

1 **MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION**
2 **HELD TUESDAY, APRIL 26, 2016 AT 6:00 P.M. IN THE COTTONWOOD HEIGHTS**
3 **CITY 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 Emergency Manager Mike Halligan,
10 Assistant City Manager Bryce Haderlie, City Recorder Linda Dunlavy, City
11 Attorney Shane Topham, Community and Economic Development Director
12 Brian Berndt, Finance Director Dean Lundell, Police Chief Robby Russo,
13 Public Relations Specialist Dan Metcalf, Public Works Director Mike Allen,
14 Assistant Chief Mike Watson, Terracare Representative Dave VanWagoner
15

16 **WORK SESSION**
17

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

20 **1.0 Review of Business Meeting Agenda.**
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22 1.1 Mayor Cullimore reviewed the Business Meeting Agenda.
23

24 1.2 Assistant Emergency Manager, Mike Halligan, gave a brief overview of the recent
25 Emergency Preparedness Event. They received multiple comments stating they have never
26 seen so much active participation by residents where over 300 people were out and
27 communicating via radio and taking part in the event. Shelter management was discussed.
28 Mr. Halligan reviewed the Shake Out event that took place at the State level and partnered
29 with the Red Cross. He next described the use of drones throughout the City.
30

31 **2.0 Public Relations Report.**
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33 2.1 Public Relations Specialist, Dan Metcalf, reported on events that took place throughout the
34 City the previous week.
35

36 Media coverage was presented for the following:
37

- 38 • Implementing idle free zones.
- 39
- 40 • Naloxone administration.
- 41
- 42 • Stolen credit cards.
- 43
- 44 • 26.5-acre rezone at the mouth of the Canyon.
- 45

46 2.2 Mr. Metcalf reported that the newsletter was approved and would be available to the
47 community by Saturday.

1
2 **3.0 Public Works Report.**
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4 3.1 Terracare Representative, Dave VanWagoner, reported that the Public Works Department is
5 currently working on patching and crack sealing. Pothole patching and catch basins were
6 scheduled for the coming week. Mayor Cullimore suggested making all upcoming
7 construction available on the City's website and in the newsletter. Mr. VanWagoner stated
8 that the Fort Union Boulevard/Highland Drive Project is underway. Rocky Mountain Power
9 has ordered the poles and expects to begin in November. Once underway, construction
10 would begin in the spring of 2017. The design was described.
11

12 3.2 The City Council adjourned to the Council Business Meeting at 7:00 p.m. and resumed the
13 Work Session at 7:45 p.m.
14

15 **4.0 Planning and Economic Development.**
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17 **4.1 a. Report on Planning Commission Meeting.**
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19 4.1.1 Community and Economic Development Director, Brian Berndt, reported on the April 20,
20 2016 Planning Commission Meeting and stated that they reviewed a program for signage.
21 Staff recommended denial. The Summerville Home Preschool and two rezoning requests
22 were reviewed. Mayor Cullimore remarked that the City Manager of Alta lives near the
23 subject property and because of his concern, he initiated the initial review of the Code. The
24 Mayor confirmed that his arguments are being taken seriously and personally reviewed them
25 with the City Attorney to leave no stone unturned.
26

27 4.1.2 City Attorney, Shane Topham, believed that with the land use, the inclusion of Home
28 Occupation is a specific conditional use in the R-1-8 zone and they need to look at what can
29 occur in home occupation.
30

31 4.1.3 Mr. Berndt next reviewed the two items that were up for rezoning and a General Plan
32 amendment on the two properties located on Little Cottonwood Canyon Road. The Kessler
33 property was described. Mayor Cullimore reported that it has always been their practice,
34 especially if there is any element of controversy, to provide an opportunity for public
35 comment before the Council. By State law, the public hearing is held at the Planning
36 Commission level and they are not required to hold another hearing and take additional
37 comment, but it has always been their practice to do so. Councilman Tyler stated that there
38 are definite feelings involved with this issue and asked if additional comment could be taken
39 in two weeks and the actual vote delayed.
40

41 4.1.4 Mr. Berndt stated that the Planning Commission next discussed the Mixed-Use zone. The
42 one issue that had been a controversy was building height. They tried to restrict the height
43 of the third story and confirmed that currently, the third story is approved by the
44 Commission with no specificity as to height. Staff added the height into the Code and made
45 the third story by right.
46

1 **4.2 b. CDBG Hearing.**

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3 4.2.1 Mayor Cullimore stated that CDBG money in the past was allocated to each City to use as
4 approved. When the City was first incorporated, guidelines for the utilization of those funds
5 was much broader. The rules have since been tightened and it came to a point where based
6 on socioeconomic metrics, it could be used for anything other than ADA ramps. Mayor
7 McAdams sent out a letter specifying that CDBG funds are going to be consolidated instead
8 of being given out to the cities because they believed they could do larger projects. Mayor
9 Cullimore protested since those funds were already included in the current year's budget.
10 Unfortunately, it had become a funding mechanism for a wide array of smaller projects
11 targeted primarily at the homeless and disadvantaged and has been concentrated in areas that
12 are needier.

13
14 **4.3 c. Business Development Update.**

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16 4.3.1 Mr. Berndt reviewed luncheons and ribbon cuttings throughout the City. Sports Authority
17 and the Sports Chalet have both filed for bankruptcy. They are working with the Recreation
18 Center to put on a working fair June 30, 2016.

19
20 **5.0 Public Safety Reports.**

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22 **5.1 a. Unified Fire Authority.**

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24 5.1.1 Assistant Fire Chief, Mike Watson, presented the UFA report and stated that one of their
25 retired captains passed away a few days prior. He had nothing further to report beyond what
26 was addressed during the Business Meeting.

27
28 **5.2 b. Police Department.**

29
30 5.2.1 Police Chief, Robby Russo, reported that the Narcan training was going well. Future
31 candidates were being reviewed. The Butler Elementary D.A.R.E. graduation was
32 scheduled for May 2016.

33
34 **6.0 City Manager/Assistant City Manager Report.**

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36 **6.1 a. New City Hall Construction Report.**

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38 6.1.1 City Manager, John Park, stated that the new City Hall project was moving forward and
39 nearly all of the Police side had been painted and sheetrock was near completion. Windows
40 were in the process of being installed.

41
42 **6.2 b. Review of Staff Communication.**

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44 6.2.1 The above item was not addressed.

1 **6.3 c. Update on Transitioning Public Works.**

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3 6.3.1 Assistant City Manager, Bryce Haderlie, reviewed the process of training snow plow
4 drivers. He stated that each driver would know their route in addition to a book depicting all
5 other routes, should they need to provide assistance in another area. Staff presented several
6 options for a mechanical sweeper, one of which was one year old at a price of \$15,000 less
7 than the brand new. The mechanical sweeper had the ability to clean up heavier chips and
8 rocks.

9
10 6.3.2 Mr. Haderlie next reported on road maintenance issues. He stated that if there were items
11 the City was able to take care of without Terracare, they would get them done. They would
12 continue to have Terracare handle the various projects they do not yet have the equipment or
13 manpower for. Mr. Haderlie believed that with a full-time sweeper and the crews, they
14 would have more cleanliness throughout the City and less overhead.

15
16 **6.4 d. Mountain Accord Executive Committee Meeting.**

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18 6.4.1 Mr. Parks reported on the Mountain Accord Executive Committee Meeting and stated that
19 they covered items such as land swaps and the shifting of the wilderness area to the east to
20 exclude the Bonneville Shoreline Trail. For the most part, those involved agreed with those
21 from Alta who expressed concern with some of the swaps that took place prior to the shift.
22 Access to private property was reviewed.

23
24 **7.0 Mayor/City Council Reports.**

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26 **7.1 a. Wasatch Front Waste and Recycling Administrative Control Board Meeting –**
27 **Councilman Bracken.**

28
29 7.1.1 Councilman Bracken reported on the Audit Report. The appointment of Cathy Jensen as a
30 new Controller was approved. Rocky Mountain Recycling went from paying out \$15 a ton
31 to charging \$5 a ton due to the commodities markets going soft. The current rate is \$15 per
32 ton to recycle. Disposal costs are 16.4% of the total budget and glass collection is handled
33 by Momentum and is an \$8 per month bill add on.

34
35 **7.2 b. Butlerville Days Update.**

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37 7.2.1 Councilman Bracken presented an update on Butlerville Days and stated that he participated
38 in a full committee meeting where every aspect of the event was reviewed. 20 food vendors
39 will be present, 10 of which will be food trucks. It was noted that Ford dealers throughout
40 the Valley agreed to sponsor the event.

41
42 **7.3 c. ZAP Update – Councilman Peterson.**

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44 7.3.1 Councilman Peterson presented a ZAP update and stated that the highest-ranking application
45 was the City of Holladay's Knudsen Park. With those rankings, they proposed to the
46 committee that a separation be made in order to start making progress. Available funding
47 was discussed.

1 **7.4 d. Valley Emergency Communications Committee – Councilman Shelton.**

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3 7.4.1 Councilman Shelton reported on a recent Valley Emergency Communications Committee
4 (VECC) Meeting and stated the project continues to move forward. They do not expect to
5 see results for at least 18 months. It was reported that the City increased the pay of the
6 majority of the people, which has reduced turnover considerably.
7

8 **7.5 e. Walk On by City Manager John Park – Rocky Mountain Power**

9
10 7.5.1 Mr. Park reported that he recently received a contract from Rocky Mountain Power after
11 requesting the City be able to paint the bottom of the large poles with public art. Options
12 were reviewed.
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14 **8.0 Calendar of Events.**

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16 8.1 Councilmember Schedules for the following week were as follows:
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- 18 a. April 30 – Yoga Sunne Ribbon Cutting – 2242 Fort Union Boulevard, 10:00 a.m.
- 19 b. May 4 – New Business Luncheon, TBD.
- 20 c. May 5, 12, 19, 26 – Business Boot Camps, City Hall Training Room.
- 21 d. May 10- Storytime at Butler Elementary, 5:00 – 7:00 p.m.
- 22 e. May 13 – Lunch and Learn (Create a Business Facebook Page), City Hall Training
23 Room.
- 24 f. May 17- CHBA Luncheon (Beth Strathman), City Hall Training Room.
- 25 g. May 18 – Citizen Academy Graduation, 6:30 p.m. at City Hall.
- 26 h. Sierra Trading Post Ribbon Cutting – 6994 South 1300 East; 7:30 a.m. (tentative).
- 27 i. May 19 – Coventry Ribbon Cutting, 6:00 p.m. – 6898 South 2300 East.
- 28 j. May 20 – Project Drama Ribbon Cutting, 6:00 p.m. – 3361 East Enchanted View
29 Drive.
- 30 k. May 30 – Memorial Day OFFICES ARE CLOSED.
- 31 l. June 1 – New Business Luncheon, TBD.
- 32 m. June 2 – Brighton High School Graduation, 2:00-4:00 p.m. at the Maverick Center,
33 WVC.
- 34 n. June 10 – Business Over Breakfast, City Hall Training Room.
- 35 o. June 21, - CHBA Luncheon, City Hall Training Room.
- 36 p. Outdoor Living Fair, CH Recreation Center – 7500 South 2700 East.
37

38 **9.0 Closed Meeting to Discuss Litigation, Property Acquisition and the Character and**
39 **Professional Competence of Physical or Mental Health of an Individual.**

40
41 **9.1 MOTION:** Councilman Tyler moved to close the Open Session and open the Closed
42 Session. The motion was seconded by Councilman Bracken. The motion passed with the
43 unanimous consent of the Council.
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45 **10.0 ADJOURN**

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47 10.1 The Work Session adjourned at 10:00 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, April 26, 2016.*

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10 Teri Forbes
11 T Forbes Group
12 Minutes Secretary
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14 Minutes approved: August 22, 2017