

1 **MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION HELD**  
2 **TUESDAY, MAY 24, 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, City Planner Glen Goins, City Attorney Shane  
10 Topham, City Recorder Linda Dunlavy, Community and Economic  
11 Development Director Brian Berndt, Finance Director Dean Lundell, Police  
12 Chief Robby Russo, Assistant Fire Chief Mike Watson, Public Relations  
13 Specialist Dan Metcalf, Public Works Director Mike Allen.  
14

15 **WORK SESSION**  
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17 Mayor Kelvyn Cullimore called the meeting to order and welcomed those in attendance.  
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19 **1.0 Butlerville Days Update.**  
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21 1.1 Butlerville Days Chairperson, Jim Monty, reported on the preparations that were underway  
22 for the upcoming Butlerville Days event. Mr. Monty gave a summary of some of the activities  
23 which include bingo, a chalk art contest, a movie character visit, an outdoor movie (Zootopia),  
24 a balloon artist, face painting, a skateboard contest, a car show, a 5K race, historic display, pie  
25 eating contest, free watermelon slices, a carnival, Scales and Tails, inflatables, pickle ball,  
26 fireworks and synchronized music, parade, and parade staging.  
27

28 1.2 There was discussion about the parade, what type of vehicle the Commissioners would like to  
29 ride in, and whether there would be a marching band this year. Mr. Monty was unaware of  
30 any big bands performing this year in the parade. Mr. Monty noted that the activities would  
31 end at 11:00 p.m. on Friday night and on Saturday night the lights would be out at 10:00 p.m.  
32 for fireworks.  
33

34 1.3 Chairperson Chris Monty discussed volunteers and the food carts that would be at the event.  
35 She stated that they had to turn down some food carts due to an overabundance of applications.  
36 Ms. Monty reported that the Safety Plan was coming together and specifically asked all  
37 vendors to make sure everything was tied down.  
38

39 **2.0 Review of Business Meeting Agenda.**  
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41 2.1 Mayor Cullimore reviewed the agenda items which included a Youth City Council visit,  
42 citizen comments, and Financial and Fire Reports. He also mentioned Ordinance 254A and  
43 254B and the motions to approve or disapprove them. There were two resolutions on the  
44 agenda which included an agreement with the County for Corridor Preservation Funds due to  
45 an amount change and access relocation with UDOT and Rocky Mountain Power.  
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1 **3.0 Public Relations Report.**

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3 3.1 Public Relations Specialist, Dan Metcalf, provided a report on media coverage and events in  
4 the City over the past week. He addressed the Butlerville Days printed program and how it  
5 should be completed early in order to be placed as an insert in the City's June newsletter.  
6 Content for the newsletter was discussed including the latest sports and academic  
7 achievements of local students.

8  
9 3.2 Mr. Metcalf reported that the Public Works Initiative was receiving positive feedback from  
10 the community both through public comment on-line and through social media sites. He  
11 reported that there had been no negative comments received from citizens.

12  
13 3.3 A media clip was shown pertaining to the City's new snow equipment. The reporter  
14 interviewed citizens and Public Works employees about the transition from Terracare to the  
15 City self-providing.

16  
17 3.4 A news clip was played that focused on the Muslim community and their sentiments toward  
18 Presidential Nominee Donald Trump. A group of Utah Muslims were interviewed and  
19 expressed their opinions about Donald Trump as well as what Muslims believe and how they  
20 are treated in Utah.

21  
22 3.5 A story of a man that used his truck as a battering ram was presented and how the man had  
23 been on an 18-hour crime spree. He was finally stopped and was arrested but not before he  
24 ran his truck into the Cottonwood Heights Police Station and causing hundreds of thousands  
25 of dollars in damage.

26  
27 **4.0 Public Works Report.**

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29 4.1 Public Works Director, Mike Allen, provided an update on Public Works projects from the  
30 prior week as well as upcoming projects.

31  
32 4.2 Mr. Allen reported on the Creek Road construction being completed by Salt Lake County.  
33 The County was milling a portion of the road and would do an overlay once the milling was  
34 complete.

35  
36 4.3 Flood damage done to a home on Creek Road was discussed and the status of the restoration  
37 of that residence. According to Mr. Allen, the project was nearly complete.

38  
39 4.4 The banner mechanism on Bengal Boulevard was addressed and how the City should utilize  
40 it to display creative banners or some type of community welcome message.

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42 **5.0 Planning and Economic Development.**

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44 **5.1 a. Proposed Mixed-Use Text Amendment.**

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46 5.1.1 Economic Development Director, Brian Berndt, discussed the Planning Commission's review  
47 of the text amendment and approval of the new wording. Mr. Berndt discussed the new  
48 amendment with the Council and the types of structures that would be permitted under the

1 new amendment. The Council reviewed the proposed Code text amendment and  
2 recommended the amendment use the verbiage ‘feet’ instead of ‘stories’ in *19.36.050,*  
3 *Maximum Height of Structures.*

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5 **5.2 b. Recent Ribbon Cutting Events.**

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7 5.2.1 Mr. Berndt identified the recent ribbon cutting ceremonies which included the Sierra Trading  
8 Post, Coventry, and Project Drama. Appreciation was expressed for the Council for their  
9 support and for attending the ribbon cuttings. Mayor Cullimore asked about other ribbon  
10 cuttings and whether any other grand openings were scheduled.

11  
12 **6.0 Police Department.**

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14 **6.1 a. Unified Fire Authority.**

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16 6.1.1 Assistant Fire Chief, Mike Watson, had nothing more to report beyond what he presented  
17 during the Business Meeting.

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19 **6.2 b. Police Department.**

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21 6.2.1 Police Chief, Robby Russo, discussed noteworthy events that had taken place in the City over  
22 the past week.

23  
24 6.2.2 Chief Russo thanked the Council for their support and attendance at the Citizens Academy  
25 Graduation. The Council suggested that due to its success, the Chief run the Citizens  
26 Academy classes on an ongoing basis.

27  
28 6.2.3 The hiring of new officers was discussed and four new potential applicants. The hiring would  
29 fill current positions and possibly put one or two of the new officers on reserve to allow them  
30 to receive essential training before being put into action.

31  
32 6.2.4 Chief Russo reported on a short-term rental home in the City that was being illegally rented.  
33 The homeowner had been warned but had not returned calls to the City and had been avoiding  
34 contact. The Council suggested that a warning be mailed detailing the cost of non-compliance.

35  
36 **6.3 c. DUI Statistics.**

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38 6.3.1 Chief Russo did not have the DUI numbers to report but reiterated the approach his department  
39 has been taking regarding the DUI program. The Council was reminded of the DUI blitzes  
40 being performed as well as the upcoming ‘click it or ticket’ weekend.

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42 **7.0 City Manager/Assistant City Manager Report.**

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44 **7.1 a. New City Hall Construction Report.**

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46 7.1.1 City Manager, John Park, updated the Council on the progress of the new City Hall. He  
47 reported that the landscaping was scheduled to begin the second week of June and was to be

1 done by the end of June. Curb and gutter progress was discussed as were remaining exterior  
2 construction items to be completed including fencing.

3  
4 7.1.2 The progress of the interior construction items was discussed and the items currently being  
5 completed including skylights, painting, ceiling grid, and rockwork on the interior columns.

6  
7 7.1.3 Mr. Park reported on the building budget and the amount needed to finish the City Hall and  
8 the Public Works facilities. The recommendation of the Council was to make the bonding a  
9 one-time event and request a bond amount that would cover the City's current expenses.

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11 **7.2 b. Review of Staff Communication.**

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13 7.2.1 There were no items brought before the Council or staff for additional consideration.

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15 **7.3 c. Update on Transitioning Public Works.**

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17 7.3.1 Mr. Park addressed the transition and status of the City taking over all Public Works  
18 operations. The transition was reported to be going smoothly with the discussion centered on  
19 a new street sweeper and a Clear Span fabric building for storage.

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21 **8.0 Mayor/City Council Reports.**

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23 **8.1 a. Wasatch Front Waste and Recycling Board Meeting – Councilman Bracken.**

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25 8.1.1 Councilman Bracken reported on a recent Wasatch Front Waste and Recycling Board  
26 Meeting.

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28 8.1.2 Councilman Bracken took a tour of the Salt Lake Valley Glass Recycling Plant and reported  
29 on the status of the glass recycling industry.

30  
31 8.1.3 The Council reviewed the items discussed at the latest Board Meeting, which included  
32 administration changes, drug-free workplace zero tolerance policy, new municipal  
33 Townships/Cities being created and their membership on the Board.

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35 8.1.4 Audit reports were discussed and it was suggested all the Council Members attend the Utah  
36 State Auditors Training.

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38 8.1.5 Councilman Bracken noted that there would be an upcoming National Garbage Person Day  
39 Celebration. The celebration is a day that is set aside to show appreciation for those who take  
40 care of our trash.

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42 8.1.6 Budget spending was mentioned and how the Board was holding off on any spending until  
43 the next fiscal year when the new configuration of Board Members was in place.

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45 **8.2 b. Zoo Arts & Parks Update – Councilman Peterson.**

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47 8.2.1 Councilman Peterson reviewed the latest Zoo Arts & Parks (ZAP) events.  
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1 8.2.3 There was a presentation made by Councilman Peterson showing the recent findings and  
2 recommendations made to the County Council. Councilman Peterson emphasized the public  
3 process and the criteria for all the Board's recommendations. The Board recommended \$57  
4 million worth of funding projects and indicated that they could use more funds for other  
5 projects. A motion was made and passed to approve the recommendations as presented.  
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7 8.2.4 Of the projects presented to the Board, two directly affect Cottonwood Heights. The two  
8 projects that were of interest were Knudson's Corner and the Recreation Center. Councilman  
9 Peterson stated that the money for the approved projects would be available next year.  
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11 **9.0 Calendar of Events.**  
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13 9.1 Councilmember Schedules for the following week were as follows:  
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- 15 a. May 19, 26 – Business Boot Camps – City Hall Training Room.
- 16 b. Memorial Day – May 30 OFFICES ARE CLOSED.
- 17 c. May 31 – NO CITY COUNCIL MEETING.
- 18 d. June 1 – New Business Luncheon, Lone Star Taqueria, 2265 East Fort Union  
19 Boulevard, 12:00 p.m.
- 20 e. Brighton High School Graduation – June 2, 2:00-4:00 p.m. at the Maverick Center,  
21 WVC.
- 22 f. June 10 – Business Over Breakfast, City Hall Training Room, 7:30 a.m.
- 23 g. June 21 – CHBA Luncheon, City Hall Training Room, 12:00 p.m.
- 24 h. June 30 – Outdoor Living Fair, CH Recreation Center, 7500 South 2700 East,  
25 11:00 a.m. to 3:00 p.m.  
26

27 **10.0 Closed Meeting to Discuss Litigation, Property Acquisition and the Character and**  
28 **Professional Competence of Physical or Mental Health of an Individual.**  
29

30 **10.1 MOTION:** Councilman Tyler moved to close the Open Session and open the Closed Session.  
31 The motion was seconded by Councilman Bracken. The motion passed with the unanimous  
32 consent of the Council.  
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34 **11.0 ADJOURN**  
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36 11.1 The Work Session adjourned at 9:31 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 24, 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