

1 **MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION HELD**
2 **TUESDAY, MAY 10, 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, Finance Director Dean
12 Lundell, Police Chief Robby Russo, Public Works Director Mike Allen,
13 Assistant Fire Chief Mike Watson, City Planner Glen Goins, TerraCare
14 Representative Dave VanWagoner, Public Relations Specialist Dan Metcalf
15

16 **Others:** Cassie Goff, Susan Despain
17

18 **WORK SESSION**
19

20 Mayor Kelvyn Cullimore called meeting to order and welcomed those in attendance.
21

22 **1.0 Review of Business Meeting Agenda.**
23

24 1.1 Mayor Cullimore reviewed the Business Meeting agenda and items of interest to the Council.
25

26 1.2 The Business Meeting would provide time for public comment on two parcels to be developed
27 at the mouth of Little Cottonwood Canyon. Mayor Cullimore suggested that City Planner,
28 Glen Goins, provide a summary of the proposal and then open the meeting for public
29 comment.
30

31 1.3 The new Police Support Supervisor would give a report on the latest public safety issues.
32

33 1.4 Public Work Director, Mike Allen, would give a report on the status of the Public Works
34 transition and current projects including the Highland Drive intersection.
35

36 1.5 Mayor Cullimore listed the action items for the Business Meeting and other items up for
37 discussion including a vote on the bond to finish the new City Hall construction, capital
38 expenditures, and budget amendments.
39

40 **2.0 Public Relations Report.**
41

42 **2.1 a. Media Coverage.**
43

44 2.1.1 Public Relations Specialist, Dan Metcalf, provided media coverage of City events for the prior
45 week.
46

- 1 2.1.2 The first media clip showed the arrest of a man who allegedly pistol whipped another man.
2 Citizens who recognized the man from a news report informed the police, which led to the
3 eventual apprehension of the suspect.
4
- 5 2.1.3 *The Desert News* published an article featuring Councilman Peterson and the method the City
6 uses to name City parks.
7
- 8 2.1.4 Mr. Metcalf mentioned Public Works Week and stated that banners would be displayed on
9 the side of the Public Works vehicles.
10
- 11 2.1.5 The June newsletter was mentioned and the content to be included in the issue.
12
- 13 2.1.6 Mr. Metcalf commented on the Butlerville Days media push and leadup items in preparation
14 for the event.
15
- 16 **3.0 Public Works Report.**
17
- 18 **3.1 a. Public Works Activity Report.**
19
- 20 3.1.1 TerraCare Representative, Dave VanWagoner, reported on Public Works activities from the
21 past week. He reported that one regulatory sign was replaced due to graffiti. An advisory
22 sign was replaced near the intersection of Highland Drive and Bengal Boulevard.
23
- 24 3.1.2 It was reported that Public Works crews completed two tons of crack fill over the past week
25 as well as 507 square feet of pavement patching.
26
- 27 **3.2 b. Report on Sweeper Demonstration.**
28
- 29 3.2.1 Mr. Allen addressed the purchase of a City street sweeper. Two sweepers were taken for a
30 test ride over the past week and Mr. Allen would be recommending one to the Council for
31 purchase. The street sweeper Mr. Allen recommended costs approximately \$260,000 and
32 would be available the second week of June. The difference between purchasing and leasing
33 a street sweeper was discussed and the most cost-effective way to acquire it.
34
- 35 **4.0 Planning and Economic Development.**
36
- 37 **4.1 a. Planning Commission Meeting.**
38
- 39 4.1.1 Development Director, Brian Berndt, reviewed the Planning Commission Meeting and
40 projects currently involving the City.
41
- 42 4.1.2 Mr. Berndt reported on the proposed mixed-use text amendment that was approved by the
43 Planning Commission. He stated that it would be coming to the Council for their approval in
44 the coming weeks. Another item discussed at the Planning Commission Meeting included
45 definitions in the Code and necessary revisions.
46

1 4.1.3 Mr. Berndt announced a scheduled training on June 1 with the Ombudsman regarding land
2 use and conditional use issues. He invited the Council to attend the training to learn more
3 about arbitration and mediation cases the State has been involved in.
4

5 **4.2 b. Project Updates.**
6

7 **4.2.1 1. Canyon Centre.**
8

9 4.2.1.1 Mr. Berndt reported that four permits were issued to David Weekley Homes and two more
10 were approved but sent back for corrections. The two that were out for corrections involved
11 properties immediately adjacent to the residences on the south side of the project. The
12 restaurant and parking structure for Phase I, which had been approved, were both sent back to
13 the Architect for corrections.
14

15 **4.2.2 2. Cornerstone.**
16

17 4.2.2.1 The Footing, Foundation, and Site Grading Permit was issued for the Cornerstone Project.
18 Staff was in the process of meeting with the Architect to hammer out the details of Phase II.
19 Construction of Phase II had not yet begun due to the contractor finishing up another project.
20 The Council strongly suggested the neighbors near Phase II be notified of the upcoming
21 construction.
22

23 **5.0 Public Safety Reports.**
24

25 **5.1 a. Unified Fire Authority.**
26

27 5.1.1 Assistant Fire Chief, Mike Watson, reported on events of the week. He expressed concern
28 regarding the high-water flow in the rivers and creeks. He noted the death of a resort worker
29 who drowned in Little Cottonwood Creek after his work vehicle tipped and he fell into the
30 Creek.
31

32 5.1.2 Chief Watson thanked Councilman Shelton for his attendance at Fire School.
33

34 **5.2 b. Police Department.**
35

36 **5.2.1 1. Hiring CSI and Police Support Specialist.**
37

38 5.2.1.1 Police Chief, Robby Russo, reported on a part-time CSI employee who was recently hired and
39 would be starting work the following Monday.
40

41 **5.2.2 2. D.A.R.E. Graduation.**
42

43 5.1.1 Chief Russo reported that the D.A.R.E. graduation was held the previous Monday. The
44 graduation would be the last one of the year.
45

46 5.1.2 Chief Russo reported that the Citizens Academy would be having their last class and
47 graduation the following week. The Council was invited to attend the graduation on May 18
48 in the Training Room.

1
2 5.1.3 Chief Russo mentioned that the Police Department is always recruiting. He thanked City
3 Manager, John Park, for coming up with a strategy to get more officer applications. The
4 strategy involved giving current Police Officers an incentive for referrals.
5

6 **6.0 City Manager/Assistant City Manager Report.**
7

8 **6.1 a. New City Hall Construction Report.**
9

10 6.1.1 City Manager, John Park, provided the Council with a report on the progress of the new City
11 Hall. He reported that construction was going well and displayed pictures of the current state
12 of the building. It was reported that construction was on time and for the most part the budget
13 was being adhered to.
14

15 6.1.2 There was a discussion about fencing around City Hall and how a neighbor was concerned
16 about the lack of privacy a wrought iron fence would provide. The neighbor eventually agreed
17 to a five-foot wrought iron fence instead of a four-foot fence. One concern the height of the
18 fence brought out was that the other neighbors will also want a five-foot fence.
19

20 6.1.3 The furniture situation was discussed and how there would be excess furniture from the Old
21 Building that would need to be stored until the City of Millcreek could take possession of it.
22

23 6.1.4 Mayor Cullimore suggested that if there were excess funds in the budget for the new City Hall
24 that a clock tower be built. Mr. Park stated that there would be excess funds and agreed to get
25 a bid on a clock tower.
26

27 **6.2 b. Review of Staff Communication.**
28

29 6.2.1 There were no items or questions for staff from the Council.
30

31 **6.3 c. Update on Transitioning Public Works.**
32

33 6.3.1 Assistant City Manager, Bryce Haderlie, updated the Council regarding the transition from
34 Terracare to the City's own Public Works Department. He reported on progress made and
35 stated that the transition was on schedule and the equipment would be delivered one month
36 earlier than previously reported.
37

38 6.1.2 A training program for new employees and truck routes were being developed and would be
39 ready when the new drivers arrive. Mr. Haderlie reported that they were also working to bring
40 in a trainer to make sure that all of the drivers are CDL certified.
41

42 **6.4 d. Utah League of Cities and Towns Meeting – John Park.**
43

44 6.4.1 City Manager, John Park, reported on the latest Utah League of City and Towns Meeting and
45 the issues discussed. He reported on a discussion the League had regarding short-term rentals
46 as well. Garden City was discussed and how they were providing over 5,000 beds to visitors
47 through short-term rentals. The software that Garden City uses was discussed. Mr. Park
48 would obtain a copy of their program and demonstrate it to the Council at a later date.

- 1
2 **6.4 e. UDOT County by County Meeting**
3
4 6.5.1 Mr. Park had nothing new to report on the most recent UDOT meeting.
5

6 **7.0 Mayor/City Council Reports.**
7

8 **7.1 a. Arts Council Meeting – Councilman Shelton**
9

10 7.1.1 Councilman Shelton reported that he met with the Arts Council on the progress of several
11 items. The Arts Council was working on the City’s upcoming play, making preparations to
12 paint power poles, and revisited the whereabouts of the funding for the new sound equipment
13 that was awarded to them.
14

15 **7.2 b. Historic Committee – Councilman Peterson.**
16

17 7.2.1 Councilman Peterson reported on the most recent Historic Committee Meeting. He stated that
18 on June 14 the Consultant conducting the reconnaissance survey of the City’s historic
19 buildings would make a formal presentation at the next City Council Meeting.
20

21 **7.3 c. Zoo Arts & Parks Update – Councilman Peterson.**
22

23 7.3.1 Councilman Peterson reported on the status of funding applications the Zoo, Arts & Parks
24 (ZAP) Advisory Board had been reviewing. The applications were prioritized and the top
25 projects were to receive funding to complete them. Councilman Peterson discussed how the
26 funding would take place and possible funding timelines.
27

28 **7.4 d. South Valley Mosquito Abatement District Meeting – Councilman Tyler.**
29

30 7.4.1 Councilman Tyler reported on the South Valley Mosquito Abatement District Meeting held
31 on May 10. Policies and procedures were reviewed to ensure that the District is following
32 policy guidelines. Councilman Tyler reported that the District also made an administrative
33 change and added Bart Hopkins as a Small Taxing Entity Representative of the committee.
34

35 **7.5 f. Jordan River Commission Meeting – Councilman Tyler.**
36

37 7.5.1 Councilman Tyler addressed issues raised at the Jordan River Commission Meeting. The
38 Commission discussed the Jordan River Conservation Day and the events associated with it.
39 Some of the tasks the estimated 1,000 volunteers would complete included weeding, trash
40 cleanup, and general beautification of the parkway.
41

42 7.5.2 It was reported that in Salt Lake City, on any given day, the City houses 1,000 to 1,500
43 homeless people. There are roughly an additional 1,500 homeless persons who choose not to
44 go into shelters and were squatting somewhere in the Valley. Invariably, the homeless
45 typically squat somewhere near the Jordan River.
46

47 7.5.3 Councilman Peterson discussed a federal grant that was awarded to build a pedestrian bridge
48 across the Jordan River. The new bridge would allow children that attend Backman

1 Elementary School to have easier access to cross the river where an estimated 70% of them
2 live.

3
4 7.5.4 June 14 was announced as Celebration Day on the river, which would host rowing events, a
5 concert, and other festivities.

6
7 7.5.5 Councilman Tyler mentioned a discussion of a project in which the Legislature appropriated
8 money to construct a bridge over the Union Pacific tracks that would complete the Jordan
9 River Parkway.

10
11 **7.7 g. Mountain Accord Executive Committee Meeting.**

12
13 7.7.1 Mayor Cullimore reported on the most recent Mountain Accord Executive Committee which
14 would now be known as the Cottonwood Commission.

15
16 7.7.2 The new Cottonwood Commission will consist of only four members. The decision to create
17 the Cottonwood Commission was made on the premise that the Mountain Accord Executive
18 Committee was too large and needed to be scaled down. The new Commission will be
19 comprised of the mayors from Cottonwood Heights, Sandy, Salt Lake City, and Salt Lake
20 County. Mayor Cullimore thought the new Cottonwood Commission would most likely be
21 expanded from four to six members due to some of the mayors thinking the group was now
22 too narrowly focused.

23
24 7.7.3 The focus of the new Commission would primarily be transportation, both short-term and long
25 term. Parking issues and other items limiting the number of vehicles in the canyons would be
26 the hot topics going forward. The newly formed Commission would meet regularly and
27 include other consulting groups. The Cottonwood Commission regular meetings would
28 include the Commission, Commission staff, Partners Council, and task forces. Most of the
29 heavy lifting will be done by the task forces.

30
31 **7.8 h. Elections Youth City Council – Scotty Wohlston, Mayor.**

32
33 7.8.1 Councilman Bracken reported on the New Youth City Council. The new Youth City Council
34 Mayor would be Scotty Wohlston. There were also other Youth City Council officer
35 assignments made.

36
37 **8.0 Calendar of Events.**

38
39 8.1 Councilmember Schedules for the following week were as follows:

- 40
41 a. May 10 – Storytime at Butler Elementary, 5:00-7:00 p.m.
42 b. May 12, 19, 26 – Business Boot Camps, City Hall Training Room, 6:30 -7:30 p.m.
43 c. May 13 – Lunch & Learn (Create a Business Facebook Page), City Hall Training
44 Room, 12:00 p.m.
45 d. May 17 – CHBA Luncheon (Beth Strathman), City Hall Training Room, 12:00 p.m.
46 e. May 18 – Citizen Academy Graduation, City Hall Training Rom, 6:30 p.m.
47 f. May 19 – Sierra Trading Post Ribbon Cutting, 6994 South 1300 East; (tentative) 7:45-
48 8:00 a.m.

- 1 g. May 19 – Coventry Ribbon Cutting, 6898 South 2300 East, 6:00 p.m.
- 2 h. May 20 – Project Drama Ribbon Cutting – 3361 East Enchanted View Drive,
- 3 6:00 p.m.
- 4 i. May 30 – Memorial Day OFFICES ARE CLOSED.
- 5 j. May 31 – NO CITY COUNCIL MEETING
- 6 k. June 1 – New Business Luncheon, Lone Star Taqueria, 2265 East Fort Union
- 7 Boulevard, 12:00 p.m.
- 8 l. June 2 – Brighton High School Graduation, 2:00-4:00 p.m. at the Maverick Center,
- 9 WVC.
- 10 m. June 10 – Business Over Breakfast, City Hall Training Room, 7:30 a.m.
- 11 n. June 21 – CHBA Luncheon, City Hall Training Room, 12:00 p.m.
- 12 o. June 30 – Outdoor Living Fair, CH Recreation Center, 7500 South 270 East,
- 13 11:00 a.m.-3:00 p.m.
- 14

15 **9.0 Closed Meeting to Discuss Litigation, Property Acquisition and the Character and**
16 **Professional Competence of Physical or Mental Health of an Individual.**

17
18 **9.1 MOTION:** Councilman Tyler moved to close the Open Session and open the Closed Session.
19 The motion was seconded by Councilman Bracken. The motion passed with the unanimous
20 consent of the Council.

21
22 **10.0 ADJOURN**

23
24 10.1 The Work Session adjourned at 9:40 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, May 10, 2016.*

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9



10 Teri Forbes
11 T Forbes Group
12 Minutes Secretary
13
14 Minutes approved: August 22, 2017