

**MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION
HELD TUESDAY, NOVEMBER 1, 2016 AT 6:05 P.M. IN THE COTTONWOOD
HEIGHTS, CITY COUNCIL WORK 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: Community and Economic Development Director Brian Berndt, City Manager John Park, Finance Director Dean Lundell, Police Chief Robby Russo, 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

Absent: Mayor Kelvyn Cullimore, for part of meeting. Mayor Cullimore joined the meeting at approximately 8:22 p.m.

Pro Temp Mayor Scott Bracken called the meeting to order and excused Mayor Cullimore who was currently traveling and would join the meeting later that night.

1. Closed Meeting to Discuss Property Acquisition

At 6:05 p.m., Councilman Tee Tyler made a motion to move to a Closed Meeting to discuss property acquisition. Second by Councilman Mike Peterson. Motion passed unanimously. Mayor Kelvyn Cullimore was absent.

Councilman Tee Tyler made a motion to close the Closed Meeting and resume the Work Session. Second by Councilman Mike Peterson. Motion passed unanimously. Mayor Kelvyn Cullimore was absent.

The City Council Work Session resumed at 6:30 p.m.

2. Public Relations Report

Public Relations Specialist, Mr. Dan Metcalf, reported on media coverage and events of the city. Media reports included:

- ABC 4 News *Bizarre Arrests*
- 2News – *Gerhart (Un)safe safe deposit boxes?*

Mr. Metcalf informed Council that the newsletters was delivered today and the deadline for the next newsletter content was a week from today. He informed Council that Mayor Cullimore would be writing the Christmas message. He also announced that the Councilmen pictures would be scheduled for next week, Tuesday at 5 p.m.

Mr. Metcalf reported that Congressman Chaffetz visited the City Hall today and was very impressed with the new building.

3. Planning and Economic Development Report

a. Development Activity Report

Mr. Brian Berndt, Community and Economic Development Director, discussed active development files with the Council by District. Mr. Berndt went through the report with City Council. A copy of this report is attached and incorporated to these minutes by this reference.

b. Planning Commission meeting of November 2nd, 2016

Mr. Brian Berndt, Community and Economic Development Director, reported on the upcoming November 2, 2016 Planning Commission meeting. Commissioners will have a public hearing and discussion on the request from Tori McCormick for a General Plan and zone map amendment to the properties at 6958 S 1700 E and 1690 E Fort Union Boulevard. Commissioners will also make a decision on the request from Angela Lancaster for conditional use approval to operate a home daycare at 1761 East Cloverdale Road; and the proposal to adopt a Fort Union Area Master Plan as an addendum to the Cottonwood Heights General Plan. The Commission will also appoint a new Planning Commission Chair.

c. Zoning definition for accessory buildings

Mr. Brian Berndt, Community and Economic Development Director, updated the City Council on possible text changes for accessory buildings in Title 19. Mayor Cullimore thanked Mr. Berndt for putting together the feedbacks from the City Council. A copy of the suggestions mentioned is attached and incorporated to these minutes by this reference.

City Council and Mr. Berndt clarified on some of the items related to the accessory building code, such as the size of the wall adjacent that has the greatest exposure to the closest neighbor.

4. Public Safety Reports

a. Unified Fire Authority

Acting Chief Mike Watson reported that UFA is still looking for a Chief. Phone interviews were held last Monday. They are trying to get it down to 4 or 3 and make an offer by Thanksgiving.

Mayor Cullimore reported that there will be a Special UFA Board Meeting tomorrow due to the severance package offered to former Chief Jensen, which got *illegally* approved, the item was never announced on a posted agenda, which violates the Open Meeting Act. The meeting scheduled for tomorrow will have the item announced on the agenda and be ready for approval, in accordance to the Open Meetings Act.

b. Police Department

Chief Russo reported on noteworthy events of the week. He received a request from the City of South Salt Lake to perform Animal Services for them. PD replied that they were not interested in providing animal services to South Salt Lake.

Chief Russo also informed the Council of upcoming personnel changes in the next few months, including retirements. Two academy positions have been reserved for January and April, but will take several months of work before new officers are ready. He also explained that the Sergeant Promotional Exams will be held on Monday, November 7th at 10 a.m.

Chief Russo stated that body cameras are being deployed this week, being rolled out with detectives and after, with patrol.

5. Public Works Report

a. Public Works update.

Mr. Matt Shipp, Public Works Director, reported on public works projects from this past week including projects in the city being conducted by non-city agencies. He explained that the front loaders are waiting in the public works yard, for them to be needed. The sweeper was out and has been out for a few weeks. The sweeper is now connected to a GPS and staff can track where it has been. He also informed Council that three PW employees are now being trained on the sweeper.

Mr. Shipp provided Council with an *Activities Report with a snow plow map* and a *Public Works Memo* which included *Updates of UDOT Projects*. A copy of said Report and Memo are attached and incorporated to these minutes by this reference.

b. Transitioning Public Works

Mr. Matt Shipp, Public Works Director, updated the Council on the public works transition including plans for the new public works yard on 3000 East. He informed Council that the transition is done; just down to the salt storage shed.

6. City Manager/Assistant City Manager Report

a. New City Hall Report

City Manager, Mr. John Park, provided City Council with a progress report on the remaining items to complete the punch list for the City Hall. Council adjourned at approximately 7:30 p.m. to tour the site and review some of the punch list items.

Some punch list items discussed, were: working on close down policy for building, for after hour meetings. Concrete coloring. Two damaged doors were replaced. The most concerning item is the lighting of the city hall sign. The granite of the sign is leaking out some coloring, so it has been cleaned a few times and it should go away. Flooring in PD area has some hairline cracks.

The new City Hall architects presented on documented lighting issues related to the granite city hall sign. They explained that letters are not close to granite and it is impossible to get light in. Some of the options presented, were: Option 1: one spread spotlight closer to sign showed some shadowing to the right, but there was some improvement. The further the light is moved the more it gets on the sidewalk. Option 2: Move light back almost 2 feet to make it more legible, but it is still a tripping hazard. Maybe putting the light on a planter would reduce the trip hazard.

Councilman Shelton suggested 2 lights, one from top and one from the bottom. Architects stated that they had not tried that idea but thought this might be a problem with the mounting of the lights to the granite sing. Another option suggested, was to put the lighting on the planter but there were leveling issues with the planter and the cement.

Architects and Council stepped out to setup lighting and discuss lighting ideas. A copy of the *Sign Lighting Study* is attached and incorporated to these minutes by this reference.

City Council took a brief break to go look at the city sign lighting, at approximately 7:58 p.m.

City Council reconvened at the Council Work Room by 8:22 p.m. Mayor Cullimore joined the meeting.

Mr. Park reported that the current sign letter design creates too many shadows. City decided to go into landscaping and install a spread spotlight. It was suggested that the spotlight be mounted on a pillar so that a mower doesn't hit it.

b. Ski Bus Routing

City Manager, Mr. John Park, provided the Council with a report on UTA's plans for ski bus operations in Cottonwood Heights for the upcoming season.

Mr. Park explained that according to UTA's Public Meeting, the ski bus that goes up Fort Union, is now going to go up Highland, onto the Highway, and out at 3000 East. UTA stated that Fort Union is not busy and this new route will save UTA 5 minutes. City expressed frustration with UTA's process and decisions.

c. Good Neighbor Award Program

City Manager, Mr. John Park, discussed the concept of a Good Neighbor Award Program designed to recognize citizens who give extra effort to make Cottonwood Heights a better place to live. There is one proposed and only one level will be considered.

d. Review of Staff Communications

Each week staff provides informational reports from each department to allow City Council a method of keeping up on the day to day activities of the City. This report is available on the internet at www.ch.utah.gov. This agenda item is set aside to allow Council Members to ask questions or for staff to bring the Council up to date if any changes have occurred since the report.

There were no questions posed.

7. Mayor/City Council Reports

a. Conference of Mayors – Mayor Cullimore/Manager John Park

Mr. John Park, City Manager, reported on the recent Conference of Mayors meeting. And felt everything went well. Mayor Cullimore made a presentation on what the city does.

Mr. Park and the Mayor reported that this was a good meeting and well attended. Eleven or twelve city Mayors attended. Legislative matters were discussed, including 2 hot buttons: roads and infrastructure; and JRI, reduced penalties on drug possession. On the JRI it was notes that there are programs available to help but no money to fund the programs; as a result, thousands of people are being turned away for help and from incarceration.

b. Wasatch Front Regional Council – Mayor Cullimore

Mayor Cullimore reported on the recent Wasatch Front Regional Council meeting. Mayor did not attend. But, there was nothing to report; agenda only mentioned the 20/50 Plan and new applications.

c. Utah Non-Profit Association Panel – Mayor Cullimore

Mayor Cullimore reported on his participation as a panelist at a recent meeting of the Utah Non-Profit Association. Panelist on how non-profits can work better with Cities. Professor Steve Ottis was invited to come and talk with City on non-profits.

d. CH2 Meeting – Councilman Bracken

Councilman Bracken reported on the recent CH2 meeting which is the coordination meeting between the city and the Cottonwood Heights Recreation Center.

Councilman Bracken stated that the Recreation Center is running two after school programs, with different focuses, but both keep kids busy after school.

He also informed that the water in the parks is off. Toilets are going to be on for a couple more weeks and then they will have potter potties.

Councilman Bracken also reported that the Monster mash turned out really good. The Jack-o-lanterns were taken home by youth council. Pumpkin seeds were collected and were roasted and will be shared with youth council on Thursday. 4,000 pieces of candy were distributed.

8. Calendar of Events

Councilmember Schedules for the next week/ 2016 Calendar:

- a. Nov 2 - CHBA Luncheon at 11:30 a.m.
- b. Nov 8 – City Council photos at 4:30 p.m.
- c. Nov 22 – No Council Meeting – Thanksgiving Week
- d. Nov 24 - Thanksgiving Day 5K – Race starts at 9 a.m.

- e. **December 6 – City Employees Christmas Party – No Council Mtg.**
- f. **December 27 – No Council Meeting – Christmas Holiday**
- g. **January 28 – Volunteer Appreciation Dinner**

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

No closed meeting was needed.

10. ADJOURN

Motion to adjourn by Councilman Scott Bracken. Motion passed unanimously.

The City Council Work Session adjourned at 9:28 p.m.