PARK CITY COUNCIL WORK SESSION NOTES
SUMMIT COUNTY, UTAH
OCTOBER 16, 2008

Present: **Mayor Dana Williams; Council members Candace Erickson; Jim Hier; Joe Kernan; and Liza Simpson**

Tom Bakaly, City Manager; Mark Harrington, City Attorney; Bret Howser, Budget Analyst; Jonathan Weidenhamer, Project Manager; and Dave Gustafsen, Project Manager

Sandy Geldorf, HMBA Director; Mike Sweeney, Main Street business owner; and Sara Pearce, Sundance

Absent: **Council member Roger Harlan**

1. Council questions/comments. Jim Hier reported that the final joint School District and City traffic control committee was held this week; all of the identified projects over the last year and a half have been substantially completed. He attended the Planning Commission meeting where he updated members on Council decisions including the Ridge Avenue appeals and the remand on the 100 Marsac Avenue affordable housing project. Liza Simpson thanked the organizers of the employee golf tournament. She met with individuals about a compost program and joined staff at a curling event. Candace Erickson discussed business conducted at the Recreation Advisory Board meeting and recognized the outgoing Leadership Class and the new class members. She encouraged the public to visit the scarecrow exhibit at the Farm and reported on the Board of Health meeting. The Peoples Health Center will be taking over women's health services, currently handled by the Health Department, on February 28, 2009. The transition is anticipated to improve services and it appears that 15% to 17% of patients benefitting from the PHC reside in Wasatch County. The construction of the new PHC building is going well. Mayor Williams noted that the Mosquito Abatement District released a report on last summer's activities and he emphasized that the only site in Summit County the Tarsalis Mosquito was found was in the wetlands behind the schools. A variety of mosquito abatement information is now available on line. He stated that he and Diane Foster were invited to meet with the EPA last week in Denver to update them on climate change initiatives in Park City. Salt Lake, Boulder and Park City were selected as presenters. Mayor Williams discussed the difficulty in meeting Kyoto Accord agreements for communities experiencing large increases in growth since 1990, including Park City. The EPA is just beginning to address climate change. It was productive to meet with a variety of cities in Denver about these issues and he reported on future conferences of interest.

2. HMBA Business. Bret Howser reported that the City received a request from the HMBA for expanded service in the Main Street Business Improvement District which, if approved, would result in an increase to the business license tax to fund the new level of service. The HMBA petitioned the City over a year ago to create the BID which was intended to establish a legally defined geographical area to be used for enforcement of a single commercial solid waste provider. The other purpose was providing funding for promoting Main Street businesses and in March, the City contracted with the HMBA to provide a scope of services for the District. These include communication with members, coordination of events and activities, marketing and advertising, and assisting the City in overseeing the solid waste contract. On September 30, 2008, staff received a proposal from the HMBA which outlined a plan for expanded services. The increased scope includes the HMBA managing the trash removal contract itself, implementing a District branding program and increased marketing including a Main Street gift card program.

Staff met with the HMBA with liaison Jim Hier to work out a plan and Mr. Howser relayed that staff is strongly recommending that this request be addressed during the budget process to be evaluated with all other issues. However, the budget cycle creates a timing problem because the business license fees are received on a calendar year basis which means that the HMBA could not implement increased services until 2010. He explained that if the Council were to grant the request in the spring, staff could return with a renegotiated contract which would provide for half of the year's payment to be paid in July 2009 so that an expanded program could begin sooner.

Mayor Williams expressed concern that the proposal is fully supported by the street. Director Sandy Geldorf explained that the organization would like to increase administrative support from 15 hours to 20 hours a week. This represents about $15,000, increasing the budget from $40,000 to $55,000 and increasing the business license fee by $55. She explained that membership is mandatory and there are about 260 members. The Mayor asked if the membership has the opportunity to approve the proposal. Jim Hier explained that there is no process in place for the HMBA to approve a budget and it was suggested to develop an addendum to the bylaws to address adopting a budget. Mike Sweeney stated that a recommended budget was submitted by the Executive Committee and the Board approved the budget by vote. He discussed formulating a budget and referred to the special services contract which provides that the City can not pay the HMBA more than it collects based on the budget presented by the HMBA. Mr. Sweeney pointed out that temporary businesses, during Sundance for instance, must pay for a full annual license plus the $156 BID tax and a number of businesses change on Main Street creating more revenue. He asked that the City provide an accounting of all of the monies collected.

Candace Erickson liked the idea of a Main Street gift card and is generally supportive of the proposal but requested assurances there is support on the street. The Mayor agreed. Jim Hier again discussed the timing of the City's budget cycle and implementation constraints and felt that the July prepayment idea is a good solution. The HMBA membership must approve a budget before the proposal moves ahead.

3. Annual supplemental plans – Sundance Film Festival 2009. Jonathan Weidenhamer explained that the 2009 supplemental plan includes a closure of Main Street from 7th to 9th Streets from January 12 to January 26, 2009. Approval of the plan is slated on the agenda tonight. The parking, circulation and parking management plans have been altered to accommodate the street closure and the drop and load zones will be available on both sides of the street this year. Last year, the zones were located only on the west side of Main Street and delivery zones will be made available a day earlier this year. Due to the closure of the north Marsac Building lot, the entire roof of the China Bridge Parking Structure will be available for employee parking which will provide more spaces than in the past. Discussion ensued on the number of paid parking permits sold last year and monitoring parking spaces the garage. Dave Gustafsen discussed the use of the Swede Alley surface parking and felt that the system is flexible enough to respond to supply and demand.

Mr. Weidenhamer explained that Sundance will program Main Street between 7th and 9th Streets, the Town Lift Plaza and Summit Watch area. A 30' x 90' tent is proposed to be erected in the street and he referred to the site plan included in the meeting packet. He added that Sundance presented the plan to the HMBA and the Board is supportive of the street closure and programming the street. The Temple Har Shalom is a new screening venue which will be served with an additional transit stop at 1251 Kearns Boulevard, The Yard. He stated that on April 24, 2008 the Council reviewed and approved the 2009 supplemental plan for the Racquet Club. For the benefit of Jim Hier, Ms. Pearce explained that credentials are not needed to enter the closed area of the street. Liza Simpson acknowledged that the approval for the Racquet Club is final but confirmed that a manned complaint line will be implemented this year.

Sandy Geldorf stated that the HMBA Board met with the lower Main Street merchants. Businesses initially voiced concerns about Sundance competing with restaurants by serving free food and beverages to the public which is not the case. It was important to business owners that traffic circulation be managed and that the tent and closed street area look visually open, appealing and inviting to the public.

Prepared by Janet M. Scott, City Recorder

PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
OCTOBER 16, 2008

I ROLL CALL

Mayor Dana Williams called the regular meeting of the City Council to order at approximately 6 p.m. at the Library and Education Center on Thursday, October 16, 2008. Members in attendance were Dana Williams, Candace Erickson, Jim Hier, Joe Kernan, and Liza Simpson. Roger Harlan was excused. Staff present was Tom Bakaly, City Manager; Mark Harrington, City Attorney; Todd Touchard, Water Project Manager; Jon Weidenhamer, Economic Development Manager; Matt Twombly, Project Manager; Denise Carey, Analyst; and Heinrich Deters, Project Manager.

II COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Candace Erickson stated that her husband is employed by Stantec Engineering and Joe Kernan disclosed that USSA and Talisker are among his recycling customers.

III PUBLIC INPUT *(Any matter of City business not scheduled on agenda)*

None.

IV WORK SESSION NOTES AND MINUTES OF MEETING OF OCTOBER 2, 2008

Jim Hier, "<u>I move to approve the work session notes and minutes of the meeting of the meeting of October 2, 2008</u>". Candace Erickson seconded. <u>Motion carried</u>.

Candace Erickson	Aye
Roger Harlan	Absent
Jim Hier	Aye
Joe Kernan	Aye
Liza Simpson	Aye

V CONSENT AGENDA *(Items that have previously been discussed or are perceived as routine and <u>may be approved by one motion</u>. Listed items do not imply a predisposition for approval and may be removed by motion and discussed and acted upon under "Additional Discussion – Agenda Items")*

Joe Kernan, "<u>I move we move Items Nos. 4 and 5 to New Business</u>". Liza Simpson seconded. <u>Motion carried</u>. Liza Simpson, "<u>I move we approve Consent Agenda Items 1 through 3</u>". Candace Erickson seconded. <u>Motion carried</u>.

Candace Erickson	Aye
Roger Harlan	Absent
Jim Hier	Aye
Joe Kernan	Aye
Liza Simpson	Aye

1. Consideration of a Resolution expressing official intent regarding certain capital expenditures to be reimbursed from the proceeds of water revenue bonds to be issued by the City and related matters – See staff report.

2. Consideration of grant of easement to the Snyderville Basin Water Reclamation District for Lot 3 and Lot 5 located at the Intermountain Health Care and Park City Campus, in a form approved by the City Attorney – See staff report.

3. Consideration of a construction contract with Geary Construction, Inc. for the Quinns Loop Trail Project, in the amount of $180,858, in a form approved by the City Attorney – See staff report.

VI OLD BUSINESS *(Continued public hearings)*

Consideration of an Ordinance annexing approximately 286.64 acres of property located at the southwest corner of the SR248 and US40 interchange in the Quinn's Junction area, known as the Park City Heights Annexation, into the corporate limits of Park City, Utah, and approving a Water Agreement, and amending the Official Zoning Map of Park city to zone the property in the Community Transition Zoning District (CT) – The Mayor opened the public hearing. With no comments from the audience, the hearing was closed and he requested a motion to continue to October 30, 2008. Candace Erickson, "I so move". Jim Hier seconded. Motion carried.

Candace Erickson	Aye
Roger Harlan	Absent
Jim Hier	Aye
Joe Kernan	Aye
Liza Simpson	Aye

VII NEW BUSINESS *(New items with presentations and/or anticipated detailed discussions)*

4. Consideration of an amendment to Historical Society lease, in a form approved by the City Attorney – This item was removed from the Consent Agenda and moved to New Business for discussion purposes. Jonathan Weidenhamer explained that on September 11, 2008, Council approved the installation of solar which prompted an amendment to the lease with regard to maintenance. More specifically, the Council directed that the solar array be exempted from the City's maintenance obligations. The Mayor invited input from the public; there was none. Liza Simpson, "I move we approve the amendment to the Historical Society lease as proposed in the staff report". Joe Kernan seconded. Motion carried.

Candace Erickson	Aye
Roger Harlan	Absent
Jim Hier	Aye
Joe Kernan	Aye
Liza Simpson	Aye

5. Consideration of an amendment to Boys and Girls Club lease, in a form approved by the City Attorney - This item was removed from the Consent Agenda and moved to New Business for discussion purposes. Kathy Loft, Executive Committee Member, thanked Mayor Williams, the City Council and staff for their support of the Girls and Boys Club over the years and particularly recently when the Club experienced some financial difficulties and are struggling to ensure that there is a sustained presence in Park City community. On behalf of the Board of Directors, she assured Council that they are committed to structure and manage the operations of the facility in a fiscally responsible way to ensure that there is a balanced operating budget, strong cash reserves, and sustainability for future operations. Secondly, given current economic conditions, the services of the Club are in more demand by families. Since locating in Park City in 2001, the Boys and Girls Club has been successful in raising sufficient funds to support the operations but resources have largely come from other areas. However, the organization has been successful in identifying local support and she is hopeful that the facility will be staffed by November 1. She stated that waiving lease payments is a critical component of the plan and will go a long way in motivating donors and improving programs for the children. The Mayor invited public input; there was none. Joe Kernan, "I move we approve the amendment to the Boys and Girls Club lease in a form approved by the City Attorney". Liza Simpson seconded. Motion carried.

Candace Erickson	Aye
Roger Harlan	Absent
Jim Hier	Aye
Joe Kernan	Aye
Liza Simpson	Aye

* * * * * *

1. Consideration of approval of annual supplemental plans and a partial street closure of Main Street from 7th Street to 9th Street from January 12, 2009 to January 25, 2009 for the Sundance Film Festival – Jonathan Weidenhamer stated that staff is recommending approval of the supplemental plans for 2009 as conditioned in the staff report. He referred to the discussion held during work session. The Mayor opened the public hearing.

Mike Sweeney, property owner, thanked Sundance for providing an opportunity for merchants to participate in the Festival. With no further comments, the public hearing was closed.

Candace Erickson, "I move approval of the annual supplemental plans and a partial street closure of Main Street from 7th Street to 9th Street from January 12 to January 25, 2009 for the Sundance Film Festival". Joe Kernan seconded. Motion carried.

Candace Erickson	Aye
Roger Harlan	Absent
Jim Hier	Aye
Joe Kernan	Aye
Liza Simpson	Aye

2. Consideration of a Professional Services Agreement, in a form approved by the City Attorney, with Stantec Consulting Inc. for the design of the Park City Raw Water Infrastructure Phase 1 Project for an amount of $444,000 – Todd Touchard explained that the project involves running a raw water line from Promontory into the approved water treatment plant. The contract covers the design, environmental, geo-technical, and surveying work. The Mayor invited the public for input; there were no comments. Jim Hier, "I move to authorize the City Manager to execute an agreement, in a form approved by the City Attorney, with Stantec Consulting for the design of the Park City Raw Water Infrastructure Project in an amount of $444,000". Liza Simpson seconded. Motion carried.

Candace Erickson	Aye
Roger Harlan	Absent
Jim Hier	Aye
Joe Kernan	Aye
Liza Simpson	Aye

3. Consideration of Resolution adopting a Trails Master Plan for Park City, Utah – Jonathan Weidenhamer explained that two deliverables were associated with the Landmark contract relating to the walkability study. The first is the study used as a tool to select capital project and the second is the update to the Trails Master Plan to include the walkability component. This is not a comprehensive update but an addendum to the master plan and identifies the vision reinforced by the walkability study focusing on safety, efficiency, regional and local connections, as well as considering the cost of maintenance. The basic spine concept is included in the addendum as well as goals and policies.

He emphasized that the Planning Commission feels that aesthetics and creating sense of place within public trail projects is important and could be referenced in an amendment to the General Plan Transportation Element. Planning Commission members also discussed establishing a *complete streets* policy which staff is exploring but not through the master plan document. Mr. Weidenhamer noted that the Planning Commission forwarded a positive recommendation on September 10 with a request to adopt a cost maintenance schedule. These numbers are included but are not very relevant because priorities can change during the budget process. Liza Simpson believed the cost analysis is difficult to understand and Heinrich Deters clarified that inflation is taken into account and some services and maintenance are performed by Mountain Trails. Jim Hier questioned why costs are identified in the document at all. Matt Twombly explained that when the Master Plan was adopted in 2003, staff felt it important to describe the level of service and the associated dollar amount for trail maintenance. This information was not considered part of the Master Plan or used as a tool for planning, but included to point out fiscal implications. Mr. Hier believed cost information could be generally summarized rather than including details which become outdated very quickly. Including costs in a policy document is unusual. Jon Weidenhamer reiterated that the Planning Commission recommends including dollar amounts in the Trails Master Plan, which is certainly at the discretion of Council.

Discussion ensued on updating the Streets Master Plan, specifically addressing the concept of *complete streets*. Mr. Hier believed it would be helpful at the beginning of the process to identify which streets are appropriate for consideration. Mr. Weidenhamer envisioned addressing complete streets in the Transportation Element of the General Plan and on a more technical level in the Streets Master Plan. The Mayor invited the public to comment; there was no input. Jim Hier, "I move we adopt the Resolution modifying the Trails Master Plan for Park City". Candace Erickson seconded. Motion carried.

Candace Erickson	Aye
Roger Harlan	Absent
Jim Hier	Aye
Joe Kernan	Aye
Liza Simpson	Aye

4. Consideration of a Resolution adopting a Strategic Plan for the McPolin Farm and an Administrative Policy for use of the Farm Compound and buildings in Park City, Utah – Denise Carey stated that the plan reflects Council's direction from the September 11 work session. Mayor Williams suggested that the document reference the CRP easement on the property and staff agreed to add the language. Candace Erickson stated that she has no issues with the Strategic Plan but feels the Administrative Policy needs more discussion before finalizing. More specifically, she is concerned about uses, for instance making the property available for meetings for non-profit organizations or for celebrations when there are no standards or requirements in place. Ms. Erickson strongly felt that use should be pertinent to the Farm as an educational or cultural tool and the guidelines need to be refined. Liza Simpson agreed with Ms. Erickson's comments. Jim Hier pointed out that the CUP defines allowed uses for the Farm and should be mirrored in the Administrative Policy. The Mayor invited the public to comment. There was no input. Because of expressed concerns, Mark Harrington advised Council to adopt the Strategic Plan with direction to staff to return with an amended Administrative Policy. Jim Hier, "I so move". Liza Simpson seconded. Motion carried.

Candace Erickson	Aye
Roger Harlan	Absent
Jim Hier	Aye
Joe Kernan	Aye
Liza Simpson	Aye

VIII ADDITIONAL DISCUSSION – AGENDA ITEMS

IX ADJOURNMENT

With no further business, the regular meeting of the City Council was adjourned.

MEMORANDUM OF CLOSED SESSION

The City Council met in closed session at approximately 4 p.m. Members in attendance were Mayor Dana Williams, Candace Erickson, Jim Hier, Joe Kernan, and Liza Simpson. Roger yHarlan was absent and excused. Staff present was Tom Bakaly, City Manager; Tom Daley, Deputy City Attorney; Jon Weidenhamer, Economic Development Manager; Dave Gustafsen, Project Manager; and Mark Harrington, City Attorney. Jim Hier, "I move to close the meeting to discuss property and litigation". Liza Simpson seconded. Motion carried. The meeting opened at approximately 4:45 p.m. Jim Hier, "I move to open the meeting". Liza Simpson seconded. Motion carried.

The meeting for which these minutes were prepared was noticed by posting at least 24 hours in advance and by delivery to the news media two days prior to the meeting.

Prepared by Janet M. Scott

Janet M. Scott, City Recorder