

1 **MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION HELD**
2 **TUESDAY, MARCH 1, 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, Assistant City Manager Bryce Haderlie, City
10 Attorney Shane Topham, City Recorder Linda Dunlavy, Community and
11 Economic Development Director Brian Berndt, Assistant Fire Chief Mike
12 Watson, Finance Director Dean Lundell, Police Chief Robby Russo, Public
13 Relations Specialist Dan Metcalf, Public Works Director Mike Allen,
14 Terracare Representative Dave VanWagoner

15
16 **Others:** Valerie Nagasawa, Cassie Goff, Scott Henrickson, Jesse Allen, Chantel Nate,
17 Justin Stewart, Loren Gillam
18

19 **WORK SESSION**
20

21 Mayor Kelvyn Cullimore called the meeting to order and welcomed those in attendance.
22

23 **1.0 New City Hall Update.**
24

25 1.1 Jesse Allen, Valerie Nagasawa, and Scott Henrickson of GSBS Architects provided an update
26 on the sign out front of the plaza and landscaping around the top of the wall. They specifically
27 addressed the area between the fence and the current edge of the wall and around the building.
28

29 1.2 Mr. Allen provided a visual illustration to review the plaza landscape design. He pointed out
30 that the sprinklers near the building are on a drip system to prevent splashing on the windows.
31 He also identified an area where patches of sod were added. When combined with the
32 hardscape, it would provide an area where a large group of people could gather.
33

34 1.3 There was brief discussion on the height and width of trees and shrubs around the building.
35 Mr. Allen showed the back of the plaza and the doors coming out of the multipurpose space
36 on both the west and north side exit, onto hardscape areas. It was noted that the tree placement
37 would not be ideal to shade the area for an evening event. Mr. Allen proposed the addition of
38 two more trees. It was also suggested that canopies or tents be used.
39

40 1.4 Mr. Allen presented the design for the monument signs and stated that one will face east and
41 another will face south in front of the plaza. The signs are approximately 4 ½' tall with light
42 fixtures and constructed of concrete with an aluminum face. It was clarified that the signage
43 does not specify 'City Hall.' There was some discussion regarding changes to the materials
44 and design for the sign as well. It was determined that GSBS Architects will obtain a cost
45 estimate for granite.
46

47 1.5 It was reported that the Youth City Council received an extra donation and would like to use
48 the funds to add some sort of memorial to the plaza. Mr. Allen remarked that it is important

1 for the Council to determine both the criteria and the plan for what does or does not qualify.
2 A few suggestions for this and other memorials included trees, tables, benches, flag poles, and
3 signage in the Demonstration Garden.
4

5 1.6 There was discussion of the space between the retaining wall and the fence, next to the
6 neighbors on both the north and west sides of the building. It was reported that the three-foot
7 area will have mulch and the area on the north will have gravel; however, there is a sprinkler
8 connection in this location in the event landscaping is desired at a later date.
9

10 1.7 Last, it was reported that windows are currently being installed and the three week ‘Look
11 Ahead’ was emailed out. The steel was expected to be finished later in the week and
12 construction was on schedule.
13

14 **2.0 Legislative Update.**

15 **2.1 a. Legislative Policy Committee.**

16 2.1.1 The Council and Cottonwood Height City Lobbyist, Chantel Nate, discussed the following
17 bills or topics:
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19

- 20 • Big Cottonwood Canyon or Solitude annexing from Cottonwood Heights;
- 21 • Chief Ross’ discussion at the Legislative Policy Committee regarding Post;
- 22 • Thatcher’s bill is still in the Senate;
- 23 • HB-208 Tier II Retirement Amendments;
- 24 • HB-022 Civil Asset Forfeiture - Procedural Reforms;
- 25 • HB-251 Victim Advocate;
- 26 • HB-414 Zoning Amendments;
- 27 • HB-368 Short-term Rental Tax Amendments;
- 28 • HB-115 Beekeeping Modifications;
- 29 • HB-413 Falconry Amendments;
- 30 • SB-273 Declared Emergency Amendments;
- 31 • SB-259 Medical Cannabis Amendments;
- 32 • SB-196 Retail Bag Impact Reduction Program; and
- 33 • SB-115 Sustainable Transportation and Energy Plan Act.
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2 **2.2 b. SL County Caucus Meeting – Mayor Cullimore.**

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4 2.2.1 Due to the absence of the Mayor, the above item was not discussed.

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6 **3.0 Public Relations Report.**

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8 **3.1 a. Media Coverage.**

9
10 3.1.1 Public Relations Specialist, Dan Metcalf, reported on the following media coverage:

- 11
- 12 • Undetermined News Source –Trader Joes and Café Rio at 6980 South 1300 East were
13 evacuated due to a fire on the roof of the building. It was later determined that the fire
14 was caused by a welder.
 - 15
 - 16 • KSL 5 News – A large cabin near the Silver Fork Lodge in Big Cottonwood Canyon
17 was consumed by fire. The owner lives out-of-state and there were no occupants in
18 the cabin. It is currently being reported the loss is roughly \$3 million.
 - 19
 - 20 • Fox News – In response to HB-238, Opiate Overdose Response Act - Overdose
21 Outreach Providers and Other Amendments - Cottonwood Heights Police Department
22 was reported to be the first police department on the verge of arming their officers with
23 opiate antagonists. The department plans to forge ahead with or without State funding.
24

25 3.1.2 Mr. Metcalf provided the following updates:

- 26
- 27 • The newsletter was mailed today;
 - 28
 - 29 • The schedule for the Council Members newsletter message was reviewed;
 - 30
 - 31 • City Council Members were asked to think of ideas to ramp up publicity for the new
32 City Hall;
 - 33
 - 34 • Work was underway for the upcoming Shake-Up event;
 - 35
 - 36 • The videographer was finishing up the video from last year’s Butlerville Days;
 - 37
 - 38 • Cottonwood Heights will be working with the Wasatch Front Waste Public
39 Information Officer on their glass and other recycling programs; and
 - 40
 - 41 • A few bugs with Dashboard were still being worked out. Otherwise, it is going well.
42

1 **4.0 Public Works Report.**

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3 **4.1 a. Public Works Activity Report.**

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5 4.1.1 Justin Stewart reported on Public Works activities and stated that the majority of their time
6 the previous week was spent performing systematic pothole repairs. They are currently
7 looking for sod to use on scheduled turf repairs. Additionally, he informed the Council that
8 Dave VanWagoner had been hired as the new TerraCare Project Manager.
9

10 4.1.2 Mr. VanWagoner introduced himself and provided the Council with his work background.
11 He was confident and promised that the project would turn around. It was reported that
12 TerraCare brought Mr. VanWagoner in for the City to interview and perform their own
13 background check. He came highly recommended in his field.
14

15 **4.2 b. Update on the Fort Union/Highland Drive Intersection Widening Project.**

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17 4.2.1 The appraisals were received for the project, and the paperwork was turned into the Mayor.
18 Additionally, the necessary paperwork would be submitted to the Wasatch Front Regional
19 Council for the refund on the Corridor Preservation. Authorization was given to order the
20 power poles. The next major step was to acquire the property. It was anticipated that this
21 would be a 2017 event.
22

23 **4.3 c. Miscellaneous Public Works Updates.**

24
25 4.3.1 UDOT emailed the City advising they would be working on the bridges at I-215. There was
26 concern regarding the trail and they anticipate that they may need to shut it down under I-215
27 for a period of time. Additional information would be provided as details become available.
28 It was reported that Creek Road repairs were scheduled for the spring.
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30 **5.0 Planning and Economic Development Report.**

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32 **5.1 a. Planning Commission Meeting.**

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34 5.1.1 Community and Economic Development Director, Brian Berndt, reported that a Planning
35 Commission Meeting was scheduled for the following night. The following items were on
36 the agenda:
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38 Public Hearings:

- 39
- 40 • Bicycle and Urban Trails Master Plan;
- 41
- 42 • Canyon Centre Phase 3 Site Plan Amendment, Bambu Restaurant CUP; and
- 43
- 44 • Kesler Map Amendments and Development Agreement.
45

1 Action Items:
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- 3 • City-Initiated Mixed-Use Text Amendment to Chapter 19.36.
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5 **5.2 b. Community Development Activity Report.**
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7 5.2.1 Mr. Berndt noted that the Sierra Trading Post project was coming along. No official grand
8 opening date had been set. He advised Council Member Peterson that Cottonwood Corporate
9 Phase 2 submitted their footing and foundation plan. They anticipate the plan review on the
10 building to be submitted within the next 60 days. He reminded the Council that all of the
11 permits being issued each week were being listed on the City's website. He reported that
12 Canyon Centre Phase 3 will be the last of the phases to be submitted with the exception of the
13 hotel in Phase 1. Three more plans had been received for the David Weekly single-family
14 residential subdivision. Additionally, they received an appeal on the final recorded plat for
15 the development from the Canyon Racquet Club Condominium Association. It was noted that
16 the appeal could be added to the following week's Board of Adjustment Meeting agenda, if
17 desired.
18

19 **5.3 c. Quarterly Lunch.**
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21 5.3.1 The luncheon was scheduled for March 30, 2016 at Market Street and the scheduled speaker
22 will address the State of the State, Business, and Economic Development.
23

24 **6.0 Public Safety Reports.**
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26 **6.1 a. Unified Fire Authority.**
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28 6.1.1 Assistant Fire Chief, Mike Watson, advised the Council that they were expecting a significant
29 issue with spring runoff.
30

31 **6.2 b. Police Department.**
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33 **6.2.1 1. Animal Control Services Update.**
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35 6.2.1.1 Police Chief Robby Russo informed the Council that he has been working with the owner of
36 the Willow Creek Pet Center. The owner has asked the City to write an agreement for him to
37 review.
38

39 **7.0 City Manager/Assistant City Manager Report.**
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41 **7.1 a. New City Hall Construction Report.**
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43 7.1.1 The above item was addressed as part of agenda item number 1 by GSBS Architects.
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1 **7.2 b. Review of Staff Communications.**

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3 7.2.1 City Manager, John Parks, reported that he would provide a review of the employee steps and
4 pay grades and explain what they mean at the next meeting. He advised the Council that the
5 weekly update was sent. He hoped it was beneficial.
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7 **8.0 Mayor/City Council Reports.**

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9 **8.1 a. Cottonwood Heights Parks and Recreation Meeting – Councilman Bracken.**

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11 8.1.1 Councilman Bracken reported that he checked into the Lacrosse fees previously discussed and
12 found that in the past, some groups reserved the green space at parks and paid the nominal fee
13 but did not use the field(s) the full time. In an effort to bring more control and reason to the
14 process, they now charge an hourly rate of \$15/per hour/per field. For games, they charge
15 \$3/per player/per season. This seems to have solved the problem as teams are now only
16 booking for the actual time they need. The rates are roughly half the cost of some surrounding
17 areas. He also noted the following:
18

- 19 • Soccer was scheduled to begin in March;
- 20
- 21 • There were still a few Eagle Scout projects desired to plant trees on the west side of
22 Highland Drive;
- 23
- 24 • Easter activities were posted on the board out front. The Youth City Council was
25 sorting and organizing items;
- 26
- 27 • Movies in the Park had been set;
- 28
- 29 • The Youth City Council would be at the specialty pool March 11 for an activity.
30

31 **8.2 b. Meeting Regarding Dog Parks – Councilman Peterson.**

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33 8.2.1 Councilman Peterson reported that he has continued to meet with Dr. Stephanie Gelman
34 regarding dog parks. Additionally, the two met with the Salt Lake County Parks Division
35 Director, Martin Jensen, and Associate Division Director, Christina Oliver. Together they
36 discussed concerns and options for dog parks. He said that Dr. Gelman is aware that both the
37 County and City are supportive and commented on the criteria that goes into choosing a
38 location for a dog park. He reported that there was some discussion of the pilot program. He
39 asked the County officials to attend their meeting on March 15, 2016 regarding the Master
40 Plan. He advised the Council that Salt Lake County has funds to hire a consultant later in the
41 year to evaluate the County on how to proceed and engage the public in hearings to develop
42 dog parks. He also recommended that the County change the name of the Cottonwood
43 Regional Park.
44

45 **8.3 c. Conference of Mayors – Mayor Cullimore.**

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47 8.3.1 Mayor Cullimore reported that the conference was held in the Centennial Room at the Maverik

1 Center. There was good discussion, and there was a presentation about Utah's Justice
2 Reinvestment Initiative.

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4 **8.4 d. HOA – Old Mill Estates.**

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6 8.4.1 It was noted that this was a very active HOA. Mayor Cullimore felt that they really
7 appreciated the sensitivity and responsiveness of the City. A few of the items they discussed
8 included:

- 9
10 • Getting the snow plows out of Old Mill;
11
12 • Damage caused in their development by snow plows; and
13
14 • The future of the gravel pits.

15
16 **9.0 Calendar of Events.**

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18 9.1 Councilmember Schedules for the following week were as follows:

- 19
20 a. March 7 – Mountain Accord Executive Board Meeting.
21 b. Caucus Meetings March 22 – NO CITY COUNCIL MEETING.
22 c. City Easter Egg Hunt and Activities.
23 March 25 – Teen Activity – 7:00 p.m. to 9:00 p.m. at Rec Center.
24 March 26 – Children's Easter Egg Hunt – 10:00 a.m. at Butler Park.
25 d. April 6 to 8 – ULCT Spring Meetings in St. George.

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 9:35 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, March 1, 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