

MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL STRATEGIC RETREAT HELD TUESDAY, DECEMBER 11, 2018 AT 2:10 P.M. IN THE COTTONWOOD HEIGHTS CITY COUNCIL CONFERENCE ROOM LOCATED AT 2277 EAST BENGAL BOULEVARD, COTTONWOOD HEIGHTS, UTAH

Members Present: Mayor Mike Peterson, Council Member Mike Shelton, Council Member Scott Bracken, Council Member Tali C. Bruce, Council Member Christine Mikell

Staff Present: City Manager Tim Tingey, City Attorney W. Shane Topham, City Recorder Paula Melgar

STRATEGIC RETREAT WORK SESSION

1.0 WELCOME

Mayor Peterson welcomed those present.

2.0 Outline Retreat Discussion Process – Mayor Peterson and City Manager, Tim Tingey.

City Manager, Tim Tingey, reported that it was his intent to facilitate the meeting and maintain the focus while moving through the agenda.

3.0 Brief Discussion Items.

3.1 Ranked Choice Voting.

Mr. Tingey asked if the Council would like to see the above item on the December 18, 2018 meeting agenda and noted that the resolution would need to be adopted by year end. Staff was prepared to do so if the Council decided to move forward.

3.2 State Legislature Priorities for 2019.

The State Legislature priorities for 2019 were discussed and included funding for transportation, acquisition of open spaces, and issues with a potential impact on the City. Affordable housing issues were discussed.

Council Member Shelton believed that land use will a priority. If the Council intends to utilize the services of the Lobbyist, he suggested they have a majority opinion of how to proceed. He suggested that they at least maintain a majority opinion in their decision-making process.

Council Member Bruce felt that all agree that they do not want the State to eliminate the City's rights and considered that to be government overreach. Mayor Peterson agreed that lobbyists should retain as much local control as possible.

Mr. Tingey had not seen the bill, which makes it difficult to discuss the details. He believed they will want to seek funding options. Transportation and open space will be the main priorities and other issues will involve protecting the interests of the City.

Council Member Mikell expressed concern with the State Statute and how it does not provide the ability to facilitate changes on Wasatch Boulevard. If they need to make a change within the statute to increase safety, she believed it should be looked at. Speed limits along Wasatch Boulevard were discussed.

Council Member Shelton believed they all felt strongly that if they could have a large transit hub at the gravel pit, it would be a much better solution than the other options. Mr. Tingey suggested they identify specific projects needing funding and specific issues that need to be addressed.

3.3 City Council Meeting Format, Consideration of Agenda Items, City Manager Input.

Mr. Tingey recommended improving efficiency in meetings in terms of advancing issues. He proposed that they get into the habit of having a discussion and considering any item presented at the next meeting. The Council discussed the deliberation process at length.

Mr. Tingey confirmed that staff will provide the City Council with strong recommendations and time to review the request. He explained that staff would like to move projects along in a more expeditious manner. Communication tools were described. Mayor Peterson discussed Mr. Tingey's responsibility to filter items from City meetings that require further review or inclusion on an agenda.

Council Member Shelton agreed that if the Council intends to respect staff's recommendation, they need to allow them present their findings. The Planning Commission should be allowed to present their recommendation in order for the Council to evaluate a request. There have been cases where the Planning Commission was represented by staff who has a difficult time not representing their own point of view. He commented that it is difficult to fully understand the Commission's viewpoint, especially for citizens who only attend Council Meetings.

Mr. Tingey hoped to create confidence in the recommendations keeping the interests of the community in mind. They are pushing back with developers when needed but also trying to facilitate projects.

3.4 Proposed Budget Process and Timeline.

Mr. Tingey described the implementation of the budget process. He explained that they are implementing a request process with the City departments that will involve heavy involvement with department heads who will submit a line item budget proposal. Committees will meet monthly. Prior to the budget submittal in April, staff would like to hold a work session where departments make a presentation to the Council on what is being proposed.

Council Member Bruce asked for input regarding a recurring tax increase every year, similar to a market adjustment. She was excited about the transparency of the new budget review process. Mr. Tingey believed it would be wise to have smaller, more frequent tax increases as opposed to the recent 13% increase.

The Council Members identified general priorities.

3.5 Newsletter Discussion.

Mr. Tingey stated that he would like to implement changes to the newsletter, which would be discussed at a later date.

3.6 Volunteer Awards.

Mr. Tingey addressed the Committee assignment review and described the need to eliminate the annual volunteer awards.

Mayor Peterson was 75% agreeable but believed that recognizing the committee and identifying their efforts should continue. Leaving the door open to recognizing a community partner was recommended. Community assignments were discussed.

4.0 Mission Statement Discussion and Decision.

A draft of the Mission Statement was presented. Mr. Tingey asked the Council Members for their input and stated that there were various language alternatives.

The Council took a short break.

Mr. Tingey led a discussion regarding the strengths of the community. Council Member input included geographical location, parks and trails, economic diversity, and a good commercial tax base.

Factors determined to be weaknesses were identified and included trail connectivity, the lack of trails, a dog park, a senior center, walkability, and open space, funding mechanism challenges, lack of affordable housing, and road conditions.

Mayor Peterson emphasized that representing the City provides opportunities to be more transparent, efficient, effective, and productive. Modifications to the City Code were described. Mr. Tingey explained that they include pursuits staff will be moving forward on.

Strategic initiative options were next discussed Mr. Tingey encouraged various pursuits for the coming year. Six broad categories with initiatives were described. The Capital Improvement Plan for the City was determined to be a priority. Mr. Tingey reported that a collaborative budget process and Compensation Committee was moving forward.

5. Policy Priority Discussion and Decision.

Strategic initiative options were identified. Mr. Tingey encouraged input from the Council on pursuits for the upcoming year. He described the following six broad categories with initiatives for each:

- Operational and Code Revisions;
- Public Safety;
- Land Use Planning, Redevelopment, and Transportation;
- Budgeting Capital Improvements and Compensation;
- Sustainability and Environmental Initiatives; and
- Parks, Trails and Open Space.

Land use planning, redevelopment, and transportation issues were discussed. Mr. Tingey emphasized that road improvement funding is a major issue and must be a priority.

Council Member Shelton stated that they have yet to finalize the results of the road survey. Those who were paid to complete the survey presented results that contradict staff's opinion. A Citizen Committee was formed but a report had not yet been presented. Mayor Peterson confirmed that they never received the final report, but what they have as a result of the work performed was somewhat of a compromise.

Mr. Tingey stated that from a Redevelopment Agency perspective and wanting to have more say in terms of land use processes in development of the gravel pit, he suggested looking at a Community Reinvestment Plan for the area. He explained that the challenge with the gravel pit is its size. Two options included purchasing the property or creating a Redevelopment Area and becoming an investor, which shapes what happens on the site. If the City does nothing, they have land use control. With areas such as Fort Union, the City can provide incentives such as tax increment to help revitalize the area.

Council Member Mikell stated that there are multiple other agencies involved with the gravel pit and encouraged the City to take the lead and work on funding with the Legislature over the next several years. Funding options were described.

Accessory Dwelling Units and the rewrite of the Planned Development District (PDD) were prioritized.

Mr. Tingey asked for Council input regarding land acquisition and whether they want to pursue investigating the implementation of a Storm Water Utility Fee. Reviewing the fee schedule was also suggested. Individual fees in the City were discussed at length.

Mayor Peterson emphasized the importance of an Open Space Plan and believed that if the issue is not addressed now, they will regret it for generations to come.

Mr. Tingey itemized issues within the City and requested that the Council continue to provide input and clarification on their priorities. Council Member Bruce stated that big ticket items such as roads and police do not need prioritization.

Mayor Peterson stressed the importance of citizen concerns with quality of life issues. The lighting ordinance is of value to the City along with sustainability and resolution, bike lanes, and a Tree Replacement Ordinance. All were issues he would consider immediately.

Council Member Shelton expressed concern that a Tree Replacement Ordinance will impose costs in the form of enforcement and staff time. Council Member Bruce suggested copying a surrounding City's ordinance to eliminate write up costs.

Mr. Tingey worried about staffing a Sustainability Committee, particularly if meetings are held in the evening. He noted that ordinances take time even if they are modeled after another community because they still need to be fine-tuned.

The Council next discussed parks, trails, and open space issues. Mayor Peterson stated that Salt Lake County has a County-wide Dog Park Master Plan. The Parks and Open Space Committee will look at various alternatives and return with a recommendation for future consideration. The Y2 Analytics Dog Park is always at the top and they will investigate the costs and what the options are.

Emergency service priorities were next reviewed. Council Member Bruce suggested a liaison be available to facilitate conversation between the Police Department and the public. She believed doing so would heal the divide within the community.

Council Member Bracken shared his feelings regarding liability if the issue is significant enough to warrant that type of interaction. He believed that as small as the Cottonwood Heights Police Department is, it allows for a lot of direct communication. He commented that a clear majority are happy with their performance and balance where they are focusing their efforts.

Council Member Shelton encouraged citizens who may have concern with the Police Department to share those feelings with their representative.

Mr. Tingey next presented the Fire Wise Program. He explained that it is a program that assists and prepares residents along the benches for fires. He confirmed that they will evaluate options with UFA and the potential to add a fourth firefighter. Council Member Shelton explained that they discovered that UFA has the funds and ability to implement the program.

6. Final Input and Feedback.

Mr. Tingey revisited the items discussed and confirmed those that were prioritized. He reviewed those that would need additional discussion or action.

Council Member Mikell asked if the items not identified as a priority could be brought back later. It was confirmed that they could.

Mayor Peterson expressed gratitude to Mr. Tingey for his work and for his ability to get through all of the provided information in such a short period of time. He stressed that prioritizing items does not close the door to opportunities going forward. There is guidance and direction as the City moves forward and meets with departments providing an action schedule for the coming year. He reported that they met with the Audit Committee and the independent auditors who reviewed the audit from the last fiscal year. It was an excellent audit review with only minor adjustments.

7. Adjourn.

MOTION: Council Member Shelton moved to adjourn the Strategic Retreat Meeting. The motion was seconded by Council Member Bruce. The motion passed with the unanimous consent of the Council.

The meeting adjourned at 6:19 p.m.

I hereby certify that the foregoing represents a true, accurate and complete record of the Cottonwood Heights City Strategic Retreat held Tuesday, December 11, 2018.

Teri Forbes

Teri Forbes
T Forbes Group
Minutes Secretary

Minutes Approved: January 8, 2019