

1 **MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION HELD**  
2 **TUESDAY, JUNE 7, 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 Pro Tem Scott Bracken, Councilman Mike Shelton, Councilman Mike  
7 Peterson, Councilman Tee Tyler

8  
9 **Staff Present:** City Manager John Park, City Attorney Shane Topham, City Recorder Linda  
10 Dunlavy, Community and Economic Development Director Brian Berndt,  
11 Finance Director Dean Lundell, Police Chief Robby Russo, Public Works  
12 Director Mike Allen, Assistant Fire Chief Mike Watson, Public Relations  
13 Specialist Dan Metcalf  
14

15 **Excused:** Mayor Kelvyn Cullimore  
16

17 **WORK SESSION**  
18

19 In the absence of Mayor Cullimore, Mayor Pro Tempore Scott Bracken called meeting to order and  
20 welcomed those in attendance.  
21

22 **1.0 Canyons School District Board Update – Nancy Tingey.**  
23

24 1.1 Canyons School District Board Member, Nancy Tingey, updated the Council on current evens  
25 within the District.  
26

27 1.2 Ms. Tingey reported on the recent Brighton High School graduation and thanked the Mayor  
28 for attending and representing the City. The event was reported to have gone as planned.  
29 Some of statistics of the graduating class were shared with the Council as well as the  
30 achievements of the students.  
31

32 1.3 The District budget was discussed. Ms. Tingey stated that there would be a 3% increase in  
33 the State Public Education Fund. There was a State funding increase as well as other increases  
34 in revenue sources. As a result, the District would be offering a cost of living increase and  
35 implementing other benefits for employees. The budget was to be voted on at the next District  
36 meeting.  
37

38 1.4 Student enrollment was discussed as well as the significant increase in the number of new  
39 students enrolled for next year. Ms. Tingey reported that the District had seen enrollment  
40 numbers increase by 200 to 300 students, which outpaced all districts in the Salt Lake County  
41 area.  
42

43 1.5 An update on Butler Elementary School was given along with the timeline of construction on  
44 the new building. There will be a ribbon cutting ceremony for the new building on August 18  
45 with a VIP tour offered on August 17.  
46

1 **2.0 Public Relations Report.**

2  
3 2.1 Public Relations Specialist, Dan Metcalf, reported on the media coverage of City events over  
4 the past week.

5  
6 2.2 He gave an update on the most recent City newsletter in which there was a four-page spread  
7 dedicated to the Butlerville Days event.

8  
9 2.3 The Employee Satisfaction Survey was discussed as well as the status of the review of the  
10 results. The results of the study would be forthcoming and available to the Council in the near  
11 future.

12  
13 2.4 The Citizens Dashboard was reported to be up and running. The hope was to have the kinks  
14 worked out in the next few days. Staff training on the latest software would take place in the  
15 coming weeks.

16  
17 2.5 Mr. Metcalf presented a newspaper article that centered around a toll booth type system to use  
18 Big Cottonwood Canyon.

19  
20 2.6 A media clip was shown about a door-to-door security system and shady tactics sales people  
21 were using to sell the systems to elderly residents to replace already functioning security  
22 systems in homes.

23  
24 2.7 There was a report of a disgruntled employee who went on a rampage crashing his vehicle  
25 into cars and eventually hitting a police sub-station in Cottonwood Heights. The man was  
26 finally apprehended when he went to the home of his former boss and assaulted him and his  
27 wife with a crutch.

28  
29 2.8 Mr. Metcalf showed two clips about a recent murder. The first clip showed Cottonwood  
30 Heights Police asking for the publics help apprehending a murder suspect. The crime was  
31 reported to have occurred in a different vicinity but evidence ended up in Cottonwood Heights.  
32 The second clip was a report showing that the murder suspects had been apprehended. It was  
33 a Salt Lake City Police case even though the report mentioned the case being in Cottonwood  
34 Heights.

35  
36 2.10 A news report regarding glass recycling indicated that Wasatch Waste and Recycling and  
37 Momentum Recycling would be teaming up to make curbside glass pickup more convenient.  
38 The cost would be \$8.00 per month for the service and participants would receive a special  
39 glass recycling bin.

40  
41 2.11 A Fox News report expounded on dangerous highway conditions the holidays present. The  
42 Utah Highway Patrol reported that the next 100 days would be the deadliest of the year. The  
43 primary reasons for the deaths were due to children being out of school, families traveling  
44 more, increased speeding, underused seatbelts, and driving under the influence.

45  
46 2.12 Another report discussed a new law designed to reduce assaults on medical professionals. The  
47 new law was intended to send a message to the public that assaulting a medical professional  
48 was a felony similar to assaulting a police officer.

- 1  
2 2.13 A fire in Cottonwood Heights was reported along with the circumstances surrounding it. One  
3 of the issues was that the fire hydrant in front of the burning home was broken. A secondary  
4 water supply was required to help extinguish the fire. The cause of the broken hydrant was  
5 under investigation. Assistant Fire Chief Watson reported that the fire was an accident  
6 attributed to chicken that was left frying on the stove when the residents left the home.  
7
- 8 2.14 Other events discussed by Mr. Metcalf included Movies in the Park, Butlerville Days, the City  
9 play, and the new City Hall building ribbon cutting.  
10
- 11 **3.0 Public Works Report.**  
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- 13 3.1 Public Works Director, Mike Allen, reported on Public Works projects for the past week.  
14
- 15 3.2 Terracare was reported to be out patching potholes and repairing areas of bad asphalt. The  
16 road crews were also reported to be maintaining weeds and trees in the City's road rights-of-  
17 way. Crews were also working on razing manhole covers throughout the community.  
18
- 19 3.3 Mr. Allen addressed a proposal Recreation Center representatives brought up involving  
20 putting automatic locks on restrooms. The cost of installing locks and how they would impact  
21 the community were discussed.  
22
- 23 3.4 Mr. Allen addressed an issue raised by a citizen requesting a walkway be closed off to foot  
24 traffic near Siesta Drive to help deter crime.  
25
- 26 **4.0 Planning and Economic Development.**  
27
- 28 **4.1 a. Planning Commission Meeting.**  
29
- 30 4.1.1 Community and Economic Development Director, Brian Berndt, reviewed items of concern  
31 currently before the Planning Commission.  
32
- 33 4.1.2 Mr. Berndt reported on the recent Planning Commission training given by the County Property  
34 Ombudsman.  
35
- 36 4.1.3 Another item discussed at the Planning Commission Meeting was the Fort Union project. The  
37 latest Fort Union plan was downloaded to the City's website for the community to view and  
38 make any remarks or suggestions on.  
39
- 40 4.1.4 Two public hearings were held at the last Planning Commission meeting, which included  
41 Beckstrand Associates' temporary parking lot and the latest Code text amendments.  
42
- 43 **4.2 b. Monthly Development Activity Report.**  
44
- 45 4.2.1 Mr. Berndt reported on an old nursery school on Highland Drive that was being demolished.  
46 A dental office was being built in its place.  
47

1 4.2.2 The Summerhill Drive Day Care/Preschool was being appealed by the neighbors and would  
2 be discussed by the Board of Adjustment in July.

3  
4 4.2.3 Mr. Berndt addressed the Commission's review of the parking structure at the Canyons Center  
5 and how the plans had been approved. All that was needed for the developer to begin  
6 construction was a building permit.

7  
8 **4.3 c. Mountain Accord Meeting.**

9  
10 4.3.1 Mr. Berndt reported that he attended the June 1 Mountain Accord Meeting and stated that the  
11 latest developments included an interlocal agreement discussion and the premise behind it.

12  
13 4.3.2 City Manager, John Park, attended the June 6 Mountain Accord Meeting and reported that the  
14 meeting addressed primarily how the Mountain Accord would function administratively going  
15 forward.

16  
17 **5.0 Finance Department.**

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19 **5.1 Discussion of Final Adjustments to the FY2017 Proposed Budget and the FY2016**  
20 **Amended Budget.**

21  
22 5.1.1 Finance Director, Dean Lundell, reviewed the upcoming budgets in preparation for the public  
23 hearing to be held on June 14, 2016.

24  
25 5.1.2 Mr. Lundell identified changes to the budget that would be of interest to the Council. The two  
26 changes were the Mountainview Park improvements being moved from the 2017 budget to  
27 the 2016 budget and the Creek Road resurfacing estimate being reduced since the actual cost  
28 of the project would be lower than first thought. The next steps in the budget approval process  
29 would be a public hearing followed by a motion to adopt the budget before the Council on  
30 August 21.

31  
32 **6.0 Public Safety Reports.**

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34 **6.1 a. Unified Fire Authority.**

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36 6.1.1 Assistant Fire Chief, Mike Watson, reported on the events of the past week.

37  
38 6.1.2 There was a Cottonwood Heights house fire that was reported as well as a discussion of rising  
39 summer temperatures. Assistant Fire Chief Watson discussed the numerous wildland fires  
40 currently burning, not only in the Utah, but in neighboring states as well.

41  
42 **6.2 b. Police Department.**

43  
44 6.2.1 Police Chief, Robby Russo, brought to light noteworthy events of the past week.

45  
46 6.2.2 Chief Russo first discussed the short-term rental policies and the understanding of that policy  
47 by all in terms of his department enforcing the local regulations.

1 6.2.3 A Neighborhood Watch BBQ was planned with 300 people expected to attend. The Council  
2 Members were all invited.

3  
4 6.2.4 Two candidates were being interviewed for an officer opening, which would fill all the  
5 departments' vacancies.

6  
7 **7.0 City Manager/Assistant City Manager Report.**

8  
9 **7.1 a. New City Hall Construction Report.**

10  
11 7.1.1 City Manager, Mr. John Park, provided an update on the progress being made on the new City  
12 Hall building. The electronics including the phone system, hosting email, and the fiber optic  
13 connection in the building were discussed and how a Request for Proposals for those items  
14 would close the next day.

15  
16 7.1.2 Other construction items within the building were mentioned that included the exterior rock  
17 work, the Spanish hardwood flooring and other work-related items. The schedule with Layton  
18 Construction, current landlord lease termination, furniture, wall stain, decorative gates,  
19 fencing, clock tower and name plates were also discussed.

20  
21 7.1.3 Mr. Park was pleased overall with the way things were going and the status of construction  
22 with regard to the building schedule.

23  
24 **7.2 b. Review of Staff Communication.**

25  
26 7.2.1 There were no questions for staff by the Council and no concerns on the part of staff.

27  
28 **7.3 c. Update on Transitioning Public Works.**

29  
30 7.3.1 Mr. Park updated the Council on the transition from Terracare to the City self-providing all  
31 Public Works operations.

32  
33 7.3.2 Interviews were being conducted for a Public Works Director. A decision would be made  
34 soon.

35  
36 7.3.3 Assistant City Manager, Bryce Haderlie, reported on vendors who inquired about their order  
37 status. Some were upset about not being chosen as a supplier. Mr. Haderlie was confident  
38 that the rules were followed. The Purchasing Policies and Procedures were reviewed by staff.  
39 It was noted that they were being closely adhered to.

40  
41 7.3.4 Site planning for other City buildings was discussed and the options for those buildings. Mr.  
42 Park reported that his department was exploring all of the options and looking outside the box  
43 at all the potential solutions.

44

1 **7.4 d. Discussion of Interlocal Cooperation Agreement Providing for the Transfer of up**  
2 **to \$1,500,000 of Salt Lake County Transportation Funds to the City.**  
3

4 7.4.1 There was a short discussion on transportation funds the City could receive and what the funds  
5 could potentially be spent on. Councilman Tyler inquired as to whether they could be spent  
6 on roads. The Council concluded that the funds could be spent on anything having to do with  
7 transportation.  
8

9 **8.0 Mayor/City Council Reports.**  
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11 **8.1 a. South Valley Mosquito Abatement District Meeting – Councilman Tyler.**  
12

13 8.2.1 Councilman Tyler reported that the latest South Valley Mosquito Abatement District Meeting  
14 had not yet taken place. As a result, there was no report.  
15

16 **8.2 b. Association of Municipal Councils (AMC) - Councilman Tyler.**  
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18 8.2.1 Councilman Tyler reported that the Association of Municipal Councils Meeting had not yet  
19 been held. The above item was included on the agenda prematurely.  
20

21 **8.3 c. Jordan River Commission Meeting – Councilman Tyler.**  
22

23 8.3.1 Councilman Tyler reported that the most recent Jordan River Commission Meeting was  
24 canceled due to Laura Hansen being out of town during the scheduled meeting. The meeting  
25 was postponed.  
26

27 **8.4 d. Arts Council Meeting – Councilman Shelton.**  
28

29 8.4.1 Councilman Shelton reported on the most recent Arts Council Meeting. Mr. Berndt was in  
30 attendance to discuss a City Art Project involving the painting of power poles around the City.  
31 Plans for the project were going forward and the Arts Council was excited and very supportive  
32 of the project. It was noted that there could potentially be 29 poles involved in the art project.  
33

34 8.4.2 The City Play was discussed and preparations were being made to get the production  
35 underway. The cast had been chosen and practices were being conducted.  
36

37 **8.5 e. Recreation Center – Councilman Bracken.**  
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39 8.5.1 Councilman Bracken reported that the pickle ball courts were open, the lawn was aerated and  
40 fertilized, and pavilion reservations were currently being taken.  
41

42 8.5.2 Councilman Bracken discussed Mountview Park and how the grass was being torn up in  
43 certain places. Consideration was being given to replacing the natural grass with artificial turf  
44 in the worn-out areas which were primarily near the soccer goals. The Council thought that  
45 re-sodding the worn areas or moving the goals on a regular basis would be a better option than  
46 installing artificial turf.  
47

1 8.5.3 The Flag Football Spring League was over and was a great success. It was reported that the  
2 League was gaining popularity.  
3

4 8.5.4 The next Mountview Park, *Movie in the Park*, was to be held on June 17. The movie featured  
5 would be *Star Wars, The Force Awakens*. The Butlerville Days *Movie in the Park* would be  
6 the movie *Zootopia*.  
7

8 **9.0 Calendar of Events.**  
9

10 9.1 Councilmember Schedules for the following week were as follows:  
11

- 12 a. June 10 – Business Over Breakfast, City Hall Training Room, 7:30 a.m.
- 13 b. June 11 – Drop 13 Half Marathon and 5K.
- 14 c. June 17 – Movie at the Park at Mountview Park.
- 15 d. June 21 – CHBA Luncheon, City Hall Training Room, 12:00 p.m.
- 16 e. June 30 – Outdoor Living Fair, CH Recreation Center, 7500 South 2700 East,  
17 11:00 a.m. to 3:00 p.m.
- 18 f. July 6 – Movie in the Park at Mill Hollow Park.
- 19 g. July 22-23 – Butlerville Days.
- 20 h. August 12- Move in the Park at Bywater Park.
- 21 i. September 10 – Big Cottonwood Canyon Marathon.
- 22 j. September 14-16 – ULCT Annual Fall Conference.
- 23 k. September 29 – City Hall Grand Opening and Ribbon Cutting.  
24

25 **10.0 Closed Meeting to Discuss Litigation, Property Acquisition and the Character and**  
26 **Professional Competence of Physical or Mental Health of an Individual.**  
27

28 **10.1 MOTION:** Councilman Tyler moved to close the Open Session and open the Closed Session.  
29 The motion was seconded by Councilman Bracken. The motion passed with the unanimous  
30 consent of the Council.  
31

32 **11.0 ADJOURN**  
33

34 11.1 The Work Session adjourned at 8:05 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, June 7, 2016.*

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