



**CITY COUNCIL RETREAT
WORK MEETING MINUTES**
Monday, August 29, 2016
Approved January 11, 2017

The following are the minutes of the Special City Council Work Meeting of the Herriman City Council. The meeting was held on **Monday, August 29, 2016 at 9:00 a.m.** in the JATC South Campus Board Room, 12723 South Park Avenue, Riverton, 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.

Presiding: Mayor Carmen Freeman

Council Members Present: Jared Henderson, Nicole Martin, Craig B. Tischner and Coralee Wessman-Moser

Staff Present: City Manager Brett geo. Wood, Assistant City Manager Gordon Haight, Director of Administration and Communications Tami Moody, City Recorder Jackie Nostrom, City Attorney John Brems, Finance Director Alan Rae, Water Director Justun Edwards, UPD Chief Dwayne Anjewierden, Planning Commission Chair Clint Smith, Parks and Recreation Director Wendy Thomas, Events Manager Danie Bills, Economic Development/Senior Planner Heather Upshaw, City Planner Bryn McCarty, Arts Council Chair James Crane, and Arts Council Vice Chair Deb Taylor.

9:00 AM – SPECIAL WORK MEETING:

1. Administrative Reports

1.1. Discussion pertaining to the Arts Council – Wendy Thomas, Director of Parks, Recreation and Events

Director of Parks, Recreation and Events Wendy Thomas offered a recap of what the Arts Council planned throughout the last year, and noted that they were here to discuss how the Arts Council would operate in the future. Arts Council Chair James Crane thanked the Council for the opportunity to present, and introduced Arts Council Vice Chair Deb Taylor. Chair Crane reviewed the history of the Arts Council and recognized that the volunteers are ambassadors for Herriman City. He expressed his sincere appreciation to the Council and City for their support and collaboration.

Chair Crane informed the Council of the annual events flyer that is distributed to 3,500 patrons. The quality of the productions brings numerous people to see the beauty of Herriman and support local businesses. Councilmember Nicole Martin asked what advertising venues the Arts Council utilizes. Chair Crane responded that the Council has placed ads in the South Valley Journal, on social media, advertise during live

performances, and through the Herriman City Newsletter. Councilmember Martin suggested that a strategic plan be put in place to engage the crowd to have a more powerful impact on the patrons. She acknowledged the quality of the performances is phenomenal, and the Arts Council should begin to explore ways to get the information out into the community. Mayor Freeman recommended having a matinee production to entice attendance with a younger audience. Chair Crane responded that the Arts Council did have a matinee production for *Annie* and relayed the positive and negative effects of having an earlier performance. Councilmember Martin indicated that South Jordan Middle School and their community Arts Council have collaborated and created an indoor venue for both entities to utilize. Chair Crane explained that the Arts Council tries to partner with schools whenever possible when the associated rental costs are within the appropriate budget constraints. Councilmember Martin suggested that the City could reach out to the school district to see if a partnership venue could be considered. Councilmember Coralee Wessman-Moser agreed. City Manager Brett Wood noted that he would see if the school district would be supportive of the idea.

Mayor Freeman asked about the Arts Council setting up a 501(c)(3). Chair Crane confirmed that the Arts Council would be willing to pursue the non-profit status. He compared the challenges and benefits from the Arts Council perspective to determine what would make the most sense. Some challenges included the lost connectivity to the City and access to City facilities. Some benefits would be utilizing the revenues and expenditures without making a request and would be having ability to market differently. Director Thomas interjected that the timing and balance needs to be addressed in connection with the community as a 501(c)(3) would ultimately change the look and feel of the Arts Council. Councilmember Craig B. Tischner questioned the loss of connectivity. Chair Crane responded that the mission of the Arts Council is to ensure that the productions are well-received by the community and the City Council. He explained that without that mission objectives, some choices may not be as family friendly. Councilmember Tischner suggested that the change in production types would only be different if a new chair was appointed. Mayor Freeman indicated that he would support the Arts Council to stay under the direction of the City if there was a consistent employee to ensure funds are being dispersed appropriately. Chair Crane expressed his passion about the arts and added that the Arts Council would love the opportunity to manage funds and not have to worry about setting up a new enterprise. Councilmember Tischner relayed his appreciation to the Arts Council for what they bring to the community, and expressed his concern about the funding mechanism for the volunteer group. Mayor Freeman indicated that a non-profit status would offer more accountability and flexibility and requested that the Arts Council look toward that direction. Chair Crane stated that the Arts Council does not feel like it is a large enough entity to commence a non-profit status and would be better-received throughout the community by having the City provide venues. He indicated that they would like to work towards the 501(c)(3), but did not have the appropriate amount of funding to make it work. Councilmember Martin questioned if the City was hoping to decrease the financial support to the Arts Council. Councilmember Moser responded that points need to be addressed relating to policy and procedures to facilitate any potential perception issues. She relayed that the intent of the Council is to provide support to the arts as it lends a tremendous value to the community, but also recognized the need to have an organized and properly maintained budget to preemptively reinforce against any reports of frustration.

Chair Crane noted that the Arts Council has worked extremely hard to put a process in place and has shown a lot of improvements to tighten up communications. He indicated that the Arts Council would be willing

to offer a financial report with any level of specificity to the Council, if desired. Councilmember Jared Henderson explained that the accountability of the Arts Council is not at the appropriate level and there should be more transparency on expenditures. Chair Crane disagreed. Councilmember Moser requested to have a full and accurate accounting of support the City has given to the Arts Council including: volunteer hours, City staff allocated hours, expenses, and revenues to be able to see the full picture and plan accordingly. Chair Crane identified several partnerships that offer support to the Arts Council and noted that he would take the request to the Arts Council. He thanked the Council for their time. City Manager Wood expressed his appreciation for the dialogue and indicated that the Arts Council have those numbers captured with the exception of exempt-status employees.

Councilmember Henderson indicated that the Council would like to continue to support the arts, and would just need to have the appropriate documentation to show accountability. Finance Director Alan Rae interjected that having the 501(c)(3) status would provide less accountability financially. Councilmember Henderson requested to have a comparative analysis conducted to determine what would be the best course of action. Mayor Freeman asked about the appropriate level of City Council involvement for the Arts Council. City Manager Wood suggested that a Council representative should attend one meeting a month. Councilmember Moser suggested that Council involvement should be a future discussion to determine when it would be deemed appropriate. Chair Crane welcomed their involvement. Mayor Freeman expressed his desire to have a strategic plan developed that would outline the level of authority granted to the City Council for all boards and commissions.

1.2. Visioning discussion for the Herriman Hillside Development – Wendy Thomas, Director of Parks, Recreation and Events

Director Thomas asked the Council to envision the short, medium and long-term amenities that they would like to see implemented on the Herriman Hillside. She relayed the objectives of keeping preservation in mind while focusing on the thoughtful development of Herriman as well as the hillside as a signature community asset and economic driver through tourism, home sales, and commercial desirability. Identifying key short-term and long-term amenities that will promote an active and healthy lifestyle for recreation and leisure and identifying areas that improve non-motorized connectivity between neighborhoods and commercial centers was also highlighted. Director Thomas indicated that once a short term plan has been determined, the City could budget accordingly.

Mayor Freeman indicated that county and state funding may be available. Director Thomas confirmed, and noted that a map and budgetary match funding would be necessary. She reviewed results from a survey that had been conducted with 836 respondents. The survey concluded that 92-percent of respondents would like to preserve the land in a relatively natural state for non-motorized usage. Director Thomas displayed a map outlining land purchased by Herriman City for the Army Compatible Use Buffer area. Assistant City Manager Gordon Haight interjected to note that development is very aggressive as targeted land purchased has been sold to developers. Mayor Freeman asked if there has been any further discussion regarding another initiative being on the ballot. Councilmember Moser responded that the initiative was citizen driven, and the City should maintain a neutral stance. Councilmember Martin agreed and suggested educational outreach. City Manager Wood indicated that the group putting together amenity ideas for consideration would like feedback from the Council about the types of recreation the City Council would like to have implemented.

Director Thomas continued with the medium-term plan to consider more affordable amenities like play-scapes and nature retreats that would be easier to implement. Councilmember Martin expressed her support of the amenity as it would offer unique theme that would be cost effective. She questioned what the City would like to capture throughout this area as a fundamental selling package in the community, incorporating businesses and recreation that should be articulated from the City Council standpoint. Director Thomas noted that stakeholder planning will be conducted this year to look into amenities. Mayor Freeman recommended looking beyond the south mountain to come up with a strategic plan for financing and maintaining the perimeter. Councilmember Henderson suggested having a serious discussion to determine what the long-term goal would be first and then work towards short-term goals.

Mayor Freeman noted that the City should partner with Camp Williams to help make the trail connection for the Lake Bonneville Trail. Assistant City Manager Haight observed the inability to access trailheads, and noted that having a trailhead is the key to making the amenities work. Mayor Freeman asked about the strategy for getting properties to access the trail system. Councilmember Moser requested that a comprehensive list be provided to identify parcels that could work for trailhead locations.

1.3. City Amenities – Wendy Thomas, Director of Parks, Recreation and Events

Director Thomas reviewed the proposed Utah State University Extension Bastian Agricultural Center to provide education, research and outreach focusing on local heritage and farming practices, life skills for urban populations, and to provide a dedicated space for 4-H and other youth participants to learn. She explained that the area would provide a gathering place for community and civic engagement.

Director Thomas continued with the Crane Park and noted that there had been discussions relating to the island amenity. Councilmember Martin asked if there was a problem with the original bridge proposal. Director Thomas responded that the bridge would be too large to be compliant with ADA standards. Mayor Freeman relayed his desire to have patrons throughout the park during the entire year and suggested that the ice track could incorporate roller-blading during the warmer months for a multi-use area. City Manager Wood noted that there have been discussions to create a Home Owners Association or something similar for the attraction to help cover the maintenance cost of vegetation and snow removal. The additional traffic throughout the park area would bring in additional business. Councilmember Martin expressed her support to draw businesses to help pay for maintenance as the walkable area would greatly benefit surrounding businesses. Director Thomas observed the History Walk that would be installed going into the green space with a gazebo, creek, and playground structures would be incorporated into the park area and amphitheatre. Mayor Freeman asked what the slope would be around the amphitheatre. City Manager Wood responded that it would be two-percent to account for drainage, and noted that the amenity would not be a performing arts stage. Director Thomas informed the Council that the concepts are not completely finalized.

Director Thomas observed the recommended improvements for the Cove at Herriman Springs to develop the area around the spawning pond that would include the installation of boardwalks, educational components, and open the area to fishing. She continued with the south end of Juniper Canyon Reservoir and Park, and noted that the City would need to purchase a five-acre parcel that is a crucial piece to ensure that this amenity will be viable long term. Director Thomas indicated that the amenity would include Pickleball courts, volleyball courts, playgrounds, and a reception/events center. Water Director Justun Edwards added that water would be pumped from the canal into the reservoir to be used for secondary

irrigation water. He explained that the water would have to be continually cycled out of the tank to keep the reservoir water fresh. Councilmember Moser indicated that this reservoir would need to have further discussion as a parks project as the maintenance cost incurred would be substantial. Assistant City Manager Haight explained that this location could also be a recommendation for a park trailhead. Councilmember Moser agreed that there is a need for a trailhead parcel; however, would like to have all of the facts prior to allocating funds to a project. She expressed her concern about the elevation of the proposed park and reservoir. A brief discussion commenced regarding the amenities that could be implemented at the proposed project location. Mayor Freeman recommended that the item be discussed at a future meeting. Councilmember Tischner agreed.

1.4. Planning Commission Policies – Gordon Haight, Assistant City Manager & Bryn McCarty, City Planner

City Planner Bryn McCarty informed the Council that staff is in the process of updating the zoning ordinance and is looking for direction relating to the Planning Commission. Councilmember Martin indicated that she would like to see the Planning Commissioner's roles more clearly defined. Councilmember Henderson agreed and explained that there have been instances that have arose that need clarification. Planning Commission Chair Clint Smith acknowledged that hard decisions have been made by Planning Commissioners due to an ordinance that governs requests. He relayed issues that will always arise, and the difficult situation that it puts on commissioners to require anything different.

Mayor Freeman asked if the terms for the Planning Commissioners could be set at three years, and that the Mayor shall appoint the Chair. This was confirmed. Chair Smith relayed the process for the appointment of Planning Commissioners and the internal concern that have been felt by several commissioners. He explained that the Commission is committed and puts in a significant amount of time to help the community. Mayor Freeman requested that an annual review of the commission be conducted to ensure that members understand accountability and to encourage improvement. Chair Smith recommended that the Chair should be present in those types of discussions.

Councilmember Moser relayed her concern of the Planning Commission Chair being a Mayor's appointment as there is a viable nomination process that is conducted within the presiding body of the Planning Commission. She recommended removing the political pressure from the appointment. Chair Smith agreed.

Councilmember Henderson asked if the commissioners are required to attend continuing education classes. Planner McCarty indicated that the requirement is not in their policy and procedures, but welcomed the suggestion. Councilmember Moser agreed, and noted that it would hold the commissioners accountable. City Planner McCarty indicated that the alternate positions would be appointed for a one-year term to get a feel if they are integrating and keeping commitments. The Council agreed. The Council discussed the interview process for appointing Planning Commissioners and determined that a staff member, Elected Official, and the Chair/Vice Chair should be in on the interviews. Mayor Freeman requested to have it as part of the written policy. Planner McCarty agreed. Assistant City Manager Haight recommended having an application on the website that would allow interested persons to apply to become a Planning Commission Member at any time. This would allow the City to have a pool of applicants to consider. The Council agreed.

1.5. Citywide Survey – Tami Moody, Director of Administration and Communications & Nicole Martin, City Council

Director of Administration and Communications Tami Moody informed the Council that the City budgeted \$15,000 to cover the cost of a citywide survey. She explained that the price of the contract would vary depending on requested options. The City is working on a formal proposal to outline specific guidelines to let firms know what type of survey will be requested to meet the needs of the community. Mayor Freeman asked how the questions would be vetted. Director Moody indicated that staff would select survey questions based on direction from Council.

Director Moody reviewed the four potential firms and associated costs for each provider. She outlined common questions regarding quality of life, activities, recreation, amenities, information sources, what residents would like to know, satisfaction with City direction, satisfaction with City services, safety, and demographic questions. Mayor Freeman asked if there would be an avenue for people who would like to offer input. Director Moody noted that the survey would be random.

Councilmember Martin indicated that the citizen survey would be a means of gathering public input to more accurately gauge citizen concerns and sentiment. She expressed the importance of looking into how residents feel about City policy and performance and if the City direction is aligned with citizen interest. Councilmember Martin extended her dedication to conducting this survey on a regular basis to establish appropriate City service delivery and for employees to take pride and increase productivity. Council consensus determined to conduct a full scope of work for the survey.

1.6. Community Coordinator Program – Brett Wood, City Manager & Nicole Martin, City Council

Councilmember Martin offered an overview of the community coordinator program that would allow developers to enhance communication for projects, and observed how the program works for Sandy City to establish a culture of outreach. She stated that the process would not deter development, as early feedback is solicited from impacted residents. The program would remove the City as a proponent and it could maintain a more neutral stance. Mayor Freeman expressed his concern about neighborhood outrage. Councilmember Martin confirmed that neighborhoods may become upset about a specific development, but would give the developer the opportunity to make the necessary changes early on in the vetting process prior to consideration by the Planning Commission. This program would be a bi-product of the community and offer resident involvement opportunities.

Mayor Freeman expressed his concern that residents should be educated on land use and development issues as the City cannot decide what is built on each parcel. Councilmember Martin explained that the process would allow the ability to get everyone on the same page and to look at the fundamental issues. Mayor Freeman extended his support of the developers reaching out to the community and listening to concerned residents. Councilmember Henderson clarified that it would be the property owner or developer that would set up the neighborhood meetings. Councilmember Moser noted that the program would have to be researched to have full knowledge of what additional work this program may bring to the City and determine if it would require an additional employee. City Manager Wood responded that it would be researched.

1.7. Discussion relating to the Technology/Manufacturing Park – Gordon Haight, Assistant City Manager

EDCUtah Director of Business Development Erin Laney outlined the importance of having property within the City that is “shovel ready” to bring something more economically beneficial to the community.

She indicated that property investors often seek large tracts of property to attract particular site selectors for office parks, research and development, or other technology-related companies to locate to that area. Director Laney offered a brief overview of the entitlement process, the plan for power, roads installation requirements, and what the jurisdiction zoning process entails. She explained that anchor tenants seem to look for incentives in order to locate in the area, and added that it is not necessary for the City to be aware of the name of the company in order to make a deal. Mayor Freeman expressed his concern of having knowledge of the tenants coming into the City to consider effects of water, lighting, smell, and excess traffic due to the nature of the business.

Assistant City Manager Haight offered an overview of the Technology Manufacturing Park that would have businesses that complement each other. Councilmember Moser expressed her support of the zone, and acknowledged that zoning does not always dictate what businesses land there. The Council expressed their support of the Technology Manufacturing Park.

2. Closed Session

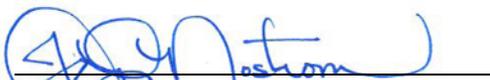
- 2.1. *The Herriman City Council may temporarily recess the City Council work meeting to convene in a closed session to discuss the character, professional competence, or physical or mental health of an individual, pending or reasonable imminent litigation, and the purchase, exchange, or lease of real property, as provided by Utah Code Annotated §52-4-205*

There was no closed session.

3. Adjournment

Councilmember Moser moved to adjourn the City Council work meeting at 3:00 p.m. Councilmember Martin seconded the motion, and all voted aye.

I, Jackie Nostrom, City Recorder for Herriman City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on August 29, 2016. This document constitutes the official minutes for the Special Herriman City Council Work Meeting.



Jackie Nostrom, MMC
City Recorder