



**Minutes of the
Millcreek Council-Elect Work Meeting
Monday, December 5, 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– Excused, joined later
Bev Uipi – District 4 Council Elect – Excused, joined at 4:25 p.m.

WORK MEETING

Mr. Silvestrini called the WORK MEETING to order at 4:18 pm.

Mr. Silvestrini announced that the City had a temporary website set up at <http://millcreekut.org>, where public notices will be posted.

Mr. Silvestrini said that over the weekend, he had attended the County’s training workshop for metro townships.

Mr. Silvestrini announced the City’s inauguration party, and passed out a written copy of the invitation. He explained it is a community celebration, being funded by contributions from private donors. He asked resident Anna Claire Shepherd for a list of people who could be thanked for helping the City come into being. She has historical documents for the incorporation efforts. Mr. Silvestrini invited her to move the files to the City offices.

Business Fee Schedules.

A copy of Salt Lake County’s business licensing fee schedule was distributed. Mr. Silvestrini explained that a new fee schedule cannot be enacted until a study is done. The fees must be based on the cost of having the business in the community. The County’s fees are lower than Holladay’s and Cottonwood Height’s, and the County is spending more on enforcement than the revenue it is collecting in fees.

Mr. Marchant asked for a matrix spreadsheet to compare the County's with surrounding cities, such as Holladay, Cottonwood Heights, Taylorsville, Riverton. Riverton's financial structure is similar to Millcreek's, with their police and fire being funded through special districts, and their primary source of funds being sales tax. Ms. Catton agreed to prepare such a spreadsheet.

Ms. Uipi reported that business license renewal postcards say "Welcome to Millcreek", but that the address is the County's and that renewal funds will continue to be paid to the County until the City can take over.

Presentation by The Village.

Richard Jaussi explained that The Village is a real-time application that will stream sessions of the City Council, and give residents push notifications and texts about agendas that are of interest to residents.

Ms. Uipi joined the meeting at 4:25 p.m.

Mr. Jaussi explained that the person preparing the agenda assigns a topic to each item. Someone at the meeting is responsible to announce through the app when the topic comes up for discussion, and then interested residents who have signed up will get a text notifying them that the meeting has reached that point. The person running the app can take minutes at the same.

In response to questions, Mr. Jaussi said that other similar apps are just doing live-stream, but not push notifications. He said the data is archived, and that the City owns the data. The names of people who have signed up cannot be obtained through a GRAMA request.

Mr. Silvestrini said that the City would maintain ownership of the data notwithstanding that it is maintained on the Village website. But he was concerned that the metadata belongs to the Village. Mr. Jaussi said that the Village is not interested in selling the metadata. Mr. Silvestrini wants to be certain the City could download the records. Mr. Jaussi was not certain what medium would hold the download and how it would be readable, but said he would report back.

Mr. Brems asked whether the data was searchable—how would the City respond to a GRAMA request. Mr. Jaussi said that the minutes push out as a .pdf.

Mr. Jaussi said that Pleasant Grove has been testing the program for about three months.

Mr. Silvestrini said that he would want to put into the contract that email addresses are protected. He said that a resident had expressed concern that the Village is a start-up company with no track record. But he said he was not concerned about that, as the price being offered was

relatively modest (\$15,000 for the first year), and that the company had said they would be willing to negotiate a shorter trial period.

Discussion about equipment and back-up of medium.

Planning Commission Ordinance.

Mr. Silvestrini explained that state law requires the City to have a Planning Commission. We'd like to get one up and running now. Applications have been posted on the township website and the City's new website. The City will do interviews on December 21st before the work meeting.

Mr. Brems went through an overview of the proposed Planning Commission Ordinance. A discussion was had among the Council, Mr. Brems, and the public about what the alternate roles should be, and whether they should be in the ordinance or in the bylaws; also about what circumstances should be sufficient to relieve a Planning Commissioner.

Ms. Jackson joined the meeting at 4:55 p.m.

Proposed Contract with Lewis Young for feasibility study.

Mr. Brems explained highlights of the proposed contract. The contract is a Not to Exceed fee of \$29,000. Mr. Silvestrini explained that Lewis Young wants to meet with the Council to discuss staging.

City Recorder position.

Mr. Silvestrini reported that he had received one application for the position. He had also spoken with Rick Graham at Salt Lake County about the fact that the MSD is responsible to provide Millcreek with services unless and until we opt out. Mr. Silvestrini had made a proposal to Mr. Graham that the County make its employee, Rita Lund, available temporarily (until we stay or leave the MSD) to fulfill this function. She has been coordinating between the townships and the County Council for years, and part of her job has been to take minutes and put out agendas for the townships, so she is qualified. The County won't be doing the same kind of outreach as it has in the past. We are already paying the County for her services, and she would just be focusing on Millcreek instead of the townships. Mr. Silvestrini reported that Mr. Graham had said he would discuss the proposal with Mayor Ben McAdams and others.

A discussion of the idea among the Council members was positive.

Policies and Procedures for Council-Elect and City-Council.

Mr. Brems passed out a proposal for Council Rules of Procedure. He explained that the Council should be thinking about the items in the proposal.

Mr. Silvestrini expressed concern that we need a “mayor pro tem” policy for when he is unavailable. Mr. Brems explained that most cities he represents have appointed one.

Ms. Uipi said she would like to see a schedule of reports from various entities, such as the police and fire, be put into place. Officer Davis of Millcreek’s precinct said that Chief DeBry is just waiting to know what information the Council wants, and they’ll be pleased to report to the Council.

The council discussed whether an “abstention” vote is really just a “no.”

Resident JoAnn Wong asked about conflicts. Mr. Brems said that the proposed policies and procedures followed statute law, which requires a disclosure of the conflict and a personal choice about whether or not to vote on the item. Choosing to not vote requires the Council member to leave the building.

Discussion of city organization chart and job descriptions.

Ms. Uipi presented organization charts from various surrounding cities as samples to help the Council visualize where we are headed.

Mr. Silvestrini said that though we are going to be in the MSD for the first four to six months, we should start working on this organization. Mr. Silvestrini’s recommendation is to follow a staged process: hire an administrative/financial officer first, who can coordinate and give oversight over services we want to implement quickly (engineering, plan approval). Then a City Manager. Then a community development director, which can include planning, economic development, and community outreach (like Venture Out). Ms. Uipi suggested that community development should also include building community resources to help coordinate co-services with others who are currently providing resources to refugees.

Mr. Silvestrini said that he has invited Mr. Graham to meet with the Council to discuss coordinating services during the transition.

Mr. Silvestrini said that his idea was to use Ms. Lund for now, then we hire someone regarding funding and finances. We need to be doing our budgeting now, and we could use help to get our planning department up and running.

Discussion among the Council members about the mechanics of how the MSD is getting its payment, and the cash flow the City could be getting, although none of it is certain at this time.

Mr. Silvestrini said that Rolen Yoshinaga, the County’s Planning Director, had said he would assign specific planners to Millcreek; the City could choose which ones from a list the

County would provide. Mr. Silvestrini said that realistically, that is what will be occurring unless the Council enacts a moratorium.

Discussion about the City Engineer, which is required by statute, and an acknowledgement that we don't know enough yet about how the MSD will be working to be able to put together a job description. Mr. Silvestrini said he would obtain information about what services the County has said it would be providing to metro townships. We should either have them providing us the same services, or they should be writing a check.

Status Reports on Pre-Incorporation Tasks

Mr. Brems explained that the City needs liability insurance. We need to know what the County is doing –it self-insures, and they should cover us for six months.

The business license renewal letters have Millcreek's logo, but the remittances will be going to the County for now.

Mr. Silvestrini is working with the University of Utah on population estimates

Mr. Silvestrini is working with the County Surveyor regarding the plat map of Millcreek and the legal description. That should be done this week. All the necessary paperwork to file with the Lt. Governor's office should be done by the end of this week.

Mr. Silvestrini and Mr. Brems are working on the ordinances.

Mr. Silvestrini announced that the December 19th meeting to talk about planning was postponed indefinitely, in light of other issues that must be completed by the end of the year. Ms. Jackson noted that we also wanted the public to be more able to attend without the rush of the holidays.

Discussion among the Council about the Planning Commission, including consensus that we want to try to get geographic representation. The Council agreed to start the December 19th work session at 3 p.m., and to conduct Planning Commission interviews for the first hour.

David Muir reported that the wiring for telephones in our temporary offices had been pulled after all, and so that installing telephones would be more expensive than originally anticipated. He suggested that we reserve the block of numbers and forward those numbers to cell phones on a temporary basis.

Mr. Muir reported that he has delivered four of Cottonwood Height's donated computers to our temporary offices, and they are ready to be set up.

Mr. Silvestrini reported that he would personally purchase a router. The Improvement District has sufficient band width to share with the City, but we need a separate network.

Mr. Silvestrini reported that there had been a misunderstanding with the graphic designer about invoicing for the logo, and that we had been billed \$475. The cost of the letterhead, business card and envelope design will be \$100, since Ms. Catten designed the inauguration invitation. The designer is willing to wait to be paid. Mr. Silvestrini has filed a trademark registration for the City.

Ms. Uipi reported on the bids she had received for stationery.

Ms. Catten and Ms. Jackson will be looking at the space and getting the office organized.

Ms. Catten was thanked for putting together the inauguration invitation. Mr. Silvestrini reported that a resident had agreed to donate printing for 750 card stock invitations.

MOTION by Ms. Uipi, seconded by Ms. Catten, to close the session to discuss the character, professional competence and physical or mental health of an individual. Mr. Marchant, aye. Ms. Jackson, aye. Ms. Uipi, aye. Ms. Catten, aye. Mr. Silvestrini, aye.

Session was closed at 6:30 p.m.

MOTION by Ms. Uipi at 7:15 p.m. to close the closed session, seconded by Ms. Jackson. Mr. Marchant, aye. Ms. Jackson, aye. Ms. Uipi, aye. Ms. Catten, aye. Mr. Silvestrini, aye. Closed session closed at 7:10 p.m.

PUBLIC MEETING

Mr. Silvestrini called the PUBLIC MEETING to order at 7:15 p.m.

1. Mr. Silvestrini led the meeting in the pledge of allegiance.

2. Public Comment

Resident JoAnn Wong asked when Planning Commission Applications were due, and the Council set a December 16, 2016 deadline.

Resident Nancy Carlson-Gotts asked whether the City was aware of an annexation petition for two to three precincts down the street. Mr. Silvestrini explained that annexations were citizen-driven and didn't involve the Council.

Resident Jaison Jensen read a letter from his father, which congratulated the Council, asked them to stay focused on service, quoted the Declaration of Independence, and explained he is concerned that the Council had proposed closed door sessions and had talked about whether the monetary oversight limits it was considering to self-impose were "too onerous."

3. Approval of 11/28/16 meeting minutes.

MOTION by Ms. Jackson, seconded by Ms. Catten, to approve the November 28, 2016 meeting minutes. Motion passed unanimously.

4. Adoption of policies and procedures for council-elect and council.

This item was passed, for future discussion.

5. Adoption of Lewis Young contract for feasibility study.

MOTION by Mr. Marchant, seconded by Ms. Jackson, to authorize Mayor Silvestrini to sign the Lewis Young contract, with minor non-substantive modifications as deemed appropriate by the Mayor. Motion passed unanimously.

6. Appointment of City Recorder.

Mr. Silvestrini explained that the Council was hoping to have Rita Lund serve as the City Recorder.

MOTION by Ms. Uipi, seconded by Ms. Catten, to authorize Mr. Silvestrini to pursue a conversation with the County or the MSD, as appropriate, to have Ms. Lund continue to work for and be paid by the County but be assigned to Millcreek as the City Recorder.

Discussion that Mr. Silvestrini should make it clear that it makes sense because Millcreek is paying the MSD already, and that we are only asking for the County to provide some administrative support.

Motion passed unanimously.

7. Authorize contract with The Village.

Mr. Silvestrini explained that the contract proposed by The Village required revision, in particular to provide for the privacy of citizens, that the City can access and control records, and that we sign up only for a trial period. He agreed to pursue further discussions with The Village, refine the contract, and bring it back to the Council.

8. Adoption of City Logo.

Mr. Silvestrini noted that this item was duplicative of a motion made in an earlier meeting.

Ms. Uipi asked whether the logo was our seal. Ms. Jackson asked whether the logo could be changed for business cards and shirts, to eliminate some of the detail that won't show up. Mr. Silvestrini said the logo could be changed any time the Council so chose.

9. Other items.

Resident Kurt Zimmerman asked the Council for recognition by the City of the official Arts Council. Discussion of grants to the Arts Council and others. The Council agreed to discuss this item at the December 12th meeting.

Mr. Silvestrini mentioned that the Council need to address community councils sooner rather than later. Community Councils are in the draft ordinances. Should we retain the status quo?

MOTION made by Ms. Jackson, seconded by Mr. Marchant, to adjourn. Unanimously passed.

Meeting adjourned at 7:45 p.m.