

**MINUTES OF THE CITY OF HOLLADAY  
CITY COUNCIL WORK MEETING**

**Thursday, June 8, 2023  
6:00 p.m.  
City Council Chambers  
4580 South 2300 East  
Holladay, Utah**

---

***ATTENDANCE:***

Mayor Rob Dahle  
Paul Fotheringham  
Dan Gibbons  
Matt Durham  
Ty Brewer  
Drew Quinn - *excused*

**City Staff:**  
Gina Chamness, City Manager  
Stephanie Carlson, City Recorder  
Holly Smith, Assistant City Manager  
Jonathan Teerlink, Community Develop Dir.

**I. *Welcome*** – Mayor Dahle.

Mayor Dahle called the Work Meeting to order at approximately 6:00 p.m.

**II. *Continued Discussion on 2023-2024 Tentative Budget*** – Gina Chamness.

Mayor Dahle reported that there would be presentations from some of the Commissions, Committees, and Councils. Additionally, there would be a recap of some of the revenue and expense changes.

**a. *Justice Court*** – Judge Chin.

Judge Augustus reported that Millcreek will be joining the Justice Court, which will likely put things back to pre-pandemic numbers. There was, however, no solid idea of the current Millcreek numbers because their accuracy was in question. The data received suggested that the numbers were somewhat similar to Cottonwood Heights but Millcreek is larger in terms of area, traffic, and commercial businesses. As a result, the numbers were likely to be higher than the data stated because of the area covered. Judge Chin reported that the first six months would be used as a guide to determine what kind of numbers could be expected moving forward.

There were previous discussions about whether Salt Lake County will be sending over cases. The Holladay Justice Court will pick up the new filings as of July 1, 2023. As noted in the budget information, the Justice Court will be hiring a new full-time Clerk due to the increase back to pre-pandemic numbers.

Judge Chin referenced the Fiscal Summary Report. The traffic calendar picked up and it was anticipated that the revenue amount would increase depending on the citations in Millcreek. Judge Chin reported that Justice Court reform is still underway. The Legislature has taken over but he was still waiting on information about what will happen down the road. Council Member Gibbons noted that part of the change was that a Circuit Court layer would be reinstated. Judge Chin confirmed this but explained that there are logistics that need to be considered. The proposal is a Division Court, which is reminiscent of an old Circuit Court.

Council Member Gibbons believed the Interlocal Agreement with Millcreek positions the City of Holladay well regardless of what happens in the future. Council Member Gibbons pointed out that it is an asset to have Judge Chin serving on the Judicial Council. He reported that the Judicial Council is the governing body for all courts in the State of Utah including the Supreme Court, the Court of Appeals, the District Courts, and the Justice Courts. The City of Holladay is very fortunate to have someone as qualified as Judge Chin serving in the City.

Mayor Dahle reported that when the Justice Court discussions first began there were concerns about overworking the staff. It was important to determine whether the court could handle the cases from Millcreek as well. Ultimately, it was determined that the extra cases could be accommodated because of the decrease that occurred in cases and revenue over a long period of time. That seemed to be a Statewide trend. An additional full-time employee would be added to cover any excess work that is produced as a result of bringing Millcreek on. Millcreek agreed to pay the cost of the full-time employee up front until the City is better able to determine the workload moving forward. Mayor Dahle noted that when the Millcreek numbers were examined, he looked at them in relationship to the combined Cottonwood Heights and the City of Holladay numbers. It seemed that there were still a lot of questions about the Millcreek numbers so it made sense to take six months to see what the actual trends will be. Some adjustments could be made from there.

Mayor Dahle explained that Holladay does not want to lose money due to the additional workload but the actual impacts of the Millcreek numbers were still unknown. Mayor Dahle noted that the Bailiff issue was also something that needed to be considered. The Justice Court is taking the Bailiff to a full-time position to cover the extra work.

Mayor Dahle reported that there were concerns about meeting spaces and accommodating extra people. Judge Chin believed those concerns could be addressed. Given the numbers the Justice Court had pre-pandemic, he felt it was possible to accommodate everyone that needed to be accommodated. As for the attorneys, there was one conference room that could be used. If it turns out that the case numbers are much higher than anticipated and more staff needs to be added, it was already made clear to Millcreek that there would be discussions about the rate. Ms. Chamness noted that the Interlocal Agreement accounted for that possibility. The hope was that enough revenue would be produced to cover any increase in labor costs. The obligation of Millcreek, like Cottonwood Heights, was to cover their share of the Justice Court costs. A calculation was done to make sure it was handled appropriately.

Council Member Gibbons wondered if there would be one Prosecutor and one Public Defender or if there would be separate ones for each city. Judge Chin clarified that there would be one team. The Council discussed potential economies of scale. Council Member Gibbons asked if there would be separate calendars for each city or if there would be a combined calendar. Judge Chin clarified that there would be a combined calendar.

Ms. Chamness reported that Council Member Quinn was unable to attend the Work Meeting but she had a question related to the full-time cost of the Bailiff. She wondered if it was possible to arrange the calendar in such a way that the time the Bailiff was needed in the courtroom could be reduced. Judge Chin explained that it was possible but not encouraged. There is a hybrid calendar for in-person and remote. Due to the pandemic, it was possible to do some things remotely but there were some disadvantages to that. A lot of the time, the individual online is distracted or inattentive.

Additionally, there could be other logistical issues. For example, some people need to be fingerprinted, which was something that needs to be done in person with the machine. Judge Chin reiterated that the schedule is Monday, Tuesday, and Wednesday and an occasional Thursday for trial. Jury trials take place approximately once per month. While it was possible to shift the Bailiff schedule, it was not something he thought was best to pursue. He acknowledged that some changes may occur in the future, but right now, the schedule made sense. There was a commitment to having ongoing discussions about the calendar and workload.

Judge Chin thanked the Council for their support. He appreciated being able to serve in the City of Holladay.

**b. *Historical Commission – Sandy Meadows.***

Chair of the Historical Commission, Sandy Meadows, identified the current members of the Historical Commission and discussed the work that each member is focused on. She noted that a lot of information is collected about the City of Holladay. There is a file full of stories from people who have lived in the area for a long time. A lot of history has been received and is being preserved through the Commission work. Copies of that information were taken to the Library to make it available to residents. Ms. Meadows explained that the Historical Commission work is done on a volunteer basis. Everyone on the Commission is excited to serve as they love the City and preserving history.

Council Member Gibbons commented that the Historical Commission plays a key role in helping envision the historical museum piece being funded with grant money. She has been advocating for some kind of museum for many years. It was wonderful to see that approaching fruition. Ms. Meadows believed there was a lot of interesting history in the City of Holladay that should be celebrated and preserved. Mayor Dahle wondered if the grant funds were reflected in the budget. Ms. Chamness explained that the budget reflects \$100,000. She shared additional information about the funding details. Mayor Dahle believed the City has three years to spend money on Phases 1 and 2. He noted that there are additional phases that will come after the historical walk.

Council Member Gibbons noted that Fiscal Year 2022 has actual expenditures of \$1,018 and the proposal was for \$5,000 for Fiscal Year 2023. Many years ago, a Cottonwood Historic District was created that encompassed the south part of the City. One of the suggestions was to create limited signage similar to what is seen when entering Cottonwood Heights, where it says Historic Butlerville. He suggested that the Commission identify areas where signage might be appropriate. For example, there could be a few signs posted on Highland Drive. Ms. Chamness was not convinced that funding needed to be added to the budget to cover the proposed historical signs.

Mayor Dahle noted that there had been discussions about the Cottonwood Historic District signs in the past. The Historical Commission could be tasked with determining what the signs should look like and identifying the ideal locations for the signs. If that work is done, the City Council could commit the funding to make sure those signs were created and placed. Council Member Gibbons asked that the Commission choose three or four key locations where the signs should be located.

Ms. Meadows discussed the Speaker Series that has been taking place every other month. They had been very successful and some people have come from other cities to attend. It was an exciting series and the plan was to continue to hold those next year. It cost \$350 per speaker and the intent was to

have six speakers in total. Ms. Meadows stated that the speakers who have participated so far have been wonderful and she was thankful for the participation.

History Night has not taken place since the COVID-19 pandemic but the plan was to host one in October 2023. Ms. Meadows planned to share a robust history of the City of Holladay. There had been discussions about doing a slide presentation beforehand to show what was being worked on. As for preservation, from May 16 to May 31, 2023, the focus was on Preservation Month. There had been a great response to that work. The signs would be kept so those could be used next year as well. Ms. Meadows noted that in the past there were Historical Commission shirts made. A few more were needed, which were accounted for in the Historical Commission budget. She reported that the shirts cost \$15 to \$20 per shirt. She wanted everyone to have a shirt for events.

Mayor Dahle thanked the Historical Commission for their hard work and dedication. He further discussed the funding that was granted and the efforts of City Staff and the Commission.

**c. *Tree Committee – Travis Jones.***

Mayor Dahle reported that there are a lot of wonderful Commissions, Committees, and Councils in the City of Holladay. The City is very lucky to have so many dedicated people contributing. He pointed out that the Tree Committee has done a lot of excellent work recently. Tree Committee Chair, Travis Jones, believed there was an effective partnership between the Committee and the City Council. He appreciated the opportunity to speak to the Council about the Tree Committee budget.

Mr. Jones reported that the Tree Committee is a volunteer citizen organization whose mission is to inspire people to plant, nurture, and celebrate trees within the City of Holladay urban forest. He discussed the volunteers and the recent Tree Giveaway. The outreach and the number of volunteers were impressive. He actually had to turn some volunteers away, which was an unusual situation. There was a lot of passion and involvement with regard to trees in the community. The Tree Committee does a lot of service projects and likes to be active in the City. There were successful events on Arbor Day and Earth Day. He thanked everyone who came out for those.

The City of Holladay is still a Tree City USA community, which is connected to the National Arbor Day Foundation. There are several requirements associated with that designation including having a Tree Board or Tree Committee, some type of Tree Ordinance or rules about how trees were managed, spending \$2 per capita, and celebrating Arbor Day. Holladay meets those requirements and continues to maintain the Tree City USA designation.

Mr. Jones shared information about the Tree Voucher Program and the Tree Giveaway. He was grateful for all of the support. There had been a long line of people waiting to pick up trees. It was a two-day event and there were hundreds of volunteers. Many hours were spent unloading the trees the night before. All of the trees were distributed and there was a waiting list in place as well. There had been a partnership with the Olympus Food Pantry as well. 20 to 30 students take food from the pantry several times a week. It was important to address the existing needs in the community and promote an important cause. Mr. Jones reported that an additional \$7,500 was raised from local businesses and a supplemental order was placed for trees at the last minute. Council Member Brewer asked about the \$7,500 that was raised for the giveaway. Mr. Jones explained that Committee Members reached out and some donations were received

The previous Tree Committee budget was reviewed from July 1, 2022, to June 30, 2023. Mr. Jones explained that the majority of the funding went toward the Tree Giveaway program. Some adjustments were made for the July 1, 2023, to June 30, 2024, budget. He reported that the requested funds were \$10,000. The reason that number was much lower than the previous year was that there would not be a Tree Giveaway next year. There were some ideas for future plans, which were shown in the 2024/2025 requests. As for the 2023/2024 requests, there had been a lot of discussions about the Tree Voucher Program. It was something the Tree Committee wanted to enhance. Historically, there had been a Tree Giveaway one year and then a push on the Tree Voucher Program the following year. There was a desire to enhance the scope of the Tree Voucher Program.

Mr. Jones shared additional information about the Tree Voucher Program. The proposal was to have approximately 50 vouchers. The cost of trees has increased so the vouchers were proposed to have a \$100 value. Those vouchers would be good at several nearby nurseries. The budget for next year would also focus on an Arbor Day event. He wanted to make sure there was always a special event planned on that date. The proposed budget included a request for \$500 for literature and educational materials. There was also a request for funding for advertising and digital promotional materials. He explained that there was a desire to promote the Tree Committee activities and events with members of the public.

There was additional discussion about the Tree Giveaway. Mr. Jones explained that there had been conversations about hosting that every other year. Mayor Dahle understood that it took a lot of work to organize that event but pointed out that it was a benefit to the community. Mr. Jones clarified that the plan was to continue with the Tree Giveaway in the future, but the next year would be focused more on the Tree Voucher Program. He was grateful for the positive feedback about the giveaway. He reported that each tree that was given away had a card on it that listed the sponsors and donors.

Mayor Dahle referenced the number of trees that were planted in a City and the need for Arborists. He wondered where that was found in the budget. Ms. Chamness explained that \$30,000 was included in the Parks and Public Services portion of the budget for an Arborist. The Council further discussed the Arborist position and what is needed in the community. Mayor Dahle believed it was important for the City to sit down and determine what needs to be done long-term to properly maintain all of the trees within the community. Maintenance is a massive undertaking. He suggested looking out at the next several years to determine what the Parks Department needs.

Mr. Jones stated that the Tree Committee is always looking for new members. Anyone is welcome to join. There are currently seven official voting members and an additional eight Committee Members. He wanted to continue to advertise the Committee and let people know that it was possible to attend the meetings and participate as desired. The Tree Committee tried to represent the different districts as evenly as possible. Mayor Dahle wondered if the Tree Talks would continue. Mr. Jones stated that the Tree Talks have been successful and there has been a wonderful response. There will be three more done at the Library. One of the Tree Talks will focus on basic pruning and another will be an "Ask an Arborist" panel. The Tree Committee is an educational group so it made sense to continue the Tree Talks. Mayor Dahle noted that the City could assist with the promotion of different Tree Committee events.

**d. Arts Council – Sheryl Gillilan.**

Executive Director of the Arts Council, Sheryl Gillilan, shared a short video that reviewed the Arts Council's achievements from 2022. It included pictures of various Arts Council events and examples of some of the artwork that had been displayed. Ms. Gillilan explained that the proposed budget for the Arts Council is similar to the budget from last year with the exception that the Arts Council will take over the Fourth of July Concert. She reported that certain things cost more than before. For example, the sound costs pre-COVID were \$1,200 per concert, but the cost was now \$2,300.

Ms. Chamness explained that an additional \$10,000 will be moved to the Arts Council budget to run the Fourth of July Concert on behalf of the City. Ms. Gillilan noted that the Arts Council budget has technically increased but there was a transfer to accommodate the concert costs. She wanted to start talking to the Arts Council about having some small public art created with that money. Some of the Fund Balance might be used in the fiscal year for utility boxes or other one-time projects.

Ms. Gillilan shared an update on the public sculpture. She reported that it was at the fabrication stage. It was still projected to be done in October or November. The artist was taking photographs of the various stages because that had been requested. Mayor Dahle explained that it was anticipated that the public sculpture would be on that platform in late fall, which meant there would not be a Christmas tree placed there.

There are 11 voting members on the Arts Council and five ex-officio members. Ms. Gillilan was astounded by the amount of time the Arts Council Members committed to Holladay. The events that have taken place would not be possible without all of their hard work and dedication. She reported that the Blue Moon Festival had 65 volunteers come out to assist with the event. Council Member Fotheringham was very proud of the Arts Council and what had been accomplished by the group.

Ms. Gillilan talked about the Fine Arts Show and the Tiny Art Show. Both of those were much larger last year compared to previous years. She thought there might need to be discussions about how to reduce things slightly. She discussed the sales that had taken place at the latest shows and explained that the artists were paid 80%.

Mayor Dahle believed that all of the Arts Council events would continue to grow and expand. Based on the survey that had been distributed, residents love the events that take place in Holladay. There was a desire to see more events take place, but he did not want to overload the Arts Council either. Ms. Gillilan explained that the Council was already at capacity in terms of organizing the various events within the community. All of the resources the Arts Council had were being used to maximum efficiency. Ms. Gillilan liked that the current list of events handled by the Arts Council was manageable. As long as the Arts Council was serving the community with high-quality events, that was a win.

Ms. Chamness noted that the Arts Council members have varying interests. It was possible to channel those interests into a program of work that made sense. Discussions were had about Arts Councils in other cities. Council Member Brewer referenced the budget numbers for the Arts Council. He wanted to know if the Arts Council was a City entity. Ms. Chamness confirmed that it was. The Arts Council was not a separate non-profit but was considered part of the City. The General Fund component included two pieces including the transfer for the summer concert series (\$30,000) and the salary of Ms. Gillilan. The rest of the Arts Council was funded through grants, donations, and fundraising

efforts. Council Member Brewer wondered if it would be possible to reference those within the budget. Ms. Chamness stated that this could be done for additional clarity if desired.

Ms. Gillilan discussed the Zoo, Arts, and Parks (“ZAP”) funding. The category that the Arts Council was raised from \$15,000 to \$22,000 as the cap. The Council applied for \$22,000. As for the Utah Arts and Museums grant she applied for \$20,000, but the Legislature cut arts funding this year. Other portions of the Arts Council budget were reviewed including the application fees and art sales. Donations were received as well and there were also some concert sponsorships. The issue with grants was that there is no guarantee that they will be received or received in full.

**e. *New Growth.***

Ms. Chamness reported that the Property Tax New Growth number is \$79,209. That number was not yet finalized. If there was a change, the appropriate adjustment would be made ahead of the next City Council Meeting. Mayor Dahle explained that the new growth number was additional capital in the budget that was not there prior. Ms. Chamness explained that this was approximately 30% higher than what was normally seen. The number was usually in the \$40,000 to \$50,000 range. It was good to see that increase.

**f. *Debt Service.***

Ms. Chamness shared information about the debt service. She reported that there are three outstanding debt instruments. This included the two that were approved as part of the 2022 bond including \$10 million for stormwater projects and \$8 million for roads. The stormwater has a 20-year bond and the roads had a 10-year bond, which means the amounts due were different. There was also debt for a building that had been reissued in 2020 to take advantage of a unique moment in the market. That saved the City approximately \$140,000 per year. That payment went through October 2031. Mayor Dahle understood that the debt load in the City of Holladay was low compared to some other areas. The City was in a healthy financial position overall. Ms. Chamness noted that the 2022 bond was done during an uncertain time in the market, but it had resulted in a positive outcome.

**g. *Final Budget Changes.***

The final budget changes were reviewed. Ms. Chamness reported that a spreadsheet was included in the budget materials for Council Member review. The City Council budget would include the addition of some funding for travel, which was listed as \$7,000. That would not pay for the entire City Council to attend a conference, but it would accommodate a few members.

Ms. Chamness noted that there had been discussions about the Tree Committee downsizing its request for next year. That was the \$20,000 shown in savings within the budget. She reported that there had been a meeting recently about the Fourth of July and there were a few unplanned expenses. This included the addition of portable restrooms for the all-day event, particularly to address the needs during the concert and fireworks. She hoped it would be possible to add the restrooms to the Fourth of July budget as well as radios that could be used to communicate back and forth during the event.

Mayor Dahle previously asked what it would cost to light the trees in the village. Ms. Chamness reported that it would cost approximately \$1,000 per tree to put the lights on in November and take them off in January. She believed it would take a lot of hours to do that work and discussed different areas where the trees were proposed to be lit. Mayor Dahle explained that the work would need to be contracted out because the existing City Staff could not take on that additional work. He thought the

holiday lighting would be worthwhile because it would bring winter character to the village. He suggested leaving the lights on from November to the end of January. .

The Unified Police Department (“UPD”) number decreased by approximately \$200,000. She had spoken to Chief Hoyal, recently. There was a desire to leave some flexibility there because the Board had still not finalized the budget for next year. There were a few issues that had not been voted on, but those were fairly minor. That being said, she felt it was wise to leave some flexibility in the UPD budget to account for those potential UPD budget changes.

Council Member Fotheringham referenced the previous discussions that took place with Chief Hoyal, who stated that there was supposed to be a negative 2% shown. Ms. Chamness explained that it had to do with the large expense there was last year from Fund Balance versus what was available in the current year. There were a few reasons for the decrease, one of which was the cost of fuel. The previous budget estimate included fuel costs that were higher based on the projections, but that had decreased, and there were some associated savings with that. Additionally, some benefit cost savings had been accounted for. Mayor Dahle explained that the benefits were computed based on a ratio to wage. Once the numbers were tried up and adjusted appropriately, it brought down the benefit number and impacted the overall budget needs.

Ms. Chamness reported that there were a few other changes that had been incorporated into the budget: an additional \$500 be added to the Interfaith Council budget to provide a few meals for that Council and the market adjustment change recommended during the previous City Council Meeting. She also increased the transfer to the Capital Projects Fund.

The Council asked City Staff to look at what was owed to Salt Lake County for the hotel loan from approximately 12 years ago. There was \$225,000 total remaining, which was three payments of \$37,500 for the next three years and then a balloon payment of \$112,000. It was a zero-interest loan, but if the City Council wanted to pay that off earlier, it was possible to do so by reducing the Capital Projects Fund transfer. It was determined that the hotel loan would remain in place and the regular payments would be made.

### **III. Discussion on Proposed Water Conservation Ordinance.**

The Council discussed the proposed Water Conservation Ordinance. Ms. Chamness reported that last year, the City Council updated the ordinance to comply with Legislative changes and to follow the guidance of the Central Utah Water Conservancy District. At that time, the Central Utah Water Conservancy District was administering its own grant funding. Community and Economic Development Director, Jonathan Teerlink, explained that a lot of the Central Utah Water Conservancy District changes related to the definitions of water conservation and required landscaping. Those definitions had been incorporated into the Water Conservation Ordinance. Lawn was not required as landscaping and there was an assumption that it would comply with the definition of localscapes. However, when the ordinance was reviewed by the district, there were some concerns and the amendments were not accepted. City Staff had further reviewed the required changes.

Mr. Teerlink explained that the proposed changes would be fairly minimal but the City needs to specify a maximum amount of lawn for new construction for single-family residences as well as commercial projects. Ms. Chamness understood that Council Members had heard from constituents who were concerned that the ordinance does not currently comply with the Central Utah Water



Conservancy District standards. As a result, constituents were not eligible for the grants and rebates that were provided through the district. To be eligible, additional changes were needed. Council Member Fotheringham asked about the grant program. Ms. Chamness reported that the grants and rebates varied, but some of the churches would be eligible for up to \$50,000.

The Council discussed new construction. It was noted that the Water Conservation Ordinance would only apply to new construction. Mr. Teerlink reported that there were approximately 25 to 35 new homes built per year as well as whatever commercial properties came in. He noted that the definition referenced new development, but was not very specific about whether or not that related to rebuilds as well. The ordinance would impact new construction, but the grant and rebate programs were available for everyone in the City.

It was determined that there would be conversations at a Planning Commission level as well as a public hearing. If it was determined that the benefits did not outweigh the burdens, it did not need to be approved. There was support from the City Council to have the Planning Commission discuss the matter.

#### **IV. *Discussion on Salt Lake City Marathon Route.***

Ms. Chamness reported that the Salt Lake City Marathon route was brought up by Council Member Durham. He explained that constituents wanted to have the marathon run through the City but there was dissatisfaction that the route was the same every single year. It meant that the same neighborhoods were impacted each year. Residents wondered whether there was a way to vary the route somewhat so the burden would be a little more spread out. Ms. Chamness stated that the sponsors of the marathon had designed the route. She believed it had been the same for the last decade or so. Council Member Durham noted that UPD had done an excellent job of mitigating the issues in the past, but he understood the concerns that had been expressed by residents.

Ms. Chamness suggested sharing the resident feedback with the sponsors of the marathon. There were reasons the route was the way that it was, but it was important to communicate effectively. Council Member Gibbons wondered whether there was a positive economic impact in Holladay as a result of the marathon. Ms. Chamness believed the sponsors would have information about that and she offered to reach out.

#### **V. *Other Business.***

Mayor Dahle thanked City Staff for all of their efforts on the budget. Council Members also expressed appreciation for all of the work that had been done and the information shared.

#### **VI. *Closed Session Pursuant to Utah Code Section 52-4-204 & 205 to Discuss Personnel Issues, Potential Litigation, and Property Acquisition and Disposition.***

There was no Closed Session.

#### **VII. *Adjourn.***

Council Member Fotheringham moved to ADJOURN. Council Member Gibbons seconded the motion. The motion passed with the unanimous consent of the Council.

The City Council Meeting adjourned at approximately 9:02 p.m.

*I hereby certify that the foregoing represents a true, accurate, and complete record of the Holladay City Council Work Meeting held Thursday, June 8, 2023.*

---

Stephanie N. Carlson, MMC  
Holladay City Recorder

---

Robert Dahle, Mayor

**Minutes approved: September 7, 2023**