions Millcreek will need to hire to keep track of its financial affairs, and what duties each would have. Mr. Westenskow suggested that the Council reach out to the third party providers. John Brems, Millcreek's attorney, suggested that the conversation with the third party providers would help educate the Council about the questions they needed to ask.

Discussion ensued about what statutory employees had to be in place as of incorporation, in particular, the City engineer, and how the City could fill that role. Mr. Brems explained that an RFP did not need to be issued to contract for services from third parties. Further, the advantage of contracting with third parties was that they only had to be paid if they were asked to do something. Mr. Brems confirmed Ms. Jackson's understanding that the position of engineer would not need to be filled by January 3rd because the County is providing engineering services. However, the City does need to have the financial roles fulfilled.

Discussion ensued about differences between tax revenue notes and bonds.

The Council decided to interview the three firms Mr. Westenskow had mentioned, as well as Mr. Sanderson, to get the financial roles in place as soon as possible.

Mr. Marchant left the meeting at 5:10 p.m.

The Council discussed the calendar for the next several meetings. Next meeting of the Council will be on December 27th, starting at 10:00 a.m. The Council will conduct interviews of the three financial firms and Mr. Sanderson. A public meeting on the budget will take place on January 9, 2017.

Mr. Marchant returned to the meeting at 5:20 p.m.

The Council discussed signage, equipment setup, supplies, and business cards.

MOTION made by Mr. Marchant, seconded by Ms. Jackson, to adopt the Resolution that acknowledges receipt of a tentative budget and tentatively adopting the tentative budget pursuant to the requirements of Utah Code Ann. § 10-6-111 for the time period beginning January 1, 2017 and ending June 30, 2017. Motion carried unanimously.

The Council discussed and then agreed to have a full discussion of salaries for the council members and mayor on January 23, 2017.

The Council discussed when and how to go about choosing an employee benefit package. The mayor needs administrative help and the City needs a face for the public. Mr. Brems will put out feelers.

Mr. Brems said that he had successfully procured liability insurance for the City.

The Council discussed the necessary credentials for the person they choose to administer the oath of office.

Mr. Brems explained that he is preparing an ethics provision for the new city that is more consistent with state code than with the County provision. Planning commissioners and community council members should be bound by the provision so that the City's insurance will cover them.

Mr. Brems told the Council he is preparing a moratorium for the M-1 and M-2 zones for consideration.

A discussion ensued of currently pending planning applications that will be rolling over onto the City's agenda.

A discussion ensued of the timing for the Council to consider business license fees.

MOTION by Mr. Marchant to adjourn, seconded by Ms. Uipi. Motion carried unanimously.

Meeting adjourned at 6:47 p.m.