



Minutes of the
Millcreek City Council Meeting
Monday, August 7, 2017

Approved 8/14/17

Councilmembers present

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

Other present

John Geilmann – City Manager
Leslie Van Frank – Acting Recorder
John Brems – City Attorney
Rita Lund – Director of Community Relations

WORK SESSION

Mayor Silvestrini called the meeting to order at 4:00 PM and excused Councilmember Catten who is out of town.

Mayor Silvestrini then introduced Janice Kimball from the Housing Authority of the County of Salt Lake and thanked her and her staff for allowing the city to meet at their facility. Ms. Kimball explained the programs and services provided at the Bud Bailey facility and emphasized their focus on youth programs designed to assist youth do well in school. Ms. Kimball explained that the Bud Bailey complex consists of 136 units and offers 1, 2, 3 and 4-bedroom apartments. The average income of residents is around \$17,000 annually. Residents qualify for units based on income requirements and the Bud Bailey staff is available to assist residents with many aspects of their lives. Ms. Kimball suggested that affordable housing has a bad reputation and the Bud Bailey Apartment facility is an example of how this type of housing can benefit the community.

Agenda Item 1. Report by Salt Lake County Engineering, Madeline Francisco-Galang, and discussion about capital projects

Mayor Silvestrini introduced John Miller, Millcreek engineer, and his team consisting of Madeline Francisco-Galang and Jena Carver. Mr. Miller asked the team to discuss active transportation and traffic calming.

Ms. Francisco-Galang introduced the Walk Millcreek sidewalk study and displayed the website where residents can access the relevant information in order to assist with requests. The website includes links to the safer sidewalk and traffic calming programs and includes request forms and instructions. A running list of requests is compiled that includes a ranking for each project based on certain safety issues. Sidewalks that serve schools become a top priority. Ms. Francisco-Galang explained that examples of prioritization are Upland Drive, Imperial Street and 615 East projects for which engineering studies have been completed. Councilmember Jackson requested that the website and forms be designed utilizing the Millcreek logo.

Ms. Francisco-Galang explained the traffic calming program, stated that there are many requests for traffic calming in Millcreek and that the website includes forms and instructions for these requests.

Mayor Silvestrini asked about temporary speed bumps and Mr. Miller explained that there are some concerns with the temporary humps. Ms. Carver added that there is a lot of wear and tear and that the temporary humps only last an average of two seasons.

Councilmember Jackson asked about speed bumps that have deteriorated or been reduced in size due to road overlays and Mr. Miller explained that bumps cannot be raised and replacement costs average \$8,000. Councilmember Jackson additionally asked about road dips and Mr. Miller explained that dips are not an approved traffic calming measure.

Ms. Francisco-Galang then discussed the TIGR grants and explained where the current grants are in the process additionally distributing cross-sections for the projects that are being proposed. Ms. Francisco-Galang stated there will be a public involvement process after the environmental studies have been completed and stated that the two proposals for the Meadow Brook area include a 66 foot right-of-way, one with a 3 foot buffered strip and one with a median in the center of the road. Councilmember Jackson asked if buffered strips or medians are traffic calming measures. Mr. Miller responded that they function very well for traffic calming but that there are maintenance costs involved in median plantings.

Mayor Silvestrini asked if other studies have been completed for the area as building applications are being proposed. Mr. Miller explained the methods that could be utilized as developments are proposed. Mayor Silvestrini suggested that infrastructure improvements could be part of an incentive program for developers and that there should be communication between the economic development department and the planning department as these proposals are received.

Ms. Francisco-Galang stated that the TIGR grants should be awarded in September.

Ms. Carver then distributed the Walk Millcreek Guidance Manual and explained that the plan was developed to be utilized as a reference for the General Plan and encouraged the council to include a reference to the Guidance Manual in the General Plan. The manual includes recommendations related to ordinance changes that would assist in making the plan more functional. Ms. Francisco-Galang added that the manual has been very useful in considering requests as they are received.

Mayor Silvestrini asked John Jansen if he feels there are concerns about the timing of the adoption of the Walk Millcreek plan and Mr. Jansen recommended presenting the final plan to the Planning Commission. Mr. Carter stated that it may make sense to adopt certain policies such as this plan to assist in guiding the process of the general plan and that the plan additionally may be helpful in assessing applications that are currently being considered, especially related to sidewalk requests. Mayor

Silvestrini suggested that adoption of this plan may be a temporary method to assist in identifying future sidewalk construction projects. Mr. Jansen added that the sidewalk discussion has been ongoing for many years and the plan could be helpful. John Geilmann, City Manager, suggested that the plan could be adopted as formal policy or as a policy guideline.

Mayor Silvestrini asked the council for their opinion on how to move forward regarding the Walk Millcreek plan. Councilmember Uipi suggested that the plan be presented to the Planning Commission as a guideline and there was general agreement from the councilmembers. Mr. Miller pointed out that Section 2-3 of the Guidance Manual discusses suggestions for ordinance updates.

Councilmember Marchant suggested inclusion of the 50/50 program and Mr. Miller responded that the program could be included as an amendment.

Mr. Miller gave an update on the HAWK signal crossing at Honeycutt that is currently under construction.

Councilmember Marchant asked if there were plans to widen the road at Tree View Lane on Highland Drive and Ms. Carver stated that the county is requiring a roadway dedication to address the concern as part of the application approval process.

Mayor Silvestrini asked about the \$100,000 that had been earmarked for the widening and striping of the road in Millcreek Canyon and questioned why an interlocal is being proposed between the MSD and the county. Mr. Miller explained that the funding will be moving through the MSD because the canyon is in the unincorporated county. Mayor Silvestrini requested a copy of the interlocal agreement and Mr. Miller will forward the agreement.

Councilmember Uipi asked about the Upland Drive sidewalk project. Mr. Miller stated there will be coordination with Rita Lund to work on public outreach. The project will be advertised in the fall and construction can begin in the spring. Councilmember Uipi additionally stated that coordination should take place with the UPD and the school crossing guards and Mr. Miller responded that will be part of the process. Mr. Miller further explained that the new sidewalk construction should take place on the south side of the street as that location will serve more residents.

Mayor Silvestrini asked about the sidewalk project on 33rd South and Mr. Miller responded that the environmental study is underway due to discovery of a historical wall.

Agenda Item 2. Presentation by Logan Simpson Design on general plan process

Mayor Silvestrini introduced Jim Carter from Logan Simpson who gave an update on the progress of the general plan. The next step includes creation of the website and Mr. Carter indicated that he will be attending the Friday night Venture Out event and that the Envision Committee will be meeting to discuss the plan.

Councilmember Uipi referred to past conversations related the visioning process and indicated that the work that has been completed should be utilized.

Mr. Carter stated that the next steps will be a series of stakeholder interviews to take place on Thursday, Aug 24th and Tuesday, Aug 29th where stakeholders are invited to sit down with the project team to gather input. Mayor Silvestrini stated that lists of stakeholders are being developed.

Mayor Silvestrini indicated that the council has done work on the mission statement and that John Geilmann should be included in the conversation. The mayor added that the two planning interns have prepared a report that may be helpful and includes city demographics.

The Envision Committee will be contacted to discuss the efforts they have previously undertaken. Mayor Silvestrini indicated that the Council's work with the Langdon Group had been focused on a vision for the governance and that the community vision still needs to be developed.

Councilmember Uipi stated that the vision statement that had been developed was based on values that were developed and that it should followed up with a strategic plan.

Councilmember Jackson discussed locations for the stakeholder interview meetings and stated that the community center or the city hall may be available. Councilmember Uipi suggested that the meetings should be kept open and available to as many residents as possible.

Mr. Carter discussed the questions that should be asked of residents. Councilmember Uipi stated that the discussion should include diversity and may be different in the different areas of the city. Mr. Carter indicated he will develop some area specific questions for the council to consider.

Jeff Hatch, a Millcreek resident, suggested that a focus should be on education and that educational contacts should be included along with business associations.

There was discussion about information that has been developed by the visioning committee and the discussions at the community councils. Mayor Silvestrini indicated that many members of the visioning committee are interested in becoming more active in the process.

Mr. Carter suggested that co-creators be developed in neighborhoods to reach as far as possible into the community.

Rita Lund suggested that Ms. Kimball from the Housing Authority may be a good contact for the residents in the Bud Bailey vicinity and Ms. Kimball offered the full assistance of her staff.

Agenda Item 3. Discussion about Salt Lake County's Walk Millcreek Guidance Manual

Mayor Silvestrini indicated that this discussion had taken place earlier in the meeting.

Agenda Item 4. Ongoing discussion of municipal priorities

There was no additional discussion of municipal priorities.

Agenda Item 5. Discussion of new items for subsequent consideration

Mayor Silvestrini then asked that discussion take place related to items 8.1 and 8.2 that appear on the agenda for the General Meeting. Mayor Silvestrini asked Mr. Miller about the process that is being

undertaken at the county relating to updating ordinances. Mr. Miller responded that the review is underway but could take some time.

Mayor Silvestrini asked if public works has considered a new product that may be available that includes fibers and falls between chip seal and overlay. Mr. Miller responded that as new products are developed, a test section is installed and monitored. Mr. Miller stated that innovations in processes are followed and new products are tested in relation to the local weather and traffic conditions.

Mayor Silvestrini then asked John Brems, City Attorney, to lead a discussion related to the 50/50 program. Mr. Brems explained that he had included changes to the proposal to ensure that provisions suggested by the council at a previous meeting had been included.

Councilmember Jackson asked if streetlight requests had been included. Mr. Brems responded that streetlighting is a more difficult question and had not yet been developed. Mayor Silvestrini additionally expressed concern with a 50/50 program for streetlights and stated that it may be more appropriate to adopt an ordinance for streetlights that is equitable across the board.

Councilmember Uipi suggested that there should be a budget discussion as well as standardization of the process. Mr. Miller stated some cities have imposed a streetlight fee in order to provide streetlights in certain areas.

John Geilmann commented that uniformity is important and that the council should consider that the city would be required to pay the electric bill for the lights. Mr. Geilmann stated that he has seen streetlights that operate on new technology including solar options.

Mr. Jansen suggested that a streetlight plan is not currently included in the scope as part of the general plan and that a streetlight plan would have to be a separate plan.

Mayor Silvestrini commented that he had received a letter requesting funds for the Arts Council and stated that the promised organization information had not yet been received. Kurt Zimmerman, a member of the Arts Council, stated that the Arts Council has applied to become a 501(c)(3) and has a need for the funds.

Mayor Silvestrini indicated that in order to transfer funds to another organization a study must be completed and the Arts Council must be officially recognized by the city. There was additional discussion about the Arts Council events and future projects.

Mayor Silvestrini stated that Arts Council members should sign volunteer forms, submit a current statement of accounts as well as a projected budget.

Mayor Silvestrini discussed agenda items for the next meeting including the following:

- Finalize city mission statement
- General Plan review forms from Logan Simpson for councilmembers
- Review interlocals for courts and planning/development services
- Municipal priority discussions with John Geilmann
- GRAMA fee schedule development

Mayor Silvestrini adjourned the work session at 6:30 PM.

REGULAR MEETING

1. Call to order

1.1 Pledge of Allegiance

Mayor Silvestrini called the Regular Meeting to order at 7:10 PM and led the Pledge of Allegiance

1.2 Approval of Minutes

Approval of Minutes for July 31, 2017, meeting

Motion was made by Councilmember Jackson, seconded by Councilmember Marchant, to approve the minutes of July 31, 2017. Motion passed unanimously,

2. Public Comment

There was no public comment.

3. Reports

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

Mayor Silvestrini reported that he and John Geilmann, City Manager, had met with Bruce Parker and interns Cody Lutz and Preston Larson who presented their report on the structure, functions and staffing of various planning departments around the state of Utah. The report determined that most cities have about one planner for every 10,000 residents, which would indicate that Millcreek should consider a staff of six planners.

Mayor Silvestrini added that the study had also considered affordable housing data in Millcreek and looked at demographics and single family housing, duplexes and fourplexes. Income levels and age demographics had been included as related to affordable housing.

Mayor Silvestrini stated that Preston Larson had indicated that he would be interested in continuing working for Millcreek.

Mayor Silvestrini additionally thanked Chief DeBry and the UPD for their efforts in making the Night Out Against Crime event a success.

Mayor Silvestrini also thanked the UFA and UPD for their efforts related to enforcement efforts during the 24th of July holiday fireworks.

Mayor Silvestrini reported that the Venture Out Pop-Up dinner had been a success and discussed the questions that had been asked and how responses had been collected.

Councilmember Uipi reported that there had been a meeting with the Granite School District regarding the potential rebuilding of Skyline High School.

Councilmember Marchant notified the council about a neighborhood watch event that will take place on August 25th on Elgin Avenue.

3.2 Report of John Geilmann, City Manager

John Geilmann related that there had been a lot of work already completed in establishing the new city and that issues are continuously coming forward and urged residents to be patient stating that it takes time to resolve the many issues.

Mr. Geilmann announced that the city is housed in the temporary offices at the Mt Olympus Improvement District and that Cottonwood Heights had donated a substantial amount of furniture to Millcreek. Mr. Geilmann stated that the furniture will be moved out of storage and put into the other half of the building where the city offices will be located. Additional furniture needs to be moved out of the basement of the District offices.

Mr. Geilmann reported that the job descriptions for the Community Development Director and Recorder have been posted and responses are due by August 15th. Mr. Geilmann stated he had received inquiries from several individuals for information on the positions.

Mr. Geilmann stated that as of the time of today's meeting, two responses for lobbying services have been received, one from Capstone and the other from Stevenson. Mr. Geilmann will make a recommendation to the council for a lobbyist at a future council meeting.

Mayor Silvestrini reported that the Other Side Academy will be utilized for the furniture moving services and thanked Fred Healey for his assistance in the storage of the Cottonwood Heights furniture.

3.3 Report by the Unified Fire Authority

Mayor Silvestrini introduced Chief Brad Larsen from the Unified Fire Authority who reported that the UFA information outreach team has been staffing and assisting at events.

Chief Larsen commented that the UFA Board has a vacancy and the board will be appointing a replacement. Job notices for communications and information technology directors have gone out and selections are forthcoming.

Chief Larsen indicated that statistics are being gathered related to the cost of calls about fireworks and the UFA has been in touch with state legislators.

Chief Larsen distributed a monthly safety tip educating residents about the "Real Risks of Backovers" that reminds drivers to check behind their vehicles when backing up.

3.2 Report of the Unified Police Department

Mayor Silvestrini introduced Chief Steve DeBry from the Unified Police Department, who echoed Chief Larsen's concerns about backovers, and suggested that everyone should circle the car before getting in and backing out to avoid injuring a child who may be behind the vehicle.

Chief DeBry thanked the Millcreek Council and City Manager for attending the Night Out Against Crime event. The Chief additionally thanked the Citizens Advisory Board for their efforts in making the event a success.

Chief DeBry noted that the Churchill Jr High Principal has expressed concerns at the school related to graffiti, taser fights, and cars racing across the grass and in the parking lot. Chief DeBry indicated that school is starting and that speeding tickets will be issued with no warnings. Councilmember Jackson commented that Skyline will be adding a ninth grade beginning this year and traffic will be increased.

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 and directing the Mayor to enter into a contract with John Jansen for planning services

Mayor Silvestrini explained that he has been pleased with the services that have been provided by John Jansen in relation to the Planning Commission, the Envision Committee and grant writing for funds from the Wasatch Front Regional Council. The proposed contract will be on the same basis as the previous contract with Mr. Jansen.

Motion was made by Councilmember Jackson, seconded by Councilmember Marchant, to approve Resolution No. 17-_____ - authorizing and directing the Mayor to enter into a contract with John Jansen for planning services. Motion passed by roll call vote with members voting as follows:

Councilmember Uipi – Aye
Mayor Silvestrini – Aye
Councilmember Jackson – Aye
Councilmember Marchant – Aye

6.2 Discussion and consideration of Ord. No. 17-__ - amending Section 19.04.095, 19.76.190 and 19.76.200 regarding the definition of “height of building”

Mayor Silvestrini asked John Jansen to discuss the proposed ordinance changes. Mr. Jansen stated that in the past roof height has been based on the midpoint of a sloped roof and would be changed to allow for a measurement at the crest of the roof. The ordinance would apply to all buildings in the city. Mayor Silvestrini explained that this change will make the ordinances consistent with the RCOZ overlay.

Motion was made by Councilmember Uipi, seconded by Councilmember Jackson, to approve Ordinance No. 17-_____ - amending Section 19.04.095, 19.76.190 and 19.76.200 regarding the definition of “height of building”. Motion passed by roll call vote with members voting as follows:

Councilmember Uipi – Aye
Mayor Silvestrini – Aye
Councilmember Jackson – Aye
Councilmember Marchant – Aye

7. Financial Matters

7.1 Discussion and consideration of Resolution No. 17-____ - renewing contract with Dave Sanderson for financial matters

Mayor Silvestrini explained that there are no changes in the contract and thanked Mr. Sanderson for his efforts.

Motion was made by Councilmember Uipi, seconded by Councilmember Marchant, to approve Resolution No. 17-_____ - renewing contract with Dave Sanderson for financial matters. Motion passed by roll call vote with members voting as follows:

Councilmember Uipi – Aye
Mayor Silvestrini – Aye
Councilmember Jackson – Aye
Councilmember Marchant – Aye

7.2 End of Fiscal Year 2017 Financial Report by Dave Sanderson

Dave Sanderson stated the fiscal year ended on June 30th and presented a report through that date. Mr. Sanderson has met with the auditor that will be completing the required audit by December 31st, 2017. Mr. Sanderson commented that some values will need to be determined because Millcreek is a new city including values for parks, storm drains, road miles and lane miles.

Mr. Sanderson will complete the required transparency reporting and will return to the council with a quarterly report.

Councilmember Marchant thanked Mr. Sanderson and stated that he has been a help in establishing the city and meeting all the requirements and the challenges related to the MSD funding.

8. Other Matters

8.1 Discussion and consideration of Ord. 17-_____ - amending section 14.12.020 of the Millcreek Code of Ordinances adding new roadway standards

Mayor Silvestrini stated the proposed roadway standards ordinance was related to the ordinance that had been adopted at the last council meeting where the council had asked that the ordinance include a reference to the American Public Works Association Manual of Standards.

Motion was made by Councilmember Uipi, seconded by Councilmember Jackson, to approve Ordinance No. 17-_____ - amending section 14.12.020 of the Millcreek Code of Ordinances adding new roadway standards. Motion passed by roll call vote with members voting as follows:

Councilmember Uipi – Aye
Mayor Silvestrini – Aye
Councilmember Jackson – Aye
Councilmember Marchant – Aye

8.2 Discussion and consideration of Resolution No. 17-_____ - amending section 14.12.025 of the Millcreek Code of Ordinances adopting new curb, ramp, and sidewalk standards and adding section

14.12.017 of the Millcreek Code an ordinance amending Section 14.12.015 of the Millcreek Code of Ordinances adopting a provision to provide for City financial participation with respect to residential properties for limited installation of new sidewalks and the repair of defective sidewalks within the City subject to availability of funds

Mayor Silvestrini stated that in addition to the definitional determinations this section will include the 50/50 program which will be based on the amount of funds budgeted. The mayor stated that the information had been reviewed at the earlier work session

Motion was made by Councilmember Uipi, seconded by Councilmember Marchant, to approve Resolution No. 17-_____ - amending section 14.12.025 of the Millcreek Code of Ordinances adopting new curb, ramp, and sidewalk standards and adding section 14.12.017 of the Millcreek Code an ordinance amending Section 14.12.015 of the Millcreek Code of Ordinances adopting a provision to provide for City financial participation with respect to residential properties for limited installation of new sidewalks and the repair of defective sidewalks within the City subject to availability of funds. Motion passed unanimously by roll call vote with members voting as follows:

Councilmember Uipi -Aye
Mayor Silvestrini – Aye
Councilmember Jackson – Aye
Councilmember Marchant – Aye

8.3 Discussion and consideration of Ordinance No. 17-_____ - adopting a telecommunications right-of-way

Mayor Silvestrini asked John Brems to discuss the ordinance. Mr. Brems explained that this ordinance is related to rights of way dealing with telecommunications.

Motion was made by Councilmember Jackson, seconded by Councilmember Marchant to approve Ordinance No. 17-_____ - adopting a telecommunications right-of-way. Motion passed unanimously by roll call vote with members voting as follows:

Councilmember Uipi -Aye
Mayor Silvestrini – Aye
Councilmember Jackson – Aye
Councilmember Marchant – Aye

8.4 Discussion and consideration of Ordinance No. 17- _____ - approving the renewal of a civil legal contract with John H. Brems

Mayor Silvestrini explained the resolution is to approve renewal of the contract for legal services provided by John Brems. Councilmember Uipi thanked Mr. Brems and Mayor Silvestrini stated that he has been very pleased with the value of services being provided.

Motion was made by Councilmember Marchant, seconded by Councilmember Uipi, to approve Ordinance No. 17-_____ - approving the renewal of a civil legal contract with John H. Brems. Motion passed unanimously by roll call vote with members voting as follows:

Councilmember Uipi -Aye

Mayor Silvestrini – Aye

Councilmember Jackson – Aye

Councilmember Marchant – Aye

9. New Items for Subsequent Consideration

There were no new items for subsequent consideration.

10. Calendar of Upcoming Events

Mayor Silvestrini reviewed the calendar of upcoming events.

11. Closed Session

No closed session was required.

12. Adjournment

Motion for adjournment was made at 8:25 PM by Councilmember Uipi, seconded by Councilmember Jackson. Motion passed unanimously.