



## CITY COUNCIL RETREAT MINUTES

**Friday, January 29, 2016**  
**Saturday, January 30, 2016**  
**Approved March 23, 2016**

The following are the minutes of the City Council Retreat of the Herriman City Council. The meeting was held on **Friday, January 29, 2016 at 9:00 a.m.** and **Saturday, January 30, 2016 at 8:00 a.m.** in the Jordan Valley Water Conservation Garden Park, 8275 South 1300 West, West Jordan, Utah. Adequate notice of this meeting, as required by law, was posted in the Community Center, on the City's website, and delivered to members of the Council, media, and interested citizens.

**Attendance:**

Mayor Carmen Freeman

**Council Members Present:**

Jared Henderson  
Nicole Martin  
Craig B. Tischner  
Coralee Wessman-Moser

**Staff Present:**

Brett geo. Wood, City Manager  
Gordon M. Haight II, Asst. City Manager  
Tami Moody, Director of Administration and Communication  
Jackie Nostrom, City Recorder  
Alan Rae, Finance Director  
John Brems, City Attorney  
Travis Dunn, Human Resource Manager  
Bryn McCarty, City Planner  
Blake Thomas, City Engineer  
Monte Johnson, Operations Director  
Ed Blackett, Streets Manager  
Wade Sharp, Parks Manager  
Cathryn Nelson, Chief Building Official  
Justun Edwards, Water Director  
Luke Sieverts, Water Manager  
Steve Brown, GIS Manager  
Clint Smith, Fire Chief  
Dwayne Anjewierden, Police Chief  
Heather Upshaw, Senior Planner/Economic Development  
Scott Finlayson, Administration Intern

9:00 AM, FRIDAY, JANUARY 29 - WORK MEETING:

A. [9:06:21 AM](#) **Team Building Exercise** – Dwayne Anjewierden, Unified Police Chief  
Unified Police Department Chief Dwayne Anjewierden conducted a leadership training exercise with the City Council and Department Directors. The principle of the demonstration was to encourage the Council to provide purpose, direction and motivation to the City in order to accomplish their mission. The City Council sets the vision of the City while staff implements the mission based on limited financial means.

B. [9:29:45 AM](#) **Role of the Council and Staff** – Gordon Haight, Assistant City Manager  
Assistant City Manager Gordon Haight offered a brief History of how municipal government came to existence, and visualized the “gap” between elected officials, staff and residents. He explained that elected officials need to be aware of the consequences of their decisions. The four conflicting values to every decision are 1) Representation and Participation 2) Efficiency/Professionalism 3) Social Equalities, and 4) Individual Rights. Elected Officials need to learn the correct balance of the values and they will vary between projects within the City. Councilmember Nicole Martin indicated that the gap could be eliminated between Elected Officials and staff by trusting that employees have the expertise to do their job effectively; however, checks and balances has been implemented to ensure tasks have been completed. Mayor Carmen Freeman added that a portion of the gap lies between the Council and constituents, and offered a solution of educating people the process behind problems that may arise. Assistant City Manager Haight agreed and referenced the “*Story of the Surgeon*”.

Assistant City Manager Haight continued on the issues related to the structural challenge and reiterated the realization that the problems sometimes extend beyond established boundaries which contribute to the gap. As the gap increases, other entities are invited or invite themselves into the gap. He offered scenarios where there were other parties that could emerge as participants between jurisdictions.

C. [10:21:12 AM](#) **Towne Center** – Gordon Haight, Assistant City Manager  
Assistant City Manager Gordon Haight introduced the Developer that has been involved with the Towne Center. The Council was updated on the retail component of the Towne Center Development.

D. [11:25:42 AM](#) **Blackridge** – Tami Moody, Director of Administration and Communications & Gordon Haight, Assistant City Manager  
Director of Administration and Communications Tami Moody offered a history of Blackridge and an insight to the complications that could potentially arise in the future. Councilmember Martin asked about the timeframe of the second reservoir. Assistant City Manager Haight responded that the installation of a second reservoir was still years away.

Director Moody observed several solutions that were researched after meetings last fall. She indicated that the Parking Permit Program could be implemented in this area if residents requested along with some other viable solutions such as a paid parking booth, parking meters, payment box, red striping curbs, patron education program, officer presence, and directional signs throughout the neighborhood. Mayor Freeman suggested that the problem

is not recurring daily, and the majority of traffic congestion happens over the weekends. Director Moody replied that the City would work closely with the affected residents to determine what the community desired. Councilmember Tischner suggested to begin looking at the parking permit program and see if that corrects the issue. Mayor Freeman questioned the park fee paid in conjunction with the monthly utility bill. Director Moody explained that fee is strictly for parking, and patrons could walk into the park without being charged.

Additional options would include the implementation of a Parking Permit Program, paid parking with a drop box, arm bar and pay booth, or metered parking. Assistant City Manager Haight recommended hosting a public meeting to hear their response. The Council agreed.

E. [12:48:42 PM Anthem Commercial](#) – Gordon Haight, Assistant City Manager  
Assistant City Manager Gordon Haight commented on the retail and office components of the Anthem Commercial Development.

F. [1:22:45 PM Unified Police Department](#) – Dwayne Anjewierden, Unified Police Chief  
Unified Police Department Chief Dwayne Anjewierden informed the Council that the Unified Police Department (UPD) provides law enforcement services and offered a background of services provided to the City.

G. [1:54:32 PM Top 5](#) – Brett Wood, City Manager  
City Manager Brett Wood reviewed previous Council objectives and completed projects. He encouraged the Council to determine their vision of the City.

*Councilmember Moser was excused at 2:18 p.m.*

Councilmember Tischner asked for staff recommendation. The Council participated in a brainstorming session to determine future projects. Topics included a density plan, financial strategic plan, transportation maintenance plan, increased interaction with legislature, trends, economic summit, and a recreation plan. The Council consensus determined to schedule Visioning Sessions to discuss each topic in more depth.

H. [3:02:03 PM Adjournment](#)  
COUNCILMEMBER TISCHNER MOVED TO ADJOURN THE WORK MEETING.  
COUNCILMEMBER MARTIN SECONDED THE MOTION, AND ALL VOTE AYE.

**8:00 AM, SATURDAY, JANUARY 30 - WORK MEETING:**

A. **Budget 2-5 Year Plan** – Alan Rae, Finance Director  
Finance Director Alan Rae reviewed the different fund types of the City and explained the specific purpose behind each fund. Councilmember Martin asked if controls are in place for impact fees. Director Rae explained that studies are conducted in conjunction with Master Plan approvals prior to adoption by the City Council. Impact Fees are reported annually to the State Auditor's Office.

Director Rae continued to review the revenue resources for the General Fund compared to the expenditures. He noted that most cities have a Storm Drain tax burden on residents.

Councilmember Martin explained that tax revenue is not sustainable for the community, and the City would need to look at additional long term revenue. Director Rae reiterated that he would not recommend a tax increase. As tax increases are not a viable source of revenue for the City. Mayor Freeman agreed, and requested to compare Herriman City fees and taxes to other jurisdictions. Director Rae agreed, and reviewed the property and franchise tax calculations.

Councilmember Martin asked about the sales tax leakage. Assistant City Manager Haight recalled the percentage was quite high. He explained the tax funding calculations and distributions. Director Rae insisted that the best solution to help the community to become sustainable would be to increase local businesses. Mayor Freeman asked if processes have been implemented to make certain businesses are reporting sales tax allocations correctly. Director Rae responded that they are reviewed monthly. He informed the Council of the budget calendar and timeline for the budget approval process.

**B. FY 2016 Direction** - Alan Rae, Finance Director & Brett Wood, City Manager

Finance Director Alan Rae informed the Council that he requested some Managers to speak about their specific needs which will appear in their requested budget. He turned the time over to Parks Manager Wade Sharp. Manager Sharp reviewed the capital expenditures for the Parks Department. He suggested that surveillance cameras could be installed and used as a vandalism deterrent at the Skate Park. Councilmember Tischner questioned if that record would be subject to the Government Records Access and Management Act (GRAMA). Director Rae responded that security measures are not subject to GRAMA. Police Chief Dwayne Anjewierden explained that internet based cameras have proven to be successful for virtual patrol.

Manager Sharp observed the ongoing maintenance for crack sealing parking lots, and street tree care and replacement. Mayor Freeman asked if these particular items are currently budgeted. Director Rae explained that staff is looking to see how important improvements are to the Council or if changes should be addressed, as every request will not be able to be accommodated due to budget constraints. Councilmember Moser requested documentation notating available funds in order to prioritize projects. Director Alan responded that the explanations will be available in the budget, but just wanted to offer a background of each requested project outside of the norm.

Streets Manager Ed Blackett observed the streets capital expenditures and reviewed the equipment replacement schedule and options. City Manager Brett Wood explained that the Streets Department has taken great pride in the ability to rebuild and repair equipment to keep streets clean. Director Rae explained that the Zions Bank lease for equipment is less than one-percent. City Attorney John Brems reminded the Council that a Pollution Control Audit will be conducted sometime in the future.

Manager Blackett explained that new developments in Copper Creek are in need to have asphalt cracking conducted. Preventative surface treatments on streets should be

conducted to help save roads. Councilmember Moser indicated that pavement management is a huge priority due to replacement costs. Councilmember Martin agreed.

Events Manager Danie Bills requested to have the east access road to Butterfield Park developed and explained that this project has been requested for several years. The next request is for the trail on the north side of Butterfield Park to alleviate safety concerns, and lastly is the cost associated with solutions relating to Blackridge.

Director Rae informed the Council that employee raises have been requested in the amount of three-percent, and explained the anticipated health care benefit costs. City Manager Wood indicated that staff would solicit input from employees and bring information to the Council for consideration of the benefit package. Councilmember Martin indicated that she is extremely supportive of City Employees and suggested that they should be fairly compensated. Director Alan referred to the Compensation Study that had been conducted a year ago, and employees were aligned to their respective pay grade structure.

**C. Communications and Record Keeping – Tami Moody, Director of Administration**

Director of Administration and Communications Tami Moody presented the schedules for the South Valley Journal and City Newsletter article submissions. She indicated that the City could submit an article if a Council Member did not wish to write one.

Director Moody informed the Council that Neighborhood Meetings are difficult to schedule, and suggested to hold combined Town Hall meetings. Councilmember Martin questioned the attendance levels. Director Moody responded that the Town Center Neighborhood Meeting was well attended. Councilmember Moser indicated that combining districts would encourage a higher turnout. Mayor Freeman agreed. Council consensus determined to schedule two meetings a year, one in the spring and one in the fall.

Director Moody explained that the City is served through effective communication by informing the public of what can be done for them through promoting City achievements and events. This communication will expand the general visibility of the City, ensure accurate information is conveyed to the public regarding incidents and issues even if they are considered controversial or sensitive. She reviewed the methods of communication for the City. Herriman City is dedicated to improving the image of the City and flow of information to the community. Effective communication will continue with the process of one clear voice which has been established throughout all of the communication channels. Herriman City has established the Communication Office as the central point for information, media relations, and coordinated internal and external communications. Councilmember Martin indicated that she does not believe that there is discontent on public communication, and expressed her appreciation for the proactive approach to push information to the public.

Director Moody discussed the issues with inaccurate information among the community and the effect that would have on the City's Public Persona. Councilmember Martin acknowledged the controversy with deciding to choose a passive approach; however, an authoritative source for creating truths should be implemented to deliver correct

information to the residents. Director Moody agreed and referred to the “Hot Topics” information that has been pushed out via social media.

Councilmember Henderson expressed his concern with public comments at meetings that residents feel like the City is not listening to them, and that the processes should be properly communicated to them.

Human Resource Director Travis Dunn quoted Tony Robbins, “Change happens when the pain of staying the same is greater than the pain of change.” He explored the employee change fatigue and the proactive approach for effective communication.

**D. Events – Danie Bills, Events Manager**

Events Manager Danie Bills offered recommendations for park rentals. Mayor Freeman expressed his concern about the management and financial burden placed on the City for events. Manager Bills explained the requirements for full permits and the approval process relating to the events. Councilmember Tischner questioned the cost of an event. Manager Bills explained that the costs vary depending on the type of event and if it is resident or non-resident based. Police Chief Dwayne Anjewierden relayed the scheduling process of community events, and explained the costs associated with a for-profit event. Councilmember Henderson asked what would constitute a community event. Manager Bills explained the determining factors for a community event. Councilmember Martin suggested tightening up requirements for events and provide the service as they were intended. Assistant City Manager Haight confirmed that a fee schedule and policy would be drafted and presented to the Council for consideration. Councilmember Moser expressed her concern of events that directly affect the community, but recognized the benefit of attracting and bringing people into Herriman. City Manager Wood agreed. Councilmember Martin added that Herriman City has branded itself to be known as a recreation city. Councilmember Henderson agreed, and recommended parameters be placed for event requirements. Mayor Freeman suggested that applicants should pay for the use of facilities and resources. The Council agreed.

**E. Lunch**

**F. 2016 Economic Plan – Gordon Haight, Assistant City Manager & Heather Upshaw, Planner III**

Assistant City Manager Gordon Haight reviewed projects that will come to fruition including Anthem Center Commercial, Miller Crossing Commercial, Herriman Towne Center, Herriman Corner Commercial, Wasatch South Hills, Herriman Business Center, Rockwell Landing and ACUB funding. He informed the Council that the International Council of Shopping Centers has been scheduled for May 22-25, 2016 to provide networking opportunities to discuss potential businesses and services for the community.

**G. Mayor/City Council Round Table**

**1. Attendance at community events**

Mayor Freeman encouraged Members of the Council to make it a priority to attend events in the community as staff and residents look favorably upon Council Members being actively engaged.

**2. Article submission for newsletter/South Valley Journal**

Mayor Freeman reviewed the South Valley Journal article submission deadlines and recommended that Council contact Communications Director Tami Moody for topic suggestions.

**3. Committee/Board assignments**

Mayor Freeman indicated that he would like to give each member of the Council an opportunity to report on board meetings at upcoming meetings to keep constituents and other Council Members informed.

**4. Election District Boundaries**

Mayor Freeman iterated that with the growing districts he would like to direct staff to look at the boundaries and look into aligning district boundaries equally. The Council agreed.

**5. Citywide Survey**

Councilmember Martin suggested that an annual or semi-annual city wide survey be established to look at every department. She indicated that the proactive approach would be important to show the community that the City holds their feelings in high regard.

**6. Community Coordinator Program**

Councilmember Martin indicated that she would like to implement a Community Coordinator program. The advocacy program would solicit volunteers for developers to contact people if they would like to bring developments into the community in an effort to make sure residents in the area would be actively involved with the process prior to the application being filed with the City. She explained that the program would be more doable with involvement of Volunteer Coordinator Bethany Zeyer.

**7. Dirt Road Parcels**

Mayor Freeman observed parcels that abut a dirt road and requested discussion to consider whether an exception would be available for unique circumstances. Councilmember Moser stated that the request would have to clearly identify why it circumvents the ordinance to qualify for an exception. She suggested individuals should work through staff to determine any available options, and if a problem arises, to bring it to Council for consideration.

**8. Hot Topic Meetings**

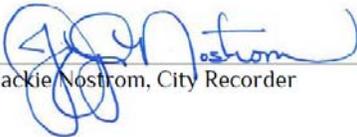
Mayor Freeman suggested that the Council should consider additional meetings for a roundtable discussion on hot topics. He emphasized that standard work meets would not be sufficient time to address the issues. The Council agreed.

**H. Adjournment**

COUNCILMEMEBER MOSER MOVED TO ADJOURN THE CITY COUNCIL WORK MEETING AT 2:38 P.M. COUNCILMEMBER MARTIN SECONDED THE MOTION, AND ALL VOTED AYE.

*This document constitutes the official minutes for the  
Herriman City Council Retreat Meeting held on Friday, January 29, 2016  
and Saturday, January 30, 2016*

*I, Jackie Nostrom, the duly appointed, qualified, and acting City Recorder for Herriman City, Salt Lake County, State of Utah, do hereby certify that the foregoing minutes represent a true and accurate, and complete record of this meeting held on Friday, January 29, 2016 and Saturday, January 30, 2016.*

  
Jackie Nostrom, City Recorder