

**MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION  
HELD TUESDAY, DECEMBER 20, 2016 AT 6:00 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:** Community and Economic Development Director Brian Berndt, City Manager John Park, 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

*An Audio Recording of the meeting is available at:*  
<http://cottonwoodheights.utah.gov/your-government/public-meetings/>

Mayor Cullimore called the meeting to order at 6:00 p.m.

**1. Mike Daniels, Vice President of Layton Construction.**

Mike Daniels, Vice President of Layton Construction, expressed his gratitude to be able to be a part of the New City Hall and the remarkable landmark for Cottonwood Heights it has become. He was also proud of the friendships he has developed with City staff. Mr. Daniels described ways they experimented with different materials to provide savings without compromising quality. He commented on favorable decisions made by the City and how they handled the neighbors by listening and being good new neighbors. Layton Construction presented the Mayor and City Manager with a \$15,000 check for unexpended budget and savings.

**2. Review of Business Meeting Agenda.**

Mayor Cullimore reviewed the Business Meeting agenda and action items.

The Council expressed concern with some of the changes proposed to the planning map. Community Development Director, Brian Berndt, explained that the changes will be made after action is taken.

City Attorney, Shane Topham, stated that the City's storm drain system relies on usage of certain sections of the Little Cottonwood Tanner Ditch Company ditch. Prior to incorporation, Salt Lake County had an agreement with the ditch company and addressed how protections were put in place for the City. The City agreed to pay a certain percentage of the overall maintenance of the ditch system based on the City's portion of shared use of the system.

Police Chief, Robby Russo, described the process for auctioning surplus items.

**3. Public Relations Report.**

Public Relations Specialist, Dan Metcalf, reported on media coverage and events within the City, which included:

- Report on Osa Masina
- KSL News at 5 - Women arrested after leading police on a car chase, which ended in Murray City.

Mr. Metcalf reported on the City newsletter which was reviewed by Ms. Horiuchi and the news.

**4. Public Works Report.**

**a. Snow Removal Plans and Performance.**

Public Works Director, Matt Shipp, presented a review of the City's snow removal performance over the past week and plans for future changes.

A recent snow storm was expected to hit at 9:00 p.m. When it hit at 12:00 noon, they were in the yard and prepared. The storm was very wet and produced approximately six inches of snow. When staff returned at 6:00 p.m., and additional four inches had fallen and they continued to work through the night. 600 tons of salt were used over the next two days. Staff received 36 calls asking as to the whereabouts of the snow plows, which were running throughout the City.

Another complaint included the snow that rolls off the plow and ends up freezing. The snow was very wet snow and they did their best to keep the snow balls away from mailboxes and driveways. If staff receives a complaint that a street was missed, they can pull up the GPS and know instantly if the truck had been there.

The majority of debriefing with drivers was pertained to the mains, salt on cul-de-sacs, and allowing it to do the work. If is a snow ball formed during the plow and they notice it, they will try to go over them before proceeding. Some routes were adjusted to better address hidden roads and streets with several cul-de-sacs.

**b. Public Works Facilities and Development Plans.**

Mr. Shipp reported that the steel for the salt shed was delivered and construction has begun.

*The Council took a short recess to start the City Council Business Meeting at 6:58 p.m.*

*The City Council Work Session resumed at 8:05 p.m.*

**5. Planning and Economic Development Report.**

**a. Fort Union Plan discussion (Continued).**

Mr. Berndt continued his presentation on the long-term vision for development of Fort Union Boulevard. City Manager, John Park, explained that they do not want to go in deep on the residential, but would prefer to err on the side of caution rather than impact neighborhoods in any way. Mr. Berndt explained that neighborhoods were thought of at every stage to make sure they are top priority and to ensure that residential areas are looked at and protected. He urged the Council to start looking at 1300 East and Union Park Boulevard as a transition site. They intend to include the bike and trails plan with the project.

Mayor Cullimore raised a question about immediate and high priority items. Mr. Berndt described the traffic study of 2300 East Highland and 1300 East and Union Park and the striping for bike plans. He also discussed the possibility of an SID or BID to help fund the improvements. He confirmed that regardless of which the Council approves, staff will meet with property owners and explain what the plan does and does not do and present options. They can be modified and adjusted as the Council deems necessary. He asked the Council to look at the document and notate their priorities.

The Council next discussed the widening of sidewalks in some areas along Fort Union Boulevard and the commercial sub-area (end of corridor).

Mayor Cullimore asked for this agenda item to be continued to the third meeting in January to allow the Council the opportunity to review the plan and come back with their recommendations.

**b. Canyon Centre Development.**

Mr. Park provided an update to the Council on the status of the Canyon Centre Development.

**Walk-on – Canyon Center Park and Ride.**

Mr. Park described the Canyon Center Park and Ride meeting with Salt Lake County, which he attended with Shane Topham. Councilman Tyler expressed concern with the ownership of property. Mayor Cullimore was pleased that the County has conceded to some of the City's requests and felt that the City should seize the opportunity. He explained that it will be necessary to charge enough in fees to be able to break even in terms of keeping and maintaining the property. Mayor Cullimore felt that the Council should have a long-term vision of the future need for parking in the City. The Council discussed at length the financial pros and cons of owning the property. The consensus of the Council was to proceed with an agreement with Salt Lake County in acquiring property but have City Financial Consultant, Jason Burningham, conduct a white board study on the matter.

Mr. Topham pointed out that this is a two-piece negotiation between Salt Lake County and the developer. Mr. Park explained that the condominiums and business use of parking could be offset by HOA fees for maintenance.

**Walk-On – America First Credit Union proposed annexation into the City.**

Mr. Park reported that the downside of the annexation would include additional PD services and one-half acre zoning. He believed these could be controlled through an Annexation Agreement that would prevent an applicant from request a zone change.

In response to a question raised by Mayor Cullimore, Mr. Berndt explained that they have a problem with the County and would prefer to be in Cottonwood Heights. Mr. Topham explained that City can accept or deny their annexation request.

Councilman Tyler addressed the financial benefit to the City of property taxes. Mr. Park explained that it will be always beneficial to the City as long as the City does not take the roads.

Mayor Cullimore remarked that there are only 10,000 residents in Unincorporated Salt Lake County which is posing a problem for Salt Lake County. He stated that they could explain to America First Credit Union that the City has no appetite for high residence zoning.

City Council expressed overall interest for the proposed annexation.

**6. Public Safety Reports.**

**a. Unified Fire Authority.**

UFA Acting Chief, Mike Watson, reported on events of the week in Cottonwood Heights. He indicated that UFA participated in the Athletes Strong Together Foundation where a firefighter was paired with one of 30 children, aged three and up. They went to Target for hot chocolate and t-shirts. They were also presented with a \$100 gift certificate. The event was aired on Good News Utah – ABC 4 Utah.

Chief Watson stated that UFA has 15 new recruits graduating, some of whom participated in the above-mentioned event.

**1. Report on the UFA Board Meetings – Mayor Cullimore.**

Mayor Cullimore gave an overview of the Unified Fire Authority Board Meetings held on December 15, 2016 and December 20, 2016 where he reviewed the audit with the full board and is near finalization. They discussed having the same leadership for next year and a schedule was approved. He was happy to report that the UFA fund has grown over the past three years. The UFA and UFSA Agreement was continued.

**2. Report on Finance Committee Meeting.**

As Chair of the committee, Mayor Cullimore provided a report of the meeting held on December 16, 2016. They reviewed the audit of both the Chief and Deputy Chief. The committee reviewed the financial report and budget and set budget amendment thresholds. He stated that it was a lengthy financial meeting where much was accomplished.

**b. Police Department.**

Chief Robby Russo reported on noteworthy events of the week and stated that the Police Officer of the Year award for Utah will be presented to Officer Mann. He also stated that a new department recruit will start work on January 9, 2017.

Mayor Cullimore asked what a typical Christmas Day is like for officers. Chief Russo explained that it depends how busy it gets. The Command staff will be at City Hall on Christmas Eve and provide food and support to the officers.

A question was raised concerning Christmas shoplifting at Target. Chief Russo explained that officers are readily available. The store management knows to call them and that they will be there very quickly.

**7. City Manager/Assistant City Manager Report.**

**a. City Hall Report.**

Mr. Park expressed gratitude for the wonderful staff and City Council.

Mayor Cullimore expressed gratitude for Mr. Lundell and Mr. Muir for reflecting last minute changes to their report. He stated that they both put in a considerable amount of work but pulled it off. He appreciated their efforts.

Mr. Park gave a progress report on the remaining items to complete the punch list for City Hall. He confirmed that they will work on the remaining items until they are all complete. Warranties will be done one year from City Hall occupancy.

Mr. Park reported that only \$153,000 has been spent of the City's contingency fund. Layton Construction had a guaranteed maximum price and their contingency of \$250,000. The \$15,000 they awarded was the unexpended funds on their contingency funds.

Mr. Park reported that Phil Egbert will be the part-time Building Maintenance Manager. Assistant City Manager, Bryce Haderlie, has been helping with this process.

**b. Review of Staff Communications.**

It was reported that each week informational reports are given by each department to allow the City Council a method of keeping up on the day-to-day activities of the City. The report is available on the internet at [www.ch.utah.gov](http://www.ch.utah.gov). This agenda item is intended to allow the Council Members to ask questions or for staff to brief the Council on any changes since the report was given.

The City Council had no questions.

**8. Mayor/City Council Reports**

**a. Valley Emergency Communications Center – Councilman Shelton.**

Councilman Shelton provided a report on the recent Valley Emergency Communications Meeting (VECC). He reported that they have acquired all of the equipment and started the process of getting the system going. A bond was approved for the entire amount they might need for the system.

**b. Conference of Mayors – Mayor Cullimore.**

Mayor Cullimore reported that the Salt Lake County Conference of Mayors held a meeting on Thursday, December 15, 2016. Highlights of the meeting were discussed. They met and the City Council was invited to participate in a tour. Although he was not able to participate in the tour, Mayor Cullimore was very impressed with the facility.

The new legislation on panhandling was discussed making it illegal for panhandlers to step into the street to get money.

**9. Calendar of Events.**

**Council Member Schedules for the next week/ 2016 Calendar:**

- a. **December 26, 2016 – City Hall will be closed for Christmas Holiday**
- b. **December 27, 2016 – No Council Meeting – Christmas Holiday**
- c. **January 2, 2017 – City Hall will be closed for the New Year holiday.**
- d. **January 3, 2017 – Millcreek Inauguration Gala-Wasatch Junior High.**
- e. **January 25, 2017 – Local Officials Day at the Legislature.**
- f. **January 28, 2017 – Volunteer Appreciation Dinner.**

It was reported that the City Council Work Session will begin at 6:30 p.m. with the City Council attending the Millcreek Inauguration Gala at the Wasatch Junior High and reconvening at City Hall at 8:00 p.m.

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

At 10:49 p.m., Councilman Tyler moved to adjourn the Work Session and go into a Closed Meeting to discuss property acquisition and litigation. The motion was seconded by Councilman Mike Peterson. The motion passed with the unanimous consent of the Council.

At 11:29 p.m. Councilman Tyler moved to close the closed meeting, go back to the work session and adjourn the work session. Councilman Mike Peterson seconded the motion. The motion passed with the unanimous consent of the Council.

**11. ADJOURN**

The City Council Work Session adjourned at 11:29 p.m.