

1 **MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION HELD**  
2 **TUESDAY, MARCH 15, 2016 AT 6:00 P.M. IN THE COTTONWOOD HEIGHTS CITY**  
3 **COUNCIL CONFERENCE ROOM LOCATED AT 1265 EAST FORT UNION**  
4 **BOULEVARD, SUITE 250, COTTONWOOD HEIGHTS, UTAH**  
5

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

9 **Staff Present:** City Manager John Park, Assistant City Manager Bryce Haderlie, City  
10 Attorney Shane Topham, City Recorder Linda Dunlavy, Community and  
11 Economic Development Director Brian Berndt, Assistant Fire Chief Mike  
12 Watson, Finance Director Dean Lundell, Police Chief Robby Russo, Public  
13 Works Director Mike Allen, Public Relations Specialist Dan Metcalf, City  
14 Lobbyist Chantel Nate, Terracare Representative Dave VanWagoner, City  
15 Events Coordinator Ann Eatchel  
16

17 **WORK SESSION**  
18

19 Mayor Kelvyn Cullimore called the meeting to order and welcomed those in attendance.  
20

21 **1.0 Presentation of Current Crestwood Park Master Plan.**  
22

23 1.1 Councilman Shelton addressed the City's interests and concerns about Crestwood Park  
24 located at 7485 South Siesta Drive. Salt Lake County Planning Department Associate  
25 Division Director, Walt Gilmore, gave an overview of the Crestwood Park Master Plan.  
26

27 1.2 The Master Plan the Council had access to date back to 1997. The general details of the Park  
28 were considered along with the budgetary matters and construction timelines.  
29 Recommendations from the Council were heard along with proposed changes that would best  
30 serve the community and nearby neighborhoods.  
31

32 1.3 A follow-up plan was put in place to keep the plan alive with the support of the Council and  
33 community.  
34

35 **2.0 2016 Float Design and Easter Activities.**  
36

37 2.1 City Events Coordinator, Ann Eatchel, reviewed the float designs and explained how the  
38 designs mesh with the 2017 theme, 'Inspiring'. Ms. Eatchel presented three float designs with  
39 the Council approving the third design.  
40

41 2.2 Ms. Eatchel reported on the Easter Egg Hunt. There would be 16,000 eggs for the event that  
42 would be filled with candy and toys. The weather was of concern and Ms. Eatchel was closely  
43 monitoring the forecast for the Easter Egg Hunt. Police services were arranged mostly due to  
44 the number of children anticipated to be separated from their parents or lost.  
45

46 2.3 The Teen Night, which takes place the night before the Easter Egg Hunt was discussed and  
47 security issues associated with that event were described. It was noted that there would be no  
48 popcorn at the event due to previous clean-up issues.

1  
2 **3.0 Legislative Wrap-Up.**

3  
4 3.1 Cottonwood Heights Lobbyist, Chantel Nate, reported on the last legislative session and items  
5 of interest to the City.

6  
7 3.2 The Business License Bill, the Unincorporated Area Planning Commission, body worn  
8 cameras, internet sales tax, short-term rentals, utility rates, the Mountain Accord, and  
9 education funding, were all discussed. It was reported that for the most part legislation  
10 concerning the City was inconsequential.

11  
12 **4.0 Public Relations Report.**

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14 **4.1 a. Media Coverage.**

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16 4.1.1 Public Relations Specialist, Dan Metcalf, provided a report on media coverage throughout the  
17 City over the past week.

18  
19 4.1.2 The first media clip involved a story about two suspects who refused to pullover when being  
20 stopped by the police. The police finally caught the suspects with the use of K-9 unit dogs.

21  
22 4.1.3 Mr. Metcalf provided the Council with the most recent version of the newsletter for their  
23 perusal. One of the items of interest was a request for city volunteers.

24  
25 4.1.4 The Citizens Dashboard was discussed and some of the problems were identified. One of the  
26 problems being addressed was the portion of the program that informs citizens of a change of  
27 status.

28  
29 **5.0 Public Works Report.**

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31 **5.1 a. Public Works Activity Report.**

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33 5.1.1 Terracare Representative Dave VanWagoner, provided the current Public Works activities  
34 including snow removal and pothole patching. He mentioned that the department did  
35 significant pavement patching using about 22 tons of hot mix. In addition, approximately 180  
36 square feet of pothole patching was completed over the past week. Along with patching, the  
37 crews were out doing debris cleanup in the gutters.

38  
39 5.1.2 Mr. VanWagoner reported that a storm was anticipated and crews were on standby. Due to  
40 the higher temperatures and a short snow storm forecast, Mr. VanWagoner did not anticipate  
41 much for the crews to plow.

42  
43 **6.0 Community and Planning and Economic Development Report.**

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45 **6.1 a. Fort Union Working Group Proposals.**

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47 6.1.1 Community and Economic Development Director, Brian Berndt, discussed the proposals  
48 made for the beautification and improvements to Fort Union Boulevard. Although goals and

1 objectives were identified in the plan as well as how to implement the improvements, the  
2 Council was not convinced that they were ready for the next steps until an implementation  
3 budget was completed. Mr. Berndt reported that funding sources and implementation  
4 scenarios were being considered and would be presented to the Council once they were ironed  
5 out. The plan being considered was no less than a 20-year improvement plan.  
6

7 6.1.2 Mr. Berndt mentioned the Wasatch Boulevard Study and the traffic projection for the area and  
8 how the project would affect the Fort Union Boulevard Plan. Rezoning of the area along  
9 Highland Drive to make it Residential/Office (R/O) was discussed. Mayor Cullimore  
10 expressed his concern and thought the focus should first be redevelopment and then the plan  
11 for new development and beautification.  
12

13 **6.2 b. EDC Utah Market and Sponsorship Grant.**  
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15 6.1.1 Mr. Berndt sought approval and a recommendation from the Council on applying for two  
16 EDC Utah grants. One of the grants was a sponsorship grant and the other was a marketing  
17 grant. The Council had no problem with Mr. Berndt applying for the grants. The grants came  
18 with a 25% match.  
19

20 **7.0 Public Safety Reports.**  
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22 **7.1 a. Unified Fire Authority.**  
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24 **7.1.1 1. Report from the UFA Board Meeting -Mayor Cullimore/Chief Watson.**  
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26 7.1.1.1 Assistant Fire Chief, Mike Watson, reported on the UFA Board Meeting and the latest  
27 developments in the area. The UFA spending controls were discussed as well as the new  
28 proposed tightening of policies including controls for capital expenditures of \$100,000 and  
29 more. Other items being considered for closer oversight were payroll, meal reimbursement,  
30 the use of vehicles for personal use, purchasing cards, and travel.  
31

32 7.1.1.2 Compensation was discussed and the status of the UFA compensation budget. It was  
33 mentioned by the Compensation Committee that there would be no increased budget spending  
34 for the year. The Committee asked the UFA to use the confines of their current budget to find  
35 revenue to fund new expenditures not already earmarked in the current budget.  
36

37 7.1.1.3 Assistant Fire Chief Watson finished up by covering informational items from the UFA  
38 meeting and reviewed upcoming events and calendar items.  
39

40 **7.2 b. Police Department.**  
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42 7.2.1 Police Chief, Robby Russo, reviewed current issues and events, which included an incident  
43 involving a Meth house, new recruits, and the demolition of a condemned home near a school.  
44

45 **8.0 City Manager/Assistant City Manager Report.**  
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47 **8.1 a. New City Hall Construction Report.**  
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1 8.1.1 City Manager, John Park, provided the Council with the latest updates on the construction of  
2 the New City Hall. He reviewed the general design features, interior and exterior signage,  
3 landscaping, HVAC, water drainage, and other construction items. Overall, Mr. Park was  
4 pleased with the progress of the construction.  
5

6 **8.2 b. Monthly Emergency Radio Exercise.**  
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8 8.2.1 Mr. Park reported on the monthly emergency radio exercise and provided feedback on the  
9 current plan and how it was working. Mayor Cullimore gave suggestions and commented on  
10 the effectiveness of the plan. Issues such as the number of radios, who has them, and how  
11 they can be utilized more effectively were discussed. It was suggested that the radio exercise  
12 be carried out quarterly instead of monthly.  
13

14 **8.3 c. Review of Current Pay Plan and Discussion of Options.**  
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16 8.3.1 Finance Director, Dean Lundell, and City Manager, John Park, led a discussion on pay scales  
17 for police officers and City employees and the steps necessary to get pay increases based on  
18 performance and time served on the job.  
19

20 8.3.2 Mayor Cullimore's main concern with changing the pay scales was the strict budget the City  
21 must stay within. The Mayor was concerned that the current pay scale leaves the well-trained  
22 officers feeling that they are at the top of their pay scale. As a result, they may look for other  
23 higher paying opportunities.  
24

25 8.3.3 Other items discussed dealing with pay involved how police officers are compensated for  
26 other assignments and additional responsibilities and the steps involved in compensating them  
27 for additional activities and involvement. The main pay issue recognized by the Council was  
28 that Chief Russo does not have the flexibility to offer senior police officers enough  
29 compensation on the scale to keep them motivated to remain in Cottonwood Heights.  
30 Mr. Lundell suggested that the pay scale being used for police officers would also be the same  
31 pay scale used for all other City employees.  
32

33 8.3.4 The Employee Performance Evaluation was discussed and how the evaluation should educate  
34 employees and list incentives for them to move up the pay scale including things such as cross  
35 training, second languages, and longevity. Mayor Cullimore stressed the need for a significant  
36 revenue source to sustain the increase in compensation. It was also suggested that there may  
37 be times when the City would need to freeze wages, which would prevent employees from  
38 moving up the pay scale that year.  
39

40 8.3.5 A general obligation bond was discussed to help raise funds for infrastructure. This would  
41 allow the City to not only afford the proposed payroll needs, but properly maintain the  
42 infrastructure. Property taxes and sales taxes increases would be other ways to increase the  
43 revenue to pay for the City's needs.  
44

45 **8.4 d. Emergency Management Meeting.**  
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47 8.4.1 Assistant City Manager, Bryce Haderlie, attended and discussed the recent Emergency  
48 Management Meeting. He reported that there was good attendance at the recent meeting and

1 preparations for the Emergency Shake-Out Event were going well. It was also reported that  
2 training was going well for Emergency Management Operations for Butlerville Days as well  
3 as the Emergency Shelter Training and Community Emergency Response Team Training.  
4

5 **8.5 e. Review of Staff Communications.**

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7 8.5.1 There were no staff informational reports or questions raised by the Council.  
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9 **9.0 Mayor/City Council Reports.**

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11 **9.1 a. Youth City Council – Councilman Bracken.**

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13 9.1.1 Councilman Scott Bracken reported on the Youth City Council activity at the Cottonwood  
14 Heights Recreation Center, which included a movie, swimming, and light snacks. Attendance  
15 was good and the feedback from the youth was very positive.  
16

17 9.1.2 Councilman Bracken also reported that *The Deseret News* published a story that Cottonwood  
18 Heights Youth City Council applications were now available on-line.  
19

20 **9.2 b. Mosquito Abatement.**

21  
22 9.2.1 Councilman Tyler gave a report on the most recent Mosquito Abatement Board Meeting. The  
23 safety and employee manuals were changed and the Zika Virus was being closely monitored.  
24 A question was raised about whether an article about the Zika Virus would be appropriate to  
25 publish in the City newsletter. The Council agreed to include the article in the newsletter.  
26

27 **10.0 Walk-On Items**

28  
29 10.1 Mayor Cullimore mentioned the Mountain Park Playground and asked about the status of the  
30 new slides. Community Development Director, Brian Berndt, reported that the slides were  
31 ordered and expected to be installed by the end of the month. Councilman Tyler mentioned  
32 shade structures and wondered if Mr. Berndt had obtained any quotes on a shade structure for  
33 the playground. Mr. Berndt had not considered the shade options for the playground but was  
34 willing to get some quotes on the shade structures.  
35

36 10.1 Councilman Peterson read a letter from a local student requesting permission to post signs  
37 around the community encouraging ‘idle free’ vehicle zones. The idle free zones would  
38 encourage motorists to turn off their engines when waiting for students outside schools and  
39 parks.  
40

41 **11.0 Calendar of Events.**

42  
43 11.1 Councilmember Schedules for the following week were as follows:  
44

- 45 a. Caucus Meetings March 22 – NO CITY COUNCIL MEETING.
- 46 b. City Easter Egg Hunt and Activities.
  - 47 March 25 – Teen Activity – 7:00 to 9:00 p.m. at the Rec Center.
  - 48 March 26 – Children’s Easter Egg Hunt – 10:00 a.m. at Butler Park.

1 c. ULCT Spring Meetings April 6 to 8 in St. George, UT.  
2

3 **12.0 Closed Meeting to Discuss Litigation, Property Acquisition and the Character and**  
4 **Professional Competence of Physical or Mental Health of an Individual.**  
5

6 **12.1 MOTION:** Councilman Tyler moved to close the Open Session and open the Closed Session.  
7 The motion was seconded by Councilman Peterson. The motion passed with the unanimous  
8 consent of the Council.  
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10 **13.0 ADJOURN**  
11

12 13.1 The Work Session adjourned at 10:22 p.m.

1 *I hereby certify that the foregoing represents a true, accurate and complete record of the Cottonwood*  
2 *Heights City Council Work Session held Tuesday, March 15, 2016.*

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10 Teri Forbes  
11 T Forbes Group  
12 Minutes Secretary  
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14 Minutes approved: August 22, 2016