

1 **MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL BUSINESS MEETING**
2 **HELD TUESDAY, FEBRUARY 28, 2017 AT 7:02 P.M. IN THE COTTONWOOD HEIGHTS**
3 **CITY COUNCIL CONFERENCE ROOM LOCATED AT 2277 EAST BENGAL**
4 **BOULEVARD, COTTONWOOD HEIGHTS, UTAH**
5

6 **Members Present:** Mayor Kelvyn Cullimore, Councilman Scott Bracken, Councilman Mike
7 Peterson, Councilman Tee Tyler
8

9 **Staff Present:** City Manager John Park, City Attorney Shane Topham, City Recorder Paula
10 Melgar, Community and Economic Development Director Brian Berndt, UFA
11 Fire Chief Mike Watson, Finance Director Dean Lundell, Police Chief Robby
12 Russo, Public Works Director Matt Shipp, Public Relations Specialist Dan
13 Metcalf, Mike Halligan Emergency Preparedness Manager
14

15 **Excused:** Assistant City Manager Bryce Haderlie
16

17 **Others:** Scout Troop 194
18

19 **1.0 WELCOME**
20

21 1.1 Mayor Cullimore called the meeting to order at 7:00 p.m. and welcomed those in attendance.
22

23 1.2 The Pledge of Allegiance was led by Councilman Bracken.
24

25 **2.0 CITIZEN COMMENTS**
26

27 2.1 Mary Bilbao reported that she has lived in Cottonwood Heights since 1980 and has made
28 observations as she walks through the neighborhoods. She presented a book depicting *Rules*
29 *of Civility* and a list of improvements she believed would benefit the City and improve the
30 safety of the community. A copy is attached (public information handouts) and incorporated
31 to these minutes by this reference.
32

33 **3.0 ACKNOWLEDGEMENTS**
34

35 **3.1 Recognition of Ms. Sylvia Orton, Ms. Robyn Taylor-Granda and Mr. Stephen K.**
36 **Harman for their 10 years of volunteer service to Cottonwood Heights.**
37

38 3.1.1 Mayor Cullimore recognized Sylvia Orton, Robyn Taylor-Granda and Stephen K. Harman
39 whose volunteer service in Cottonwood Heights has exceeded 10 years.
40

41 3.1.2 Ms. Orton was present and recognized for her 10 plus years of service to the Historic
42 Committee and presented with an award. Awards for Ms. Taylor-Granda and Mr. Harman
43 will be delivered to them.
44

45 **3.2 Introduction of new Cottonwood Heights Police Officer Sioape Lautaha.**
46

1 3.2.1 Police Chief, Robby Russo, introduced new Cottonwood Heights Police Officer, Sioape
2 Lautaha.

3 3.2.2 Officer Lautaha, a West Valley City resident, introduced himself and his family and stated
4 that they hail from Honolulu, Hawaii. He was excited and grateful to be working in
5 Cottonwood Heights.

6
7 **3.3 Proclamation declaring March 4, 2017 as “Lacrosse Play Day” in Cottonwood Heights.**

8
9 3.3.1 The Council recognized the local Lacrosse organizations for their contribution to health and
10 social activity among the youth in Cottonwood Heights. Mayor Cullimore read a
11 Proclamation and declared March 4, 2017 as “Lacrosse Play Day”.

12
13 3.3.2 A representative from the Lacrosse organization described the progress and efforts that have
14 been set forward to promote the sport. They thanked the City for their support and help in
15 finding fields. It was reported that the Utah High School Athletic Association is considering
16 sanctioning Lacrosse in the near future.

17
18 **4.0 PUBLIC COMMENT**

19
20 **4.1 Amending Chapter 19.82, Signs, of the Cottonwood Heights Code.**

21
22 4.1.1 The amendments to the sign Ordinance of Chapter 19.82 were presented. It was noted that
23 two substantial changes were proposed, with the most significant being the additional text to
24 allow LED or digital signage in the PF Zone. The specific provisions were reviewed.

25
26 4.1.2 There were no public comments.

27
28 **5.0 STANDING MONTHLY REPORTS**

29
30 **5.1 Monthly Financial Report – Finance Director Dean Lundell.**

31
32 5.1.1 Finance Director, Dean Lundell, presented the Finance Report for the month of January 2017
33 and reported that sales taxes were lower than expected, but were still anticipated to come in
34 approximately \$100,000 over budget. The Energy Tax was lower than the previous year.
35 Class C Road Funds were reviewed and expected to be on target. The next budget amendment
36 is to take place in March.

37
38 5.1.2 City Manager, John Park, confirmed that the City has received 98% of projected property
39 taxes.

40
41 **5.2 Unified Fire Report – Assistant Chief Mike Watson.**

42
43 5.2.1 Assistant Fire Chief, Mike Watson, presented the Fire Report for the month of January. He
44 stated that Station 110 came in 5th with Station 116 in 15th in number of calls among all UFA
45 stations. There were 55 fire calls and 142 medical calls. Station 110 closed with 94 medical
46 calls and 33 fire calls. Station 116 closed with 48 medical calls and 22 fire calls. Highest
47 number of medical calls for January included falls, breathing problems, psych and behavior,

1 and traffic accidents. Fire calls included alarms, flooding and hydrant problems, house/high-
2 rise shed fires, natural gas leaks and smoke investigations. Station 110 transported 33 of 48
3 Advanced Life Support (ALS) calls and 15 of 46 Basic Life Support (BLS) calls. Station 116
4 transported 10 of 21 ALS calls and 15 of 27 BLS calls. The customer service report included
5 Station 110 giving a tour to 24 people and performing ventilation and battalion training.
6 Station 116 provided a CPR and first aid demo to 20 volunteers, a battalion training session,
7 an avalanche refresher, advanced cardiac life support review, and ice rescue and ventilation
8 training. The safety message reviewed cell phone delays and usage.
9

10 **6.0 ACTION ITEMS**

11
12 **6.1 Consideration of Ordinance 266 Amending Chapter 19.82, Signs, of the Cottonwood**
13 **Heights Code.**

14
15 6.1.1 Mayor Cullimore reported that the above ordinance amends the Code to allow for illuminated
16 signs in the PF Zone and other changes to the City's sign ordinance contained in Chapter
17 19.82.
18

19 **6.1.2 MOTION:** Councilman Shelton moved to approve Ordinance 266. The motion was
20 seconded by Councilman Tyler. Vote on motion: Councilman Shelton-Aye, Councilman
21 Bracken-Aye, Councilman Peterson-Aye, Councilman Tyler-Aye, and Mayor Cullimore-Aye.
22 The motion passed unanimously.
23

24 **6.2 Consideration of Resolution 2017-09 Amending Listing of Designated Public Works**
25 **Equipment.**

26
27 6.2.1 Pursuant to its Resolution 2016-76 dated 13 September 2016, the city council approved the
28 city's lease-purchase of a listing of public works equipment, including a "pot-hole patch"
29 apparatus. By this resolution, the city council approved the purchase of a vibratory roller for
30 asphalt repair and soil compaction work rather than the previously-authorized pot-hole patch.
31

32 **6.2.2 MOTION:** Councilman Bracken moved to approve Resolution 2017-09. The motion was
33 seconded by Councilman Peterson. Vote on motion: Councilman Shelton-Aye, Councilman
34 Bracken-Aye, Councilman Peterson-Aye, Councilman Tyler-Aye, and Mayor Cullimore-Aye.
35 The motion passed unanimously.
36

37 **6.3 Consideration of Resolution 2017-10 Authorizing Disposal of Unclaimed Property**
38 **and/or Property No Longer Needed as Evidence.**

39
40 6.3.1 Mayor Cullimore reported from time to time, the City disposes of surplus items and property
41 that is no longer needed as evidence as authorized by Utah law. The proposed resolution
42 approves such disposition for certain items of property in the City's possession. In this case,
43 there were 15 hand guns to be disposed of. The City enlists an authorized dealer, who comes
44 back with the highest bid and distributes the quality weapons for resale.
45

46 **6.3.2 MOTION:** Councilman Tyler moved to approve Resolution 2017-06. The motion was
47 seconded by Councilman Shelton. Vote on motion: Councilman Shelton-Aye, Councilman

1 Bracken-Aye, Councilman Peterson-Aye, Councilman Tyler-Aye, and Mayor Cullimore-Aye.
2 The motion passed unanimously.

3
4 **6.4 Consideration of Resolution 2017-11 Consenting to a Reappointment to the Historic**
5 **Committee.**

6
7 6.4.1 Mayor Cullimore reported that the above resolution approves the reappointment of Max Evans
8 to the City's Historical Committee as proposed by the City Manager.

9
10 **6.4.2 MOTION:** Councilman Peterson moved to approve Resolution 2017-11. The motion was
11 seconded by Councilman Bracken. Vote on motion: Councilman Shelton-Aye, Councilman
12 Bracken-Aye, Councilman Peterson-Aye, Councilman Tyler-Aye, and Mayor Cullimore-Aye.
13 The motion passed unanimously.

14
15 **6.5 Consideration of Resolution 2017-12 Approving Interlocal Agreement with Salt Lake**
16 **County for Municipal Election Services.**

17
18 6.5.1 Mayor Cullimore reported the above resolution approves the City's entry into an Interlocal
19 Agreement with Salt Lake County contracting for the Elections Division of the Salt Lake
20 County Clerk's Office to provide election services for the City's 2017 municipal elections.

21
22 **6.5.2 MOTION:** Councilman Bracken moved to approve Resolution 2017-12. The motion was
23 seconded by Councilman Peterson. Vote on motion: Councilman Shelton-Aye, Councilman
24 Bracken-Aye, Councilman Peterson-Aye, Councilman Tyler-Aye, and Mayor Cullimore-Aye.
25 The motion passed unanimously.

26
27 **6.6 Consideration of Resolution 2017-13 Approving Consulting Agreement with GSBS**
28 **Richman Consulting for Evaluation and Update of Housing Element and Affordable**
29 **Housing Plan.**

30
31 6.6.1 *The above item was postponed.*

32
33 **6.7 Consideration of Resolution No. 2017-14 Approving and Ratifying a Bid and Awarding**
34 **a Construction Contract to DRD Paving, LLC for Construction of Public Works Yard**
35 **Access Road, Etc.**

36
37 6.7.1 Mayor Cullimore reported that the above resolution approves and ratifies a bid awarding a
38 construction contract to DRD Paving, LLC for construction of the access road and related
39 improvements for the City's New Public Works Facility at approximately 6500 South and
40 3000 East. It is approximately a \$973,000 contract.

41
42 **6.7.2 MOTION:** Councilman Tyler moved to approve Resolution 2017-14. The motion was
43 seconded by Councilman Bracken. Vote on motion: Councilman Shelton-Aye, Councilman
44 Bracken-Aye, Councilman Peterson-Aye, Councilman Tyler-Aye, and Mayor Cullimore-Aye.
45 The motion passed unanimously.

46
47 **7.0 CONSENT CALENDAR**

- 1 **7.1 Approval of minutes for the Business Meeting of December 13th and December 20th, 2017.**
2
3
- 4 **7.1.1 MOTION:** Councilman Peterson moved to approve the minutes of December 13, 2016 and
5 the Business and Work Meeting of December 20, 2017. The motion was seconded by
6 Councilman Shelton. Vote on motion: Councilman Shelton-Aye, Councilman Bracken-Aye,
7 Councilman Peterson-Aye, Councilman Tyler-Aye, and Mayor Cullimore-Aye. The motion
8 passed unanimously.
9
- 10 **8.0 ADJOURN BUSINESS MEETING AND RECONVENE WORK SESSION**
11
- 12 **8.1 MOTION:** Councilman Bracken moved to adjourn the Business Meeting and Reconvene the
13 Work Session. The motion passed unanimously.
14
- 15 **8.2** The meeting was adjourned at 8:03 p.m.

1 *I hereby certify that the foregoing represents a true, accurate and complete record of the Cottonwood*
2 *Heights City Council Business Meeting held Tuesday, February 28, 2017.*

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10 Teri Forbes
11 T Forbes Group
12 Minutes Secretary
13
14 Minutes approved: March 28, 2017

MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION HELD TUESDAY, FEBRUARY 28, 2017 AT 6:04 P.M. IN THE COTTONWOOD HEIGHTS CITY COUNCIL CONFERENCE ROOM LOCATED AT 2277 EAST BENGAL BOULEVARD, COTTONWOOD HEIGHTS, UTAH

Members Present: Mayor Kelvyn Cullimore, Councilman Scott Bracken, Councilman Mike Shelton, Councilman Mike Peterson, Councilman Tee Tyler

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

Absent: Assistant City Manager Bryce Haderlie

WORK SESSION

Mayor Kelvyn Cullimore called meeting to order and welcomed those in attendance.

1.0 Legislative Update.

1.1 Cottonwood Height City Lobbyist, Chantel Nate, provided the City Council with a Legislative update. Ms. Nate reported that overall the legislature has been good to cities. The Short-Term Rental Bill was watered down significantly so the bill in its current form was finally supported by the Utah League of Cities and Towns, and will make its way to the Utah State Senate. Cottonwood Heights City was instrumental in this change in the bill. Utah State Senator, John Knotwell, was very easy to work with and supportive of the City. There are have been several Homelessness Initiative Bills proposed including one bill that would have required cities in Salt Lake County to have a homeless shelter. The mayor and city council of that city would have to decide where the homeless shelter would be located. None of the homelessness bills passed in the legislature. There was discussion of other bills that may affect the City, but there was nothing of major concern. Overall the legislature had moved more slowly on bill passage than in prior years.

1.2 Utah League of Cities and Town Legislative Policy Committee Meeting – Councilman Tee Tyler.

1.2.1 Councilman Tee Tyler mentioned the same bills as noted above in the Legislative Update that were of concern to the Utah League of Cities and Towns Legislative Policy Committee Meeting.

2.0 Canyons School District.

2.1 Education Legislative Update.

2.1.1 Amber Shill, Canyons School District Board Member for Cottonwood Heights, was present to discuss bills that would impact the Canyons School District. The City Council questioned

Ms. Shill and Ms. Nate about SB 80. Ms. Shill explained that SB 80 is an equalization bill that passed the Senate but has been amended and is currently in Committee in the Utah House of Representatives. She explained that she did not know why any school district would want SB 80 to pass because Utah currently has one of the best equalization methods with the Weighted Pupil Unit. Jordan School District is the only district that supports the bill. Ms. Shill also discussed HB 241, which eliminates the letter grade for schools but not accountability. Schools will now be graded not just on standardized testing but on many factors. Schools will also no longer be graded on the bell curve. There is a competing bill, SB 220, which is similar but still had a letter grade being assigned to each school. The two bills may be blended into one. A version of the bill will most likely pass and become law. It was noted that there are many education bills that nothing of significance has been passed yet.

2.2 School Board Update.

2.2.1 Ms. Shill reported that the School Board approved expanding supplemental hours kindergarten, which will better prepare children for first grade. Ms. Shill discussed several administrative appointments and thanked the City Council for supporting the 2017 Start Up Summit for business students. Noteworthy celebrations mentioned included the following:

- Brighton High School student, Brayden Stevens, won the 5A State Wrestling Championship.
- Brighton High School won the Region Debate Tournament and will be going to the State Championship.
- The Brighton High School Hockey Team won the State Championship, with an undefeated season.
- The Brighton High Swim Teams were successful at the State Championship, with the girls' team placing 3rd and the boys teaming placing 5th; there were several individual 1st place winners.

Ms. Shill also discussed several recent tragedies/deaths that effect the District.

3.0 Review of Business Meeting Agenda.

3.1 Mayor Kelvyn Cullimore briefly discussed the Business Meeting Agenda including the following items:

- Volunteer Service Recognition;
- Architectural Review Board/Historic Committee discussion;
- Introduction of new police officers;
- Public Comment and possible action regarding Sign Ordinance;
- Finance and Fire Monthly Reports;
- Action Item amending the purchase of public works equipment with lease money;
- Unclaimed property issues;
- Appointments to certain boards;
- Resolution approving the Interlocal Agreement for the County to run the Municipal Election this year, which will be by mail;

- Approval of Consulting Agreement for GSPS Richman Consulting for Evaluation and Update of Housing Element of General Plan Update (will be continued); and
- Ratifying Bid for Public Access Road.

4.0 Planning and Economic Development Report.

4.1 a. Architectural Review Commission Meeting.

4.1.1. Community Development Director, Brian Berndt, reported that following projects were currently being reviewed by the Architectural Review Commission:

- A new day care that will serve 100 children. The property was previously approved for two office buildings but not the buildings were never built.
- Even Stevens Restaurant.
- Building that is east of Mountain View.

5.0 Public Relations Report.

5.1 Public Relations Specialist, Dan Metcalf, reported on recent media coverage including the following reports:

- KSL – Report of prosecution of John Swallow, former Utah Attorney General;
- KSL – Jason Chaffetz meeting at Brighton High which was filled to capacity and controversial; national media attention focus on this meeting;
- Fox News - Jason Chaffetz Town Hall Meeting; Cottonwood Heights Police Department was involved due to the crowd and protestors, overall the police did a good job and the publicity was mostly positive;
- Doug Wright Radio Program – Interview with Mayor Cullimore;
- KSL – Avalanche control in Little Cottonwood Canyon closed roads two times; and
- Good 4 Utah – News report regarding “party cashers” attending teen parties, that are mentioned on social media sites, stealing property where the parents are out of town.

5.2 Mr. Metcalf mentioned several upcoming events including the Easter Egg Hunt and Death by Chocolate. He also reported that the social media sites and newsletter have been very successful.

6.0 Public Works Report.

6.1 a. Snow Removal Plans and Performance; Road Conditions.

6.1.1 Public Works Director, Matt Shipp, reviewed with the City Council this week’s storms and the snow removal performance. No complaints regarding snow removal were received by residents. Future changes were discussed, as well as pothole improvement plans.

6.2 b. Public Works Facilities and Development Plan.

Mr. Shipp provided the City Council with an update of the construction of the Salt Shed, as well as other development plans for the site on 3000 East. Building construction was going well.

7.0 Public Safety Reports.

7.1 a. Unified Fire Reports.

7.1.1 UFA Assistant Chief, Mike Watson, reported that the New Chief is doing well and has been making positive changes.

7.2 b. Report on UFA Board Meeting – Mayor Cullimore/Assistant Chief Watson.

7.2.1 Mayor Cullimore reported on the Unified Fire Authority Meeting. Mayor Cullimore mentioned that the New Chief is making changes regarding policy and organizational structure. He also highlighted other changes the new chief wants to make including insurance adjustments, the new budget process, travel arrangements for employees and adding a District Manager position. The Mayor discussed changes that would be made due to the recent audit. Mayor Cullimore reported that the Governance Committee discussed the Interlocal Agreement as it pertains to other small communities that will come into the UFA and representation from the cities on the UFA Board of Directors.

7.3 b. Police Department.

7.3.1 Chief of Police, Robby Russo, reported that the community has been inundated with vehicle burglaries. The police are actively investigating. Two new recruits are starting the Police Academy and several are in training now.

8.0 City Manager/Assistant City Manager’s Report.

8.1 a. City Hall Report.

8.1.1 City Manager, John Park, provided the City Council with a report on the punch list of repairs for City Hall. The HVAC seems to be better but there continue to be leaks that are reported as punctures in the roof due to other subcontractors. The leaks are being repaired as they are discovered. There was also a cabinet that fell on one of the police officers in the break room. It was reported that the subcontractor had a new person installing cabinets that were not attached to studs correctly. The officer was not seriously hurt and the all of the cabinets have since been inspected and repaired.

8.2 b. Unified Fire Authority Audit Report.

8.2.1 Mr. Park reported on the UFA Audit Report and stated that the Utah League of Cities and Towns (ULCT) is mandatory reading for all directors. It would behoove the City Council to also review the reports, as there is much to learn. Mr. Park presented examples of improper credit card use and answered questions.

8.3 c. Review of Staff Communications.

8.3.1 There were no Staff Communications to review.

9.0 Mayor/City Council Reports.

9.1 a. Wasatch Front Regional Council (WFRC) Transportation Coordinating Committee (Trans Com) Meeting – Mayor Cullimore.

9.1.1 Mayor Cullimore reported on the Wasatch Front Regional Council (WFRC) Transportation Coordinating Committee Meeting. WFRC met to discuss several projects and funding sources. WFRC also discussed the budget and had training regarding policies and procedures, as well as Open Meetings Laws.

9.2 b. Council of Mayors – John Park.

9.2.1 City Manager, John Park, reported that South Salt Lake City hosted the meeting and highlighted their college access programs. There was a brief discussion of the upgrade of the 800 MHz emergency system. It was reported that the Council of Mayors was well attended.

9.3 c. Wasatch Front Waste and Recycling District Board Meeting – Councilman Bracken.

9.3.1 Councilman Scott Bracken reported on the Wasatch Front Waste and Recycling District Board Meeting. Councilman Bracken reported that the Board discussed a recent survey and budget issues. Many residents completed surveys, which will be helpful for future planning. He reported that there was an overall satisfaction rate of 95.3% and Area Cleanup was 83%. The Cleanup rating was lower because residents want more trucks and times available. Councilman Bracken reported that more than 60% of residents will support a small cost increase in order to keep current services. He commended the City on how clean the recycling stream is from residents, which translates into an overall cost savings to the City.

9.4 d. CH2 Meeting – Councilman Bracken.

9.4.1 Councilman Scott Bracken reported that he attended the CH2 Meeting, where members from Cottonwood Heights City and the Cottonwood Heights Recreation Center coordinate services. Councilman Bracken mentioned that they are reviewing advertising issues. He discussed Movies in the Park and times the park will be open for general use and possible limited hours for young people. There was discussion regarding signage for parking at and around the Recreation Center during the summer hours when the pool is in use.

9.5 e. Historic Committee Meeting – Councilman Peterson.

9.5.1 Councilman Mike Peterson reported on a recent Historic Committee Meeting. There are currently 3 or 4 pending applications. Councilman Peterson was excited to report the Cottonwood Height Historical Book was nearly complete and the first draft will be available

soon. The Historic Committee will again have a tent at Butler days, which has been well attended in the past.

10.0 Calendar of Events.

10.1 Councilmember Schedules for the following week were as follows:

- a. March 7, 2017 - 11:30 am – 1:00 p.m. CHBA Quarterly Meeting Lunch
- b. March 16, 2017 - 5:00 pm – 7 p.m. Death by Chocolate
- c. March 23, 2017 - 5:30 pm – 7:00 p.m. Business Bootcamp: Why Companies Fail
- d. April 5, 2017 - 12:00 pm – 1:00 p.m. New Business Lunch
- e. April 5-7 2017 - ULCT Meeting in St. George
- f. April 15, 2017 - 10:00 am – 12:00 p.m. Easter Egg Hunt at Butler Park
- g. April 20, 2017 - 5:30 – 7:00 p.m. Business Boot Camp: Photography for Business
- h. The Great Shakeout Earthquake Drill will be announced soon

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

11.1 **MOTION:** Councilman Tyler moved to go into Closed Meeting. The motion was seconded by Councilman Mike Peterson. The motion passed with the unanimous consent of the Council.

11.2 The City Council was in Closed Meeting from 10:02 p.m. until [REDACTED]

12.0 ADJOURN

12.1 **MOTION:** Councilman Tyler moved to adjourn the Closed Meeting and the Work Session. Councilman Peterson seconded the motion. The motion passed with the unanimous consent of the City Council.

12.2 The Work Session adjourned at [REDACTED] p.m.

I hereby certify that the foregoing represents a true, accurate and complete record of the Cottonwood Heights City Council Work Session held Tuesday, February 28, 2017.



Teri Forbes
T Forbes Group
Minutes Secretary

Minutes approved: