**PARK CITY COUNCIL WORK SESSION NOTES**
**SUMMIT COUNTY, UTAH**
**JANUARY 12, 2012**

**Present:** **Mayor Dana Williams; Council members Andy Beerman; Alex Butwinski; Dick Peek; and Liza Simpson**

**Tom Bakaly, City Manager; Mark Harrington, City Attorney; Bret Howser, Budget Manager; Linda Tillson, Library Director; Bobbi Pyron, Library Board Chair; Heather Reynolds, Children's Librarian; Jasmina Juric, Adult Services Librarian; Jon Weidenhamer, Economic Development Manager; and Heinrich Deters, Trails Coordinator**

**Jon Beutler, Director of Business Resource Center**

**Absent:** **Cindy Matsumoto, Council Member**

**1. Council questions/comments.** Alex Butwinski attended a public art board meeting and Andy Beerman toured the Library in preparation for work session. The Mayor commented on the successful opening of the MARC and clarified some aspects about the conference he will be attending in China. He discussed the goals and accomplishments of the Youth Latino Advisory Council at the High School.

**2. Business Resource Center update.** Jon Beutler relayed that in November 2010, the Park City Business Resource Center was launched with the goal of helping small businesses. The Center offers confidential one-on-one mentoring, business seminars, entrepreneurial needs assessments, assistance with access to capital, free legal and accounting advice, market research assistance, resource libraries, government procurement information and international trade and technology assistance. He stated that over the past year, he had 164 unique visitors, six new company starts and approximately $2.5 million of cash infused in some of these companies. He is a member of the Summit County Economic Task Force and Mountainlands Revolving Home Fund. The BRC is looking at starting ten new companies next year, automate many tasks and expand the pro bono network. The Center is located at the Zions Bank Building and serves all of Summit County.

Mr. Beutler stated that the Park City Innovation Center has been his project for many years. The goal of the Innovation Center is to focus on companies offering high paying jobs and will complement the existing Park City lifestyle. He also has been working with the Park City High School on making curriculum available to students that correspond with the work at the Innovation Center. He pointed out that this relates to the Bonanza Park strategy and the focus is on a single economic cluster which is digital media to create a solid stream of good companies. The employees of the Innovation Center will become employees of these companies in order to drive the entrepreneurs during the hard stages of commercialization. A world-class resort and world-class technology accelerator will make it successful and Park City will become the global web center for start-up training and certification. The digital media industry creates a small carbon footprint, is eco-friendly and Park City will be one of two training centers in the US. The Innovation Center will look at other products as well and local companies will be exposed to tools, processes and opportunities. The goal is for new companies to graduate on a regular basis into a business park.

Bret Howser explained that the City will solicit a more detailed written proposal on the Innovation Center which may be a good test case for the business recruitment and retention criteria discussed last week.

The Mayor asked if the Innovation Center is a branch of the BRC and Mr. Beutler explained that the Innovation Center is under the BRC. Integrating this program with the High School was discussed. Mr. Butwinski expressed his difficulty is tying the Innovation Center with the BRC. Mr. Beutler explained that the Innovation Center has not been started yet and is a concept that he has been working on but will be connected to the BRC. A shift in funding will occur to start producing a line of digital media companies versus providing general business help. He stated that he has been working on this for about four years and Alex Butwinski asked what the deliverable will be. Jon Beutler noted that he needs some more feedback on the Bonanza Park project. Jon Weidenhamer pointed out that $20,000 is set aside for relocating businesses.

Andy Beerman stated that PCMR is interested in bringing in a Camp Woodward to the base area and that the resort's fastest growing segment is digital media. Mr. Beutler felt that as the Innovation Center develops, it will become a world-class innovation center.

**3. Library Facility Needs Report.** Linda Tillson introduced her staff. She noted that last year Council directed them to return with the expansion plan. A library expansion was done in 2004 which was projected to last seven to nine years and has been accurate. A community survey was conducted in 2008 and based on the findings, users continue to want hard copy materials. One of the features that could be added to an expanded facility would be an early literacy center.

Heather Reynolds discussed serving on a state library steering committee on a Utah Kids Ready to Read Program to get parents involved in preparing their children for kindergarten. This is an interactive program and a portion of it involves training parents. Ms. Tillson spoke about the kids' space installed in a Fort Collins library and the new branches in SLC have them.

Ms. Tillson explained how the current floor plan could be changed on the first floor. The front of the building was used for classrooms and now the rooms are vacant and being leased out from time to time. She suggested removing the walls from the mezzanine from the front end of the building. The floor height is a little bit higher than the mezzanine so there will have to be ramps and stairs to connect those spaces. In order to free up storage space, library staff could be relocated to the second floor and a computer classroom could be set up. People indicated that they would like quiet places to study or read and the natural light in front of the building makes a nice area for comfortable seating and this use. Stroller parking is another idea. She acknowledged the current leases in effect including Sundance which need to be considered.

Alex Butwinski felt that the popularity of eBooks will grow quickly so the space needed for the collection may change. Ms. Juric pointed out that libraries are in a difficult situation because publishers are limiting sales to libraries. Almost all major publishers in the US block access to eBooks for libraries and although eBook use will grow, libraries are going to be limited until things get worked out. Mr. Butwinski stated that it is hard to tell what will happen in ten years, but suggested that the City take back the Museum storage area. The proposed design and size of the study rooms were explained. Mr. Butwinski pointed out that in last year's minutes, Ms. Simpson asked to see a more comprehensive use of the building this year.

Andy Beerman understood that staff is looking for direction to proceed with a RFP so there is more information during the budget process. It was pointed out that the engineering work is priced at $62,000. Mr. Beerman expressed that in future proposals he would like to see the numbers on foregone rental renevue. Ms. Tillson described the new location of the Roger Harlan Meeting Room. Rather than designating a lifetime for the expansion, Andy Beerman encouraged staff to think about multi-use and how the space can be converted in the future. Dick Peek felt there is a lot of flexibility in the structure and added that the Historical Society is getting close to finding a location for storage.

Jon Weidenhamer believed that the latest capital budget funded the RFP. The Mayor felt there will be many considerations during budget and wasn't sure this is the right time to proceed with a RFP. Tom Bakaly countered that Council will have more cost information. Liza Simpson believed there will be a need for more shelf space over the next five to seven years but is concerned about making the decision to move ahead, spending at least $1 million on a space that hasn't been studied comprehensively. She would like the City to take the whole building over and look at what uses are appropriate with a $2 million renovation, for example. The Lower Park Avenue RDA plan contemplates a community/senior center and there may pieces of that plan that could fit in the Library. She would like the RFP to look at more than just a library expansion. If more shelf space is needed now, she suggested getting rid of the exhibit space and using it for shelf space in the meantime.

For the benefit of Andy Beerman, Tom Bakaly explained that a RFP will provide more cost information which can be used to prioritize projects. The Mayor felt that the leases should be settled first before moving ahead on a design. Liza Simpson expressed that she doesn't feel too badly about ending the leases but would really like to know the plans for the space and not in an incremental way.

The Mayor pointed out that there are many families in the community that rely on the Montessori School and the Preschool. Tom Bakaly clarified that a strategic planning discussion could occur at Visioning or a work session after that. Dick Peek acknowledged that parts of the building are obsolete and discussing uses before an expansion of the Library makes sense. Tom Bakaly confirmed that right after Visioning or at Visioning, staff will present a strategic plan for the building including uses and design.

**4. Proposed special event/MFL criteria for use of City trails.** Heinrich Deters stated that staff would like to apply trail criteria and trail fees as part of the special event application process. The trail system is managed through the Trails Master Plan which serves as a good planning and implementation tool but doesn't really deal with programming. Special events on the public trail system go through the MFL process and it should be noted that because our trail system is public property, use of the trail for an event requires a MFL. Basically staff deals with applications as they come in and is asking that criteria be codified for processing purposes. Trail events have doubled in the last two years including 5Ks, snowshoeing, etc. and staff views the trail system as a facility that needs to be managed. The terrain can get beat up for a number of reasons and Mr. Deters spoke about the popularity of some trail systems because of their condition over others during certain seasons. There are many users of the trail system and when an event is programmed, staff wants to ensure a positive experience for everyone. A major goal is to protect public access to residents and visitors and not to over-program trails. He emphasized that the City has no intention of regulating small commercial business guides. The criteria will be applied to the main trail system, and not trails like McLeod Creek, Rail-Trail, Poison Creek, etc. because they also act as a commuter system. He explained that an event is described as an activity charging a fee, has a programmed course, and/or lasts more than an hour. Staff avoids scheduling trail events every weekend and the criteria and fees are applied the same by the Snyderville Basin Recreation District. Safety and permission notifications are housekeeping aspects and the event debrief is a good addition, especially if a special event causes damage or problems, and this step may even make events better.

Heinrich Deters stated that special event fees will be allocated toward trail maintenance and fee waivers should be seriously considered. The Mayor supported staff's direction. Alex Butwinski referred to the 90 day application requirement and the number of applications that don't meet the deadline and asked if it makes sense to eliminate or make the requirement more realistic. It seems silly to have a policy that we don't follow. In response to a question from Mr. Butwinski, Mr. Deters explained that event applicants must obtain permission from any property owners that may be impacted. He commented on the $20 per hour proposed for clean-up which is consistent with what Mountain Trails Foundation is paid to do the work. Dick Peek felt it inappropriate that appeals are heard by the staffer licensing the event. Heinrich Deters clarified that an appeal would go to his boss, Jon Weidenhamer, which can be deferred to the City Council.

Andy Beerman asked how much the increase in special events is due to growth in applications as opposed to tightening up the management and permitting processes. Mr. Deters confidently stated that it is growth of events; the City Council has invested in the Quinns Loop Trails and infrastructure in Round Valley. Now there is parking and wide trails for all ability levels and the system is very conducive to holding events. Mr. Beerman commented on future growth which is the reason for implementing management tools for open space. It was pointed out that fees collected for events occurring in both the City and the County are split accordingly. He agreed with Mr. Butwinski that the $20 per hour fee for clean-up is too low and it would be helpful to add some flexibility. The Mayor interjected that $20 per hour probably doesn't cover City staff time. Mr. Deters explained both trail use fees and deposits are proposed and an amended fee resolution will be presented to Council on February 2, 2012.

Prepared by Janet M. Scott, City Recorder

**PARK CITY COUNCIL MEETING**
**SUMMIT COUNTY, UTAH,**
**JANUARY 12, 2012**

## I ROLL CALL

Mayor Dana Williams called the regular meeting of the City Council to order at approximately 5:15 p.m. at the Marsac Municipal Building on Thursday, January 12, 2012. Members in attendance were Dana Williams, Andy Beerman, Alex Butwinski, Dick Peek, and Liza Simpson. Cindy Matsumoto was excused. Staff present was Tom Bakaly, City Manager and Mark Harrington, City Attorney.

## II COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

None.

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

None.

## IV JOINT WORK SESSION NOTES OF DECEMBER 8, 2011

Liza Simpson, "I move we approve the Joint Work Session Notes of December 8th". Dick Peek seconded and Andy Beerman abstained from voting. Motion carried.

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| Andy Beerman | Abstention |
| Alex Butwinski | Aye |
| Cindy Matsumoto | Absent |
| Dick Peek | Aye |
| Liza Simpson | Aye |

## V NEW BUSINESS

1. Consideration of a Resolution declaring the Deer Valley Resort and Park City Mountain Resort Teams as the *Greatest Snowmakers and Groomers on Earth* – The Mayor read the resolution into the record and proclamations were presented to both Resorts. Liza Simpson, "I move we approve a Resolution declaring the Deer Valley Resort and Park City Mountain Resort Teams as the *Greatest Snowmakers and Groomers on Earth*, *noting that there are mountain goddesses too".* Andy Beerman seconded. Motion carried.

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| Andy Beerman | Aye |
| Alex Butwinski | Aye |
| Cindy Matsumoto | Absent |
| Dick Peek | Aye |
| Liza Simpson | Aye |

2. Consideration of a Professional Service Provider Agreement with Alliance Engineering Inc. for the Wyatt Earp Way Traffic Calming Project in the amount of $69,850 in a form approved by the City Attorney – Heinrich Deters explained that the traffic calming study from Fehr & Peers was presented to Council in 2009. This project is recommended in the report which includes a center median towards Kearns Boulevard on Wyatt Earp to slow the crossing traffic and provide pedestrian refuge, change the radius of one of the corners of Sidewinder and Wyatt Earp, and improve the crosswalks. Installing driver feed-back signs and stripping has already occurred. The contract also improves the crossing at the Rail-Trail.

In response to a comment from Dick Peek, Mr. Deters acknowledged that Alliance was not the lowest bidder but the committee felt Alliance's bid was more realistic regarding needed work hours to complete the project. Soil work is not anticipated. The Mayor invited public input; there was none. Alex Butwinski, "I move to authorize the City Manager to enter into a Professional Service Provider Agreement with Alliance Engineering Inc. for the Wyatt Earp Way Traffic Calming Project in the amount of $69,850 in a form approved by the City Attorney". Andy Beerman seconded. Motion carried.

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| Andy Beerman | Aye |
| Alex Butwinski | Aye |
| Cindy Matsumoto | Absent |
| Dick Peek | Aye |
| Liza Simpson | Aye |

## VI ADDITIONAL DISCUSSION – AGENDA ITEMS

None.

## VII ADJOURNMENT

With no further business, the regular meeting of the City Council adjourned and a joint work session with the Planning Commission convened on the Bonanza Park Plan.

## MEMORANDUM OF CLOSED SESSION

The City Council met in closed session at approximately 2:30 p.m. Members in attendance were Mayor Dana Williams, Andy Beerman, Alex Butwinski, Dick Peek, and Liza Simpson. Cindy Matsumoto was excused. Staff present was Tom Bakaly, City Manager; Diane Foster, Sustainability Manager; Jon Weidenhamer, Economic Development Manager; and Mark Harrington, City Attorney. Alex Butwinski, "I move to close the meeting to discuss property and litigation". Andy Beerman seconded. Motion carried. The meeting opened at approximately 3:45 p.m. Liza Simpson, "I move to open the meeting". Dick Peek seconded. Motion carried.

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| Andy Beerman | Aye |
| Alex Butwinski | Aye |
| Cindy Matsumoto | Absent |
| Dick Peek | Aye |
| Liza Simpson | Aye |

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.

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