**PARK CITY COUNCIL WORK SESSION NOTES**
**SUMMIT COUNTY, UTAH**
**JUNE 16, 2011**

**Present:** **Mayor Dana Williams; Council members Alex Butwinski; Joe Kernan; Cindy Matsumoto; Dick Peek; and Liza Simpson**

**Tom Bakaly, City Manager; Mark Harington, City Attorney; Bret Howser, Budget Manager; Nate Rockwood, Budget Analyst; Jed Briggs, Budget Analyst; and Thomas Eddington, Planning Director; Katie Cattan, Planner; Jason Glidden, Business Development Manager Ice Rink**

**1. Council questions/comments.** Dick Peek attended the Historic Preservation meeting, which was the last meeting for outgoing members Ken Martz and Roger Durst. Cindy Matsumoto announced a new Habitat for Humanity program designed to assist people in need with home projects. Liza Simpson thanked Share the Road participants as well as Pace Erickson for his response to her questions about paperless water billing. Dana Williams met with a woman who arranges Chinese business tours and is interested in involving Park City. He relayed a request from a business owner in Bonanza Park to investigate outdoor dining policies, as well as a request to turn on water at the dog park.

**2. Monthly financial update.** Jed Briggs, Budget Analyst, presented monthly budget reports which had been updated and reflected actual revenues and expenditures. He reported that sales tax projections were up and budget adjustments reflect that all departments are coming in close to the budget.

The Work Session was running ahead of schedule and Council moved to the discussion of High Altitude Training.

**3. High altitude training.** Jason Glidden, Business Development Manager for the Ice Rink, reported that as part of the 2009 Economic Development Plan Staff had introduced high altitude training as a key component of Council's goal of creating a world-class, multi-seasonal resort community. During the 2011 Council Visioning sessions, Council directed staff not to proceed with research on new facilities at Quinn's Junction, but to bring them information about private proposals as they came in. In an effort to make better-informed decisions on future opportunities, Staff proposed a three-step plan to gain a better perspective of the elements of high altitude training in order to position Park City as a premier location for such training.

The three components include a recreation needs assessment, a goal setting session, and consultation. The last joint regional study was done in 2001 and the most recent needs assessment was performed by the City in 2007. Staff has met with Basin Recreation to discuss the possibility of combining a study this fall. Costs could range from $20 - $40,000, funds are in the budget, and the cost would be shared with Basin Recreation. As part of Council Goal 5 – Recreation, Trails and Open Space, staff has begun conversations with local organizations involved in athletic training in order to set goals. Staff also recommends consulting with industry experts to get a better idea of better utilizing existing facilities. He noted there are not many high altitude-training facilities and our proximity to Salt Lake gives Park City a competitive advantage as teams can come in very quickly. No funds would be committed without Council approval.

Council members and Staff discussed the components of the three-step plan and after lengthy discussion, directed Staff to define elements of High Altitude Training utilizing the steps discussed in the Staff Report and moving forward with a regional “assessment of facilities”, not a “needs assessment”, in partnership with Snyderville Basin Recreation. The assessment will help identify facility needs based on utilization of what currently exists. That information will help Council determine whether there are high altitude training opportunities that might meet those needs. They noted the new Recreation Center would increase recreational opportunities.

**4. General Plan update**. Thomas Eddington, Planning Director, and Katie Cattan, Planner, introduced elements of the General Plan as well as the proposed schedule for the rewrite. The Planning Commission has discussed the General Plan five times since the start of the rewrite in November 2009 and Planning Staff held several public outreach meetings in 2010 at the Eccles Center and in locations convenient to all community neighborhoods.

Ms. Cattan reported that Staff had created a comprehensive plan, layout, and branding. They are currently focused on the introduction and the connection to visioning. As each chapter is finalized, they will undergo interdepartmental review to consider trends and use the filter for goal setting and implementation so the final produce will be an integrated product. The Planning Commission has requested a visual document and in the final stages, Staff will be seeking an artist who can put visualization to words. The Planning Commission will receive monthly updates and Staff plans to update Council every other month throughout the process.

Mayor Williams expressed concern that the schedule was very aggressive and that Council had not been included in general discussions, public input, and outreach. Council members requested that the final document be presented at a joint Planning Commission/City Council meeting. Staff and Council discussed a plan to provide Council with copies of the staff report that is prepared for the monthly Planning Commission update.

Liza Simpson noted that the timeline did not include getting the Bonanza Park Supplement completed first. This prompted a discussion of priorities and workload. City Manager Bakaly stated the Bonanza Park Supplement would affect more than just the current application. Staff wants to have a dialogue with Council and the Planning Commission on July 7th regarding priorities and how Staff should address those. Planning Manager Eddington noted that Bonanza Park was a microcosm of the whole community and some of the policies set there may transcend to other neighborhoods.

Mayor Williams believed it was apparent at the Bonanza Park open house the applicant was interested in pursuing things that were not in conjunction with the overriding principles. There was discussion about moving height out to the edges of the project. Manager Bakaly concurred that expectations might be different from both sides and the Planning Commission might want to discuss height. Attorney Harrington stated the City currently has a pre-application, and the applicant has expressed a willingness to pull back that pre-application in the context of first going through the planning process.

Alex Butwinski questioned the need for a supplemental plan, within the General Plan, for a specific area. Planner Cattan explained that general plan documents typically incorporate sub-area plans. When a community is expecting new development, or redevelopment, it is helpful to guide the outcome in those areas. Manager Bakaly emphasized the special meeting would focus on policy goals for redevelopment, which will drive the general plan discussion.

Planning Manager Thomas Eddington announced that the Planning Department had hired a contract planner to work on day-to-day planning activities for one year. This will allow Katie to work primarily on the general plan.

Ms. Cattan described the layout, which will be consistent for all chapters. Each chapter will discuss facts and current trends, the filter, and goals, implementation and measurable indicators of each. Council members asked Staff to find an alternative to “actualized”. Staff explained there would be a lot of overlap between the chapters. Ms. Cattan mentioned they would issue RFPs for assistance with special studies, reviewing trends and identifying solutions.

Ms. Cattan clarified that she would update City Council the same week as the monthly Planning Commission discussions and Council members could request more information as necessary.

Work Session Adjourned and Council conducted Recreation Advisory Board interviews: Dave Helgeson, Jay Townsend, Rod Riley, Scott Maizlish, Casey Bailey, Michael Barille, Kraig Moyes and Paul Anderson. .

**PARK CITY COUNCIL MEETING**
**SUMMIT COUNTY, UTAH**
**JUNE 16, 2011**

## I ROLL CALL

Mayor Dana Williams called the regular meeting of the City Council to order at approximately 6:00 p.m. at the Marsac Municipal Building on Thursday, June 16, 2011. Members in attendance were Dana Williams, Alex Butwinski, Joe Kernan, Cindy Matsumoto, Dick Peek, and Liza Simpson. Staff present was Tom Bakaly, City Manager; Mark Harrington, City Attorney; Budget Officer Bret Howser; and, Human Resources Coordinator Brooke Moss.

## II COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

There was none.

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

There was none.

## IV CONSENT AGENDA *(Items that have previously been discussed or are perceived as routine and may be approved by one motion. 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 approve the Consent Agenda</u>". Alex Butwinski seconded. <u>Motion carried unanimously</u>.

1. <u>Consideration of a Resolution authorizing the Mayor to join the Partnership for a New American Economy</u>.

## IV OLD BUSINESS

1. <u>Consideration of an Ordinance establishing compensation for the Mayor, City Council and Statutory Officers for Fiscal Year 2011-2012 for Park City, Utah</u> – Bret Howser, Budget Officer, pointed out that taxes in the amount of $240 related to the purchase of Council I Pads had not been added to the Council Compensation Ordinance in the packet. He distributed an updated Ordinance to Council Members. Staff was in the process of determining how I Pads would be addressed in the future, whether it will be a stipend or the actual device. Attorney Mark Harrington suggested that Section 3 Benefits be clarified to state that Council shall receive an I Pad or IT equipment consistent with adopted policy.

Joe Kernan requested that the ordinance show total compensation value rather than salary and benefits. He felt that would simplify future discussions about Council salaries.

Attorney Harrington felt the issue could be addressed from an administrative level by giving direction that all publicity and non-budget documents should be based on the total compensation figure.

Mayor Williams opened the public hearing. There was no input and he closed the hearing.
Joe Kernan, "I move approval of the Ordinance establishing compensation for the Mayor, City Council and Statutory Officers for Fiscal Year 2011-2012 for Park City Utah with the addition of language in Section 3 Benefits regarding equipment added by Mark Harrington". Cindy Matsumoto seconded. Motion unanimously carried.

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

1. Resolution adopting the revised Personnel Policies and Procedures Manual, effective July 1, 2011, for Park City Municipal Corporation – Human Resources Coordinator presented the draft Policies and Procedures Manual, which included changes discussed previously with Council. Liza Simpson and Joe Kernan suggested clarifications to Section 5 regarding job families. Mayor Williams requested public input. Hearing none, he closed the hearing.

Liza Simpson, "I move we approve a Resolution adopting the revised personnel Policies and Procedures Manual, effective July 1, 2011, for Park City Municipal Corporation". Joe Kernan seconded. Motion carried unanimously.

2. Consideration of a Resolution adopting a final revised budget for fiscal year 2011 and the budget for fiscal year 2012 for Park City Municipal Corporation and its related agencies - Budget Officer Bret Howser noted minor adjustments that did not impact policy and recommended that Council hold a public hearing and consider approval of the budget. Mayor Williams opened the public hearing. Hearing none, he closed the hearing.

Liza Simpson, "I move we approve a Resolution adopting a final revised budget for fiscal year 2011 and the budget for fiscal year 2012 for Park City Municipal Corporation and its related agencies". Joe Kernan seconded. Motion carried unanimously.

**VII ADDITIONAL DISCUSSION – AGENDA ITEMS**

There was none.

**VIII ADJOURNMENT**

The regular meeting adjourned at approximately 6:20 p.m. Council convened as Park City Redevelopment Authority and then as Park City Municipal Building Authority prior to meeting in closed session.

**MEMORANDUM OF CLOSED SESSION**

The City Council met in closed session at approximately 6:30 p.m. Members in attendance were Mayor Dana Williams, Alex Butwinski, Joe Kernan, Cindy Matsumoto, Dick Peek, and Liza Simpson. Staff present was Tom Bakaly, City Manager; Tom Daley, Deputy City Attorney; Diane Foster, Sustainability Manager; Clint McAffee, Water Department;, Kathy Lundborg, Water Manager; Jason Christensen, Environmental Regulatory Coordinator; and Mark Harrington, City Attorney. Joe Kernan, "I move to close the meeting to discuss litigation, property and personnel". Liza Simpson seconded. Motion carried unanimously.

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 Sharon Bauman, Deputy City Recorder

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