



MINUTES OF THE MILLCREEK COUNCIL-ELECT MEETING Tuesday, December 27, 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 – In Attendance

Staff:

John Brems, City Attorney – In Attendance
Leslie Van Frank, Acting City Recorder – In Attendance

WORK SESSION

Mr. Silvestrini called the meeting to order 10:07 am

The City Council will conduct interviews of individuals and firms who have proposed assisting Millcreek with its accounting and other finance needs.

Mr. Silvestrini spoke with all four of the contacts provided by Alan Westenskow, plus David Sanderson, whom David Muir had recommended. KCCPA had said they are not interested in the treasurer function or helping the City to set up accounts; they are only interested in the audit function. Matt Geddes from Squire & Co. will be available later, as will Tim Reese from KHSa. Mr. Sanderson is out of town, but is willing to meet with the City on January 3rd.

The Council set a meeting with Mr. Sanderson at City offices at 2:30 on Jan 3rd.

Mr. Silvestrini reported that he had received a call from Tara Whiting. Based on what she had heard at our last meeting, Ms. Whiting expressed interest in working as a part-time office

person to help get the office set up, and be a face for the public until we are more formalized. We can publish set hours, and she could the administrator help to keep us organized, explore options for a website, and other tasks. The Council agreed to talk to her.

Mr. Silvestrini asked Adam Ginsberg from Gilson Engineering about the status of putting together Millcreek's road miles. He said they are working on it. It would be good to compare with what Salt Lake County has done. Mr. Silvestrini suggested he call the County Surveyor, Reid Demmen.

Mr. Silvestrini called Matt Geddes from Squire & Co. and left him a message.

Mr. Silvestrini reported that Millcreek resident Pepa Taufui had delivered neighbourhood maps to him, and wants the City's help to organize Neighborhood Watch. A discussion about Mr. Taufui's contributions to Millcreek, and the Road Home, ensued, and a general consensus of appreciation for his efforts was expressed. The Council agreed to look into helping him with Neighborhood Watch.

The Council discussed several details of the inauguration celebration.

Steve Capson and Tim Rees of Karen Hendricks Stagg Allen & Co. arrived, and Mr. Silvestrini called them forward. They and the Council discussed the City's general needs and the lack of sufficient information to pinpoint precisely what we need. Mssrs. Capson and Rees explained KHSA's background and experience. Mr. Silvestrini explained that in general, we need help with (a) audit functions, (b) statutory treasurer functions, and (c) interim help in setting up accounts and running the city. Mr. Capson said the City needs three sets of consultants, which remain independent of one another. KHSA is not bonded, so it can't help with the statutory treasurer functions. They could help with the other two. Mr. Rees said that Quickbooks was not a good system to use, as the controls are inadequate. Given the uncertainty of what will be required, they propose providing hourly services at \$70 staff and \$100 oversight.

Mr. Geddes joined the meeting by telephone. Mr. Silvestrini explained we need an auditor, someone to set up our accounts and get us rolling, and we need a treasurer. Mr. Geddes said the roles need to be separate. His company isn't set up to provide treasurer services. Would be interested in either of the two other roles. He explained his company has a practice area set up to do Quickbooks. His company understands the controls necessary to do audits; they do audits for Salt Lake County and the Unified Police. Discussion ensued about Squire's background and experience with government clients. Mr. Geddes explained that sometimes Squire's fees are higher than other companies' fees, because their passion is government work. Other companies use municipality work to keep their people busy in the summer, and write down their fees for that work.

Copies of KHSA's and Squire's proposals are attached to these minutes.

Discussion by Council members about flat rates vs. hourly. Acknowledgement that we don't need to hire an auditor until the earliest next summer. Ms. Uipi noted that Mr. Sanderson is the only one of the three discussed today who is bonded and could provide treasurer services.

Ms. Uipi asked if there is a way to outline all of the duties a treasurer would need to do. Mr. Brems suggested that the Council ask Mr. Sanderson to outline them.

Ms. Jackson said we need a clear job description so we can make sure all the services are covered. Mr. Marchant said the duties are clear: the treasurer handles the money, accounting handles the reporting, and the auditor checks over everything.

The Council agreed to have further discussion after they've been able to speak with Mr. Sanderson next week.

At 12:25 p.m., the Council took a lunch break

GENERAL MEETING

1. Call to Order

1.1. Pledge

Mr. Silvestrini called the meeting to order at 12:38 p.m. and led the meeting in the Pledge of Allegiance

1.2. Approval of Minutes

MOTION by Ms. Catten, seconded by Ms. Jackson, to approve the minutes of the December 19 and December 20, 2016 meetings. The motion carried unanimously.

2. Public Comment

Resident Jo Ann Wong asked for an update on the Planning Commission interviews. Mr. Silvestrini explained that this is an item later on in the agenda. He reported that the Council had interviewed 40 people. So many qualified people applied that he sent out an email after the interviews to the applicants about whether they'd want to serve on a steering committee to help the Planning Commission with visioning. Mr. Silvestrini reported that there had been ten minute interviews for more than six hours. Ms. Wong said she was pleased there had been so many applicants, and the Council agreed.

3. Reports

Report of the Mayor, reports of City Council members.

Mr. Silvestrini reported that all of the incorporation documents have been lodged, and we are waiting to hear from the Lt. Governor's office. He and Mr. Brems are pushing to make sure we are incorporated before the end of the year. That's important to get revenues flowing more quickly.

Mr. Silvestrini said that he and Gilson Engineering are working to reconcile the number of road miles. To file with UDOT to get Class C road funds, he must certify the number of lane miles and provide a map. Mr. Ginsberg is working on that and we should be able to get that done by end of the week.

Mr. Silvestrini has provided wire instructions to the County for the \$100,000. We won't be spending that money until after January 9th. There is a public budget meeting at 6 pm. The budget is a work in process. It is a very conservative estimate of revenues and accounts for the fact we'll be paying the MSD for some unknown period of time. So difficult to know what we'll be spending.

An audit of the Fire Department of former top employees was publically released last week. The audit shows some questionable expenditures by them. There will be fallout from that.

4. Appointments

4.1 Discussion and consideration of Resolution No. 16-__ - approving appointments to the Planning Commission.

Mr. Silvestrini explained the process by which he had come to a recommendation of nine of 40 candidates. The process was difficult because of the strength of the candidates. His methodology was to appoint a commissioner from each of the four council districts, and then choose three others plus two alternates. After discussion of Mr. Silvestrini's recommendations, the Council held a random drawing of names to determine the length of each individual's term.

MOTION by Mr. Marchant, seconded by Ms. Catten, to adopt a resolution approving the following appointments to the Planning Commission:

<u>NAME</u>	<u>TERM ENDS</u>
Dave Carlson	June 30, 2019
Scott Claerhout	June 30, 2020
Fred Healey	June 30, 2019
Shawn LaMar	June 30, 2021
Mark Mumford	June 30, 2020
Tom Stephens	June 30, 2018
Heather Wilson	June 30, 2018

and as alternate members of the Planning Commission:

David Allen	June 30, 2019
Russell Booth	June 30, 2019

The motion passed unanimously.

Mr. Silvestrini explained that he had contacted several of the applicants after the interviews

and asked if they would consider being on a “visioning” committee to help the Planning Commission with the new general plan. Many had expressed interest, and that had helped guide his recommendations to the Planning Commission. Discussion among the Council about the ideal size for such a committee. The Council agreed to discuss the visioning committee at its next meeting.

5. Consent Agenda

6. Planning Matters

- 6.1. Discussion and consideration of Ordinance No. 16-__ - notifying the public of a pending ordinance that would prohibit or regulate the erection, reconstruction, or alteration of any building or structure or any subdivision approval with respect to developments in the M-1, M-2, and the Foothills and Canyons Overlay Zones.

The Council re-ordered this agenda item to consider after consideration of item 8.3.

7. Financial Matters

8. Other Matters

- 8.1 Discussion and consideration of Resolution No. 16-__ authorizing the Mayor-Elect to certify to the Utah Department of Transportation mileage for Class B & C Road Funds

MOTION by Ms. Uipi, seconded by Ms. Jackson, to adopt a resolution authorizing Mr. Silvestrini to certify to UDOT mileage for Class B and Class C Road funds. Motion passed unanimously.

- 8.2 Discussion and consideration of Resolution No. 16-__ adopting the City Council rules of procedure

MOTION by Ms. Jackson, seconded by Ms. Catten, to adopt a resolution to adopt the City Council rules of procedure. Motion passed unanimously.

- 8.3 Discussion and consideration of Ordinance No. 16-__ adopting a compilation of ordinances

Mr. Silvestrini explained that a compilation of draft ordinances has been posted on the City’s public website. Mr. Brems has been reviewing the County’s code of ordinances and also the code of ordinances that the County attorney set up for the Metro Townships. There have been some changes necessary because we are a city and not a county entity. A few things were missed, most notably the RCOZ, so Mr. Brems brought a copy of that ordinance to the meeting. Mr. Brems and he think everything is here, but it won’t be unusual for surprises to crop up in the future.

The County is considering adopting a new FCOZ zone. The County’s current FCOZ ordinance is in the draft online, but the Millcreek Township Planning Commission has approved

the new ordinance the County is considering. The Mountainous Planning Commission has also been working on the ordinance and made some changes with which Mr. Silvestrini is not familiar. That's why he is suggesting a moratorium on the FCOZ zone. In Millcreek, FCOZ is just in the interface between already-platted lots on our eastern border up to the Forest Service property.

The other moratorium Mr. Silvestrini is recommending is the multi-use and MD zones. This affects the Meadowbrook Small Area area. There has been a rush of applications before incorporation. The Millcreek Township Planning Commission had to have two meetings to address them all.

Mr. Brems said that he will recommend some revisions in the next few months to the GRAMA provisions to streamline them. Also, throughout the County's planning ordinances, there are references to rules, procedures, and regulations. The proposed ordinance for Millcreek adopts all of those by reference.

Discussion about various training the Council members would like to have and some that is required by law.

MOTION by Ms. Uipi, seconded by Ms. Catten, to adopt the compilation of ordinances, with the addition of the RCOZ provisions. The motion carried unanimously.

Mr. Brems explained that the Resolution in item 6.1 is not a moratorium, but a notice to applicants that they will be taking subject to the new changes. Discussion about the changes the Council is considering in the Meadowbrook area, which will require changes to the M1 and M2 zones.

MOTION by Mr. Marchant, seconded by Ms. Jackson, to adopt the Ordinance notifying the public of a pending ordinance that would prohibit or regulate the erection, reconstruction, or alteration of any building or structure or any subdivision approval with respect to developments in the M-1, M-2, MD-1 and MD-3, and the Foothills and Canyons Overlay Zones. The motion carried unanimously.

Mr. Brems explained that a notice has to be given to the state tax commission before January 1, 2017 to move the transient room tax to Millcreek.

MOTION by Ms. Uipi, seconded by Ms. Catten, to authorize Mr. Silvestrini to give notice to the state tax commission to move the transient room tax to Millcreek. Motion carried unanimously.

9. New Items for Subsequent Consideration

10. Calendar of Upcoming Events

City Council session planned for January 3, 2017 at 2:30 p.m. at the City offices

Inauguration of Millcreek-January 3, 2017, 6:30-8:30 Wasatch Jr. High School.

City Council session planned for January 9, 2017 at 4:00 p.m. This will include a public hearing on the consideration and adoption of a tentative budget for the period 1/1/17 to 6/30/17.

11. Closed Session (If Needed)

12. Adjournment

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

The meeting adjourned at 2:35 p.m.