

MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION HELD TUESDAY, MARCH 21, 2017 AT 6:00 P.M. IN THE COTTONWOOD HEIGHTS CITY COUNCIL CONFERENCE ROOM LOCATED AT 2277 EAST BENGAL BOULEVARD, COTTONWOOD HEIGHTS, UTAH

Members Present: Councilman Mike Shelton, Councilman Mike Peterson, Councilman Tee Tyler

Staff Present: City Manager John Park, Assistant City Manager Bryce Haderlie, City Attorney Shane Topham, City Recorder Paula Melgar, Community and Economic Development Director Brian Berndt, UFA Fire Chief Mike Watson, Finance Director Dean Lundell, Police Chief Robby Russo, Public Works Director Matt Shipp, Public Relations Specialist Dan Metcalf, Emergency Manager Mike Halligan

Excused: Mayor Kelvyn Cullimore, Councilman Scott Bracken

WORK SESSION

In the absence of Mayor Kelvyn Cullmore and Mayor Pro Tempore, Scott Bracken, Councilman Mike Peterson called meeting to order.

1.0 Emergency Management Update.

1.1 Emergency Manager, Mike Halligan, reported on the Flooding Plan and Earthquake Preparedness efforts. He stated that in the event there is flooding and a call for help goes out, volunteers are asked to report to two specified command locations where supplies and direction will be provided. This type of direction will help keep people safe. Mr. Halligan indicated that there has been a flyer that has gone out to the public identifying meeting locations. He noted that at this point, the weather has been beneficial to keep flooding at bay.

1.2 Mr. Halligan reported that following the last two Community Emergency Management Meetings, it was determined that the teams are ready for floods. If more than two command center locations are needed, more will be added. There is a minor concern with Big Cottonwood Creek, but both the County and City are monitoring the situation. There are 20,000 sand bags available for use, a portion of which are being filled now with more available to be filled as necessary. Additional sand bags can be requested from other agencies as needed. Because the bags are biodegradable and deteriorate quickly once they are exposed to the sun, they do not want to fill them too soon. Mr. Halligan was watching the weather forecast and if flooding events occurs, they will be ready to go. The Utah Great Shake Out, the annual earthquake preparedness event, is coming up and the City will be participating in the event.

2.0 Public Relations Report.

2.1 Public Relations Specialist, Dan Metcalf, informed the City Council of the following recent events:

- Fox 13 News - High speed chase through the Salt Lake Valley

- KSL 5 - Human remains found in Death Smith Canyon by two hikers. Investigators are looking for the identification of skeletal remains.
- Newsletter has been finalized and will be sent to the Mayor and City Council for proof reading.
- Website is being updated with recent events.
- Mr. Metcalf will be presenting at the Utah Municipal Clerks Association Meeting. His presentation will focus on social media and the importance of following policy regarding social media.

3.0 Planning and Economic Development Report.

3.1 a. Death by Chocolate.

3.1.1 Economic Development Director, Brian Berndt, reported on the Death by Chocolate event. He reported that there was a great turnout and participation from vendors. The event was a success. Mr. Berndt planned on having more vendors and even greater attendance next year. In 2018, the date will be Valentine’s Day with media coverage expected.

3.2 b. Fort Union Master Plan.

3.2.1 No discussion. The matter was to be put on the agenda for discussion next week.

4.0 Administrative Services and Planning and Economic Development Budget Review.

4.1 Finance Director, Dean Lundell, discussed the budget and reported that it has not changed much since last year. He prepared and presented reports for the City Council that show a breakdown of allocation of personnel costs separate from operations costs and presented reports to show the budget broken down by “Budget by Categories” and “Budget by Function”. A copy of the handouts is attached and incorporated into these minutes this reference.

4.2 Mr. Lundell reported on Workload and Accomplishments. He stated that the efforts of Economic Development staff have been very successful in attracting new business and keeping established businesses in the community. A copy of the handouts is attached and incorporated into these minutes this reference.

4.3 Mr. Lundell reported on Goals and Objectives. He identified an increase in building permits and briefly touched on goals from the previous year. Upcoming goals included increasing promotional events for businesses, increasing Boot Camp Programs, seeking grant resources for the Wasatch Boulevard Study, updating the zoning and subdivision ordinances, and implementing the Fort Union Plan. He noted that the City Council will be updated as the projects develop. Mr. Lundell also addressed updating the Strategic Plan, the Economic Development Plan, promoting tourism, and City branding. A copy of the handouts is attached and incorporated into these minutes this reference.

4.4 Assistant City Manager, Bryce Haderlie, reported on previous goals and objectives. There was discussion on customer service trainings, reducing accidents for employees, and handling employee accidents in a more efficient manner. Defensive Driving Training will be offered

for employees. There was discussion about Use of Building Policy for the New City Hall and revenue compared to costs.

5.0 Public Works Report.

5.1 Public Works Director, Matt Shipp, reported on the following Public Works projects from the past week.

- Phase II of the Public Works Yard Upgrade was going well. Photographs of the project were presented.
- Flood preparations were ongoing.
- Street clean-up was continuing.
- Water Utilities - The City is coordinating with Cottonwood Improvement District; public meetings scheduled.

6.0 Public Safety Reports.

6.1 a. Unified Fire Authority.

6.1.1 1. Report on the UFA Board Meeting – Chief Watson.

6.1.1.1 UFA Assistant Chief, Mike Watson, provided an update on the Unified Fire Authority Board Meeting including safety issues with Camp Williams. The Board discussed preparation of the Fire Authority's mission, vision, and values statements. The Board also discussed the upcoming Reduction in Force and reorganization efforts.

6.2 b. Police Department.

6.2.1 Chief of Police, Robby Russo, reported on recent police activity, including an accident involving a 15-year-old child near school property, who is recovering in the hospital. He also reported on a human skeleton that was recently discovered. The Chief had received positive comments from the public regarding response times.

6.2.2 Chief Russo discussed staffing needs. He reported that POST Training for the new recruit was nearly complete. Two more recruits would be starting in April.

7.0 City Manager/Assistant City Manager Report.

7.1 a. New City Hall Report.

7.1.1 City Manager, John Park, discussed the punch list, including door issues, HVAC issues, leaks in the roof, and cracks in the wall of Police Department. Each of the issues was being addressed.

7.2 b. Review of Staff Communications.

7.2.1 A new intern was coming on board and will be introduced to the City Council at a future meeting.

8.0 Mayor/City Council Reports.

8.1 a. Valley Emergency Communications Center – Councilman Shelton.

8.1.1 Councilman Mike Shelton reported that call volumes were down slightly. He noted that the assessment will increase by 1.4%.

8.2 b. Old Mill HOA Meeting - Councilman Mike Peterson

8.2.1 Council Mike Peterson reported that the residents were very pleased with the City’s response to snow removal. There was one complaint received about the gravel pit but other residents quickly reminded the person complaining that there was a number to call to complain. It was reported that traffic along Fort Union and Wasatch Boulevards is a problem, especially on holidays and ski days. There were no complaints received regarding flooding.

9.0 Calendar of Events.

9.1 Councilmember Schedules for the following week were as follows:

- a. March 23 – 5:30 p.m. until 7:30 p.m. – Business Boot Camp: *Why Startup Companies Fail*
- b. April 5 – 12:00 p.m. until 1:00 p.m. – New Business Luncheon.
- c. April 5-7 – ULCT Meetings in St. George.
- d. April 15 – 10:00 a.m. until 12:00 p.m. – Easter Egg Hunt at Butler Park.
- e. April 20 – 5:30 p.m. until 7:00 p.m. – Business Boot Camp: *Photography for Business.*

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

10.1 Councilman Tee Tyler motioned to close the meeting to discuss property acquisition. Councilman Mike Peterson seconded the motion. The motion passed unanimously. The meeting was closed at 9:08 pm. The closed meeting adjourned at 9:24 pm. The regular meeting was reopened.

11.0 ADJOURN

11.1 MOTION: Councilman Tee Tyler moved to adjourn. Councilman Mike Petersen seconded the motion. The motion passed with the unanimous consent of the City Council.

11.2 The Work Session adjourned at 9:24 p.m.