

MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL **WORK MEETING** HELD **TUESDAY, AUGUST 2, 2016 AT 6:08 P.M.** IN THE COTTONWOOD HEIGHTS CITY COUNCIL CONFERENCE ROOM LOCATED AT 1265 EAST FORT UNION BLVD., SUITE 250, COTTONWOOD HEIGHTS, UTAH

Members Present: Mayor Kelvyn Cullimore, Councilman Scott Bracken, Councilman Mike Shelton, Councilman Mike Peterson, Councilman Tee Tyler

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

**6:00 p.m.**      1.      **Canyons School District**

*Ms. Amber Shill with Canyons School District, was double scheduled and will report to City Council at the Work Session of Tuesday, August 9<sup>th</sup>, 2016 at 6:00 p.m.*

2.      **Butlerville Days Report**

City Council will received a report on the 2016 Butlerville Days activity from the Butlerville Days Committee: Mr. Kris Monty, Ms. Jamie Jackson and Ms. Ann Eatchel.

Council and Commission Chair, Mr. Monty, discussed what worked and did not work during the Butlerville Days celebration, and what could be improved on. Some of the issues discussed was the grass being too dry.

The finale did not go quite as planned, it still worked and people did not notice, it just started earlier than planned.

Last act on the stage was very enjoyable, according to City Manager, Mr. John Park.

Councilman Mike Peterson asked how the financial side did. Ms. Eatchel explained that the Friday night did better financially than last year; about \$600.00 better.

Councilman Tee Tyler reported that he heard that the lines for the inflatables were long and the price for the tickets was high.

Mr. Park explained that he would like to find a sponsor for the inflatables.

Ms. Eatchel suggested lowering the price on the wrist bands and having a sponsor for the rest of the cost.

Councilman Tee Tyler asked how to get parade vehicles going slower and those walking going faster. Ms. Eatchel explained that it is all in the placement and that they are working on a better plan for next year.

Mayor Cullimore felt inflatables entrance was not being enforced correctly. Kids were getting on inflatables without paying.

Councilman Tyler asked how to make parade flow without big gaps; cars were going fast and people were walking slowly. Ms. Ann Eatchel, Events Coordinator, explained that they are working on it and she is working on different ideas.

Mr. Dan Metcalf, Public Relations, explained that maybe moving speakers from food tents closer to performers will allow public to move closer to performers. Ms. Eatchel, explained that the intention was for the music to be heard all over the park, not just by performers; and performers understand that.

Mayor Cullimore asked if there was anything to report from Police Chief Russo and Assistant Fire Chief Watson. There were three ambulance transports. It was suggested that next we ought to plan on more medics; medics kept being called out on other calls.

Committee reported that the pie eating contest went well and it was fun.

Councilman Tee Tyler mentioned that Friday night was very relaxing and he did not hear any negative comments on the celebrations.

Youth City Council got recognized by Committee for all the hard work they did helping out. Councilman Scott Bracken suggested having gloves and extension trash pickers to help pick up trash from the floor.

The committee is just now wrapping up and gathering ideas of what may improve Butlerville Days, next year. Mayor Cullimore expressed interest in receiving a report on the Committee wrap-up ideas.

City Council thanked the Committee for all their hard work and a very successful celebration.

Ms. Ann Eatchel presented a short video on Wasatch Kids Camp, *Jump for Joy* skydiving of July 1, 2016 at the Cottonwood Heights Recreation Center.

3. **Public Relations Report**

Public Relations Specialist, Mr. Dan Metcalf, reported on media coverage of the city and city events, such as:

- Fox13 News at Five 8-1-2016 at 5 p.m. – Skydivers from Jump for Joy
- KSTV 2 News at Noon 8-1-2016 – Report on 7 Brides for 7 Brothers

Mr. Metcalf informed City Council Members on who will need to write an article for what issue. Assistant Fire Chief Watson’s report for newsletter is due next week.

City Manager, Mr. John Park, remarked that the new City Hall ribbon cutting will be promoted in the newsletter

4. **Public Works Report**

a. Public Works update.

Mr. Matt Shipp, Public Works Director, reported on public works projects from this past week including plans for projects by UDOT on Wasatch Blvd including improvements at the Wasatch Blvd and North Little Cottonwood Canyon Road intersection.

Still getting ready, getting equipment and going through interviews. Some offer letters are being prepared. Some job announcements are going to be re-advertised this Sunday and leave jobs as “open until filled”.

Mayor Cullimore asked if new employees need to have a CDL. Mr. Shipp clarified that new employees need to have a CDL or be able to get a CDL within 3 months of employment.

Councilman Bracken asked about the current employees progress in getting their CDLs. Mr. Shipp reported that it is going really well that employees have passed their physical and written exams.

Councilman Tyler reported that signs have gone up at Wasatch. Mr. Shipp is working with Wasatch Construction and UDOT on the future road closure.

Mayor Cullimore asked about a sign at Fort Union Blvd for “road work ahead”. Mr. Shipp is not aware but will find out.

Mayor Cullimore expressed frustration on the transportation agreement with Salt Lake County and how County is asking the agreement to be fulfilled, which does not seem to be in accordance with the agreement’s language. County is asking for proof that projects have been completed and paid before County reimburses for the projects.

b. Update on Transitioning Public Works

Mr. Matt Shipp, Public Works Director, updated the Council on the transition providing public works including plans for the new public works yard on 3000 East. Mr. Bryce Haderlie, Assistant City Manager, updated the council on recruiting efforts for public works positions.

City Manager, John Park, reported on new trucks acquired. A 10 wheeler from Seattle; year 2000 with 10,000 miles on it. Also a truck from Indiana truck that is the equivalent of a 650 Ford; can be used in the winter for plowing and in the summer for patching and other projects. Mr. Shipp thanked Mr. Martinez for his efforts in finding these vehicles.

Assistant City Manager, Mr. Haderlie, explained the costs and considerations going through the budget. Mr. Park and Mr. Haderlie agreed to meet, go through the budget and report back to Council.

Mr. Park reported that the Salt Storage will be ready by the end of October; meanwhile the utilities and trailers will be going in.

5. **Planning and Economic Development Report (15:00)**

a. Review of Zoning Codes

Mr. Brian Berndt, Economic & Community Development Director, will review some proposed text changes to zoning description code. Mr. Brian Brendt explained that this does not any language, it just moves the definitions from the text to a definitions session.

Mayor Cullimore asked if this is more of formatting issues. Mr. Berndt confirmed and Mr. Shane Topham, City Attorney, confirmed that definitions are being brought in from different parts of the code and being capitalized or corrected but not changed.

Mr. Berndt asked if Council if they were expecting a report on signs. Mayor Cullimore clarified that they were referring to the on premises signs. Mr. Brian Berndt will start preparing a report on what can and should not be allowed with on premises signs.

b. Community Development Activity Report

Staff led a discussion on the status of active development projects in the City:

- Home Day Care – under home occupation requesting up to 12 students (at the corner of Cloverdale and Meadow Downs).
- Dental office is on final phases of permit.
- The Ram building is trying to get utilities that need reengineering.
- Old veterinarian – public use – neighbors were notified.
- Two minor subdivisions in District 2.

- Willow Creek Pet Center sign was approved with restrictions to make it similar to the city sign.
- District 3 nonconforming building use was approved by Board of Adjustment.
- New Dental Office on Highland Drive was approved.
- Apartments are on phase III to make application with a conforming plan.
- City Hall – Mr. Park will report on it
- Summer Hill Daycare appeal is scheduled for Thursday at 6 p.m.
- Alpha Coffee got approved.
- Canyon Center - Bamboo Restaurant is approved and should get permit soon.
- Sutton Subdivision is being done half and half done within county property. Subdivision is not required to build a park.
- Councilman Tyler asked about Honeycomb Road, which parallels Wasatch; if it is vacant at the Northern end or Southern end.

Mayor and Council led a lengthy discussion on home occupation businesses and the many facets of what is being considered and if these will affect future home occupation businesses.

- Oak Creek Hills subdivision is withdrawing because UDOT is not giving them use.
- Canyon Center phase I – agreements have been send to County. Developer agreement with City is being developed. Everything in phase I and II have been sold.
- David Weekly issuing permit. Homes are being built. Mayor Cullimore explained that through conversations with the neighbors – buildings are permitted to go up three story – 50% below grade levels do not count as stories. Original grade, cleared out, and change the grade and now it is all out and not in the dirt. Their advertisement reads 4 stories. 17 buildings with 12 are under construction or under revision. 6 buildings were approved for the three stories.

Mr. Park reminded council that zoning can be changed and council does have control over what will happen.

- Giverny is having a storm water issue and are delayed. Lawsuits have been resolved. The plat is not recorded and geotechnical is being discussed.
- Business Friendly Initiative – making sure processes are business friendly.

- Cornerstone landscaping and parking lot– parking was not reviewed because building was approved first but parking came in after, staff assumed Mr. Berndt had reviewed it and passed it. It does not change the conditional use permit but the traffic impact is different. The additional traffic impact will be taken to the planning commission. Mr. Berndt will be overseeing landscape to make sure it is done correctly. The buildings are leased by 70% and the demand for more parking is due to the leases.

Councilman Peterson mentioned the whole for the parking is deeper than it needs to be. Mr. Berndt clarified that is due to stabilization. Mayor Cullimore asked if regular meetings should be held. Mr. Berndt stated that developer has met with residents and answered questions, answered calls at all times of the day.

## 6. **Public Safety Reports**

### a. Unified Fire Authority

Assistant Fire Chief Mike Watson reported on events of the week. Update II – strategic plan presentation was given at UFA. Group of 14-16, leader of project, internal lead will be Fawcett. Plan will be worked on for several months. New position descriptions are being developed and are being looked at by HR.

Mayor Cullimore stated that UFA is moving very aggressively towards very strongly restructuring that will make sure UFA is managed well.

Chief Watson reported that the fire east of East Millcreek Golf Course was controlled quickly.

### b. Police Department

#### 1. Tour of Utah

Chief Russo reported on the portion of the Tour of Utah that comes through Cottonwood Heights. The Tour will be coming through with team and support vehicles. Wasatch blocked for 2 hours, starting at 1:30 pm.

#### 2. Police Awards Banquet

Chief Russo informed Council on the Banquet which is scheduled for August 24<sup>th</sup>. Chief Russo reported on plans for the banquet, including the attendance of former Miss Utah.

Councilman Peterson asked about the new officers. Council Members were very impressed with them at the Butlerville Days. They were interacting with everyone very well. Chief Russo is very pleased with his police force.

Mr. Paul & Mrs. Melinda Hansen threw a neighborhood party and invited PD officers and their families. 35 to 40 officers showed up with their family and interacted with the neighbors. All the neighbors showed up and greeted officers.

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

a. New City Hall Construction Report

City Manager, John Park, provided Council with a progress report on the new City Hall.

Mr. Park explained that there is a moisture problem, but that Mr. John Rich stated that he has built hospitals with that pouring in it. Mr. Rich explained that on water base the water that comes through a crack can affect the adhesive; all one does is take a syringe full of glue and glue back the carpet.

Mr. Park reported that the completion schedule is really important and is really tight.

On the weekly update photos, Mr. Park explained about the plaza; that the soffit is all done in the front; all the networking wires are in; ceiling in the multi-purpose is done, clean and sound proof; the ceiling on the council chambers is complete; outside of columns has a lot of space for birds and those are being looked at for solutions to keep birds away. Mr. Park discusses structural soil with Councilman Tyler and explained that the corrugated pipe will provide water to trees.

b. Review of Staff Communications to keep

*(Each week staff provides informational reports from each department to allow City Council a method of keeping up on the day to day activities of the City. This report is available on the internet at [www.ch.utah.gov](http://www.ch.utah.gov). This agenda item is set aside to allow Council members to ask questions or for staff to bring Council up to date if any changes have occurred since the report was made.)*

Councilman Bracken asked about parking lot light fixtures. Mr. Haderlie explained that those are designed to be on, on alternate light banks. There will be a lot of control over when the lights are on off and city will experiment to see what works and what doesn't.

Mr. Park stated that contractor should have contacted the neighbors and that this will be brought up at the next meeting with the contractor. Council thanked Mr. Haderlie for his prompt response to concerned neighbors.

Ribbon Cutting Committee is to put together a meaningful event to dedicate the new city hall building. Their first meeting is tomorrow at 6:00 p.m.

8. **Mayor/City Council Reports**

Mayor Cullimore reported on his interview: Three points were made: 1. Public Safety issues; 2. Operating within the Law; and 3. Fire Department was the one who gave city the information.

9. **Calendar of Events**

Councilmember Schedules for the next week/ 2016 Calendar

- a. August 4- 6 – Annual City Play “Seven Brides for Seven Brothers”
- b. August 12 – Movie in the Park at Bywater Park
- c. Aug. 13-Sept. 2 - Area cleanup dumpsters from Wasatch Front Waste and Recycling District will be delivered to neighborhoods
- d. August 17 – Teacher Recognition Luncheon – noon to 1:30; City Hall
- e. August 17 – VIP Tour of New Butler Elementary; 6:30 p.m.
- f. August 18 – Ribbon Cutting at Butler Elementary; 5:30 p.m.
- g. August 20-31 – “Bites in the Heights” Tasting Tour
- h. August 24 – Start of School
- i. August 24 – CHPD Awards Banquet; 6 p.m.
- j. August 30 – No City Council meetings
- k. September 10 – Big Cottonwood Canyon Marathon
- l. September 14-16 – ULCT Fall Conference
- m. September 29 – City Hall Grand Opening & Ribbon Cutting - 4:00 pm
- n. October 12 – The Union Cemetery visit at 6:30 p.m.

Motion to Close Meeting by Councilman Tee Tyler  
Seconded by Councilman Mike Peterson  
All “Aye”

Closed Meeting started at 9:33 p.m.

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

Motion to Return to and Adjourn Work Meeting by Councilman Tee Tyler at 10:38 p.m.  
Seconded by Councilman Mike Peterson  
Unanimous decision.

10. **ADJOURNED at 10:39 p.m.**