

**MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION HELD TUESDAY, JANUARY 17, 2017 AT 6:02 P.M. IN THE COTTONWOOD HEIGHTS CITY COUNCIL CONFERENCE ROOM LOCATED AT 2277 EAST BENGAL BOULEVARD, COTTONWOOD HEIGHTS, UTAH**

**Members Present:** Mayor Pro Tem Scott Bracken, Councilman Mike Peterson, Councilman Mike Shelton, Councilman Tee Tyler

**Staff Present:** City Manager John Park, Community and Economic Development Director Brian Berndt, Finance Director Dean Lundell, Police Chief Robby Russo, Assistant Fire Chief Mike Watson, Public Works Director Matt Shipp, Assistant City Manager Bryce Haderlie, City Attorney Shane Topham, City Recorder Paula Melgar, Public Relations Specialist Dan Metcalf

**Excused:** Mayor Kelvyn Cullimore

**An Audio Recording of the meeting is available at:**

[http://cottonwoodheights.utah.gov/your\\_government/public\\_meetings/](http://cottonwoodheights.utah.gov/your_government/public_meetings/)

**WORK SESSION**

In the absence of Mayor Cullimore, Mayor Pro Tempore Scott Bracken called the meeting to order.

**1.0 Public Relations Report.**

1.1 Public Relations Specialist, Dan Metcalf, reported on the media coverage and City events.

1.2 The Cottonwood Heights Recreation Center was in the news with regard to how it offers something for every member of the family. Mr. Metcalf presented a drug overdose report focused on opioid drugs and how they affect the community. There was also a report on a major drug bust that took place in Cottonwood Heights.

1.3 Mr. Metcalf addressed the current newsletter, which was in the process of being proofread. The January edition would be available for the Council to review the following day.

1.4 The City's website was discussed along with changes being made and ongoing efforts to work out issues.

1.5 Mr. Metcalf reported that he would be hosting a Public Information Officers Association luncheon in February at City Hall.

**2.0 Public Works Report.**

2.1 Public Works Director, Matt Shipp, updated the Council on the status of Public Works projects throughout the City. He reported that the department is performing regular maintenance and filling potholes throughout the City. Regular snow removal efforts were being made and the latest skiffs of snow are being removed. Priorities were being set with some flexibility as priorities change from day to day.

2.2 An update was given on the new maintenance facility. The top and sides were to be completed by the end of the month and then the apron on the front was to be poured soon. Currently, the salt shed was being built. Once it is complete, the proposal for the shop will be investigated along with the associated funding.

### **3.0 Planning and Economic Development Report.**

3.1 Community Development Director, Brian Berndt, responded to questions from the Council on the Fort Union Plan. A question was raised regarding Highland Drive and 2300 East on the south side of Fort Union, the in-home business there, and the construction starting point. Mr. Berndt explained that there had been no discussion of the starting point. The intent was to review the proposal with the Council to determine the future plans. Mr. Berndt explained that the next step in the process would be to meet with commercial and residential property owners and get their feedback.

3.2 Mr. Berndt informed the Council that access management is a major priority in terms of the initial implementation of the plan and will help form the majority of the plan. Funding, input, and priorities of the Council will become imperative going forward along with implementation of the plans. Reviewing and revising the plans year after year will give the Council a certain amount of control and knowledge over future plans and priorities.

### **4.0 Public Safety Reports.**

#### **a. Unified Fire Report.**

4.1.1 Acting Fire Chief, Mike Watson, gave an overview of the UFA Board agenda and the welcoming of New Chief, Dan Peterson. Authorization was given for the Board Chair or Vice Chair to respond to the pending audit.

4.1.2 The Quarterly Financial Report was presented by Tony Hill and showed that revenues are as expected. Overtime and operations were discussed as well as new procedures for the Finance Committee with oversight being with the Board on expenditures.

4.1.3 Chief Watson discussed representation and seats on the UFA Board in terms of smaller versus larger communities. There was discussion on how the makeup of the Board will look and operate in the future.

4.1.4 Service was looked at in terms of how the Impact Fee Study Report affected the department and how Chief Peterson will address the study.

4.1.5 It was reported that Chief Peterson will be attending meetings across the county and should be making a visit to Cottonwood Heights in the near future.

#### **b. Police Department.**

4.2.1 Police Chief, Robby Russo, reported on noteworthy events of the week. Officer Potter was assigned to be the New Schools Officer and will be focusing his efforts on area schools. Chief

Russo commented that there will be more DARE graduates in the spring.

- 4.2.2 Chief Russo thanked Council for attending the retirement events and for supporting the City's employees.
- 4.2.3 Four police officers made it to the final interviews and background check were underway. Chief Russo indicated that two interviews for officer candidates were scheduled with the Chief and City Manager.
- 4.2.4 Chief Russo concluded his remarks by reviewing calendar and agenda items for future City Council Meetings. Some upcoming events mentioned included promotions, awards, and the introduction of new officers.

## **5.0 City Manager/Assistant City Manager Report.**

### **a. New City Hall Report.**

- 5.1.1 City Manager, John Park, reported that the furnace was working better and the thermostats were functioning properly. He also discussed the new lights that were installed on the grounds and how they are working. The east side blinds in the Council Chambers are now functional. All other punch list items were being completed.
- 5.1.2 Mr. Park reported that the Council of Mayors (COM) concentrated on three items at their Legislative Lunch. These included the Justice Reform Initiative (JRI), short-term rentals, and transportation funding. Mr. Park and Mayor Cullimore also discussed other issues facing the community such as business licensing for home occupations and land use changes not going through the Land Use Task Force. Two additional items mentioned of importance that were not mentioned included online sales taxes and special districts. It was determined that the two most significant factors affecting Cottonwood Heights currently are short-term rentals and JRI.

### **b. Review of Staff Communication.**

- 5.1.1 It was reported that each week staff provides informational reports from each department to allow City Council a way to keep up on the day-to-day activities of the City. The report is available at [www.ch.utah.gov](http://www.ch.utah.gov). The agenda item is set aside to allow the Council Members to ask questions or for staff to bring the Council up-to-date on any changes that may have occurred since the report.

## **6.0 Mayor/City Council Reports.**

### **a. Historic Committee Activities – Councilman Peterson.**

- 6.1.1 Councilman Peterson reported on recent Historic Committee activities. The committee applied for a grant from the State Historical Society to conduct extensive level surveys on 16 properties built prior to 1930. The grant has a \$9,600 match, which would be for the next fiscal year starting July 1.

6.1.2 Councilman Peterson reviewed the writing of the City's history and the status of the book. A copy of the outline is attached and incorporated to these minutes by this reference.

**6.2 b. Butlerville Days Committee Meeting – Councilman Peterson.**

6.1.1 Councilman Peterson reported on the progress of Butlerville Days, which will take place July 21 and 22, which is a Friday and Saturday. The committee has scheduled one meeting each month and ad hock meetings in-between the monthly meetings to cover interim items that need to be addressed.

**6.3 c. Arts Council Meeting – Councilman Shelton.**

6.3.1 Councilman Shelton reported on the Arts Council and how the group is making a concentrated effort to market arts events for the upcoming year due to the fact they did not have a great year in terms of attendance at their events. Councilman Shelton mentioned that the Arts Council is interested in using Butlerville Days cooperatively to promote the arts.

**7.0 Calendar of Events.**

7.1 Councilmember Schedules for the following week were as follows:

- a. January 20 – City Council Legislative Breakfast.
- b. January 25 – Local Officials Day at the Legislature.
- c. January 28 – Volunteer Appreciation Dinner; 6:00 p.m. at City Hall.
- d. February 20 (Monday) – Presidents Day – City Hall will be closed.
- e. February 21 – Special Council Retreat Meeting.
- f. March 7 – CHBA Quarter Luncheon at City Hall.
- g. April 5-7 – ULCT Meetings in St. George.

**8.0 Closed Meeting to Discuss Litigation, Property Acquisition and the Character and Professional Competence of Physical or Mental Health of an Individual.**

8.1 **MOTION:** At 7:26 p.m., Councilman Tyler moved to go into a Closed Meeting to discuss property acquisition. Councilman Peterson seconded the motion. The motion passed with the unanimous consent of the Council.

**9.0 ADJOURN**

9.1 **MOTION:** At 7:33 p.m., Councilman Tyler moved to close the Closed Meeting and open the Work Session and Adjourn. Councilman Peterson seconded the motion. The motion passed with the unanimous consent of the Council.

The City Council Work Session adjourned at 7:33 p.m.