

1 **MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION HELD**
2 **TUESDAY, JUNE 14, 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 Attorney Shane Topham, Assistant City Manager Bryce Haderlie,
10 Battalion Chief Brad Larsen, City Recorder Linda Dunlavy, Community and
11 Economic Development Director Brian Berndt, Finance Director Dean
12 Lundell, Public Works Director Mike Allen, Assistant Fire Chief Mike
13 Watson, Police Chief Robby Russo, Public Relations Specialist Dan Metcalf,
14 Police Support Supervisor Candie Terry
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16 **Excused:** City Manager John Park
17

18 **WORK SESSION**
19

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

22 The 11-year-old scouts from the Butler West Stake were recognized and introduced themselves.
23

24 **1.0 Historic Building Survey.**
25

26 1.1 Architectural Historian and Preservation Consultant, Korral Broschinsky, stated that she was
27 engaged by the Historic Preservation Commission to perform a reconnaissance level survey.
28 She reported that a matching grant from the State Historic Preservation Office (SHPO) was
29 obtained and the Certified Local Government Program was being used to assist with the
30 funding of the study.
31

32 1.2 Ms. Broschinsky identified the Granite Paper Mill, the Alvin and Anne Green House, and the
33 Granite Hydro Electric Power Plant at the mouth of Big Cottonwood Canyon as buildings
34 already listed on the National Register of Historic Places. She informed the attendees that the
35 National Register had set a cut-off for the study of structures built in or prior to 1953. Using
36 a map displayed, she identified structures that would qualify based on the historical criteria.
37 She noted that they were mainly in the transportation corridors located in the northern portion
38 of the City.
39

40 1.3 Ms. Broschinsky indicated that the survey was ‘selective’, which means that only historic
41 buildings qualify. Additionally, she explained that in order to consider candidates for the
42 national register, qualifying them for further evaluation such as intensive level surveys and
43 allowing the properties to be entered into the Utah SHPO data base of historic resources, they
44 must:
45

- 46 • Be more than 50 years old;
- 47 • Have historic integrity;

- Would the original owner recognize the building if they walked by;
- Are any modifications historic; or,
- Its significance;
 - Patterns of development; or
 - Who lived there could be an important person.

1.4 Ms. Broschinsky explained that the data base could be used for preservation, planning, zoning ordinances, economic development, heritage tourism, and educational tools such as walking tours, markers, and school programs.

1.5 It was reported that the study surveyed 231 resources including 34 demolished properties and five duplicate records. Thirty-Three percent of the buildings surveyed were considered non-contributing and out buildings were done separately. She identified various materials and building styles included in the study. Ms. Broschinsky photographed the structures and attempted to include out buildings in the photos with the main building whenever possible. She concluded by covering the information included in the study, which included considerations for the City and her recommendations.

1.6 Ms. Broschinsky clarified that if the City wants to further the process they should conduct two additional similar studies to detail the available resources. She explained that CLG grants were available every other year. Many communities chose to use that money to continue surveying until all historic structures have been included, help property owners with buildings on the register, or perform an intensive survey for walking tours.

1.7 The Historic Preservation Commission was asked by the Council what they want to achieve. Max Evans said he would like to go through at least one more survey; extending the reconnaissance level to 1970, and identify a few buildings on which to do an intensive level survey. He would also like language for Preservation Code Amendments and to combine the historic platform and history sites. A pamphlet highlighting some of the properties and their stories for either a driving or walking tour were also suggested.

1.8 Ms. Broschinsky said the data had been inputted; however, she was waiting for the State Preservation Office to finish their review of her report so that she could implement any changes they recommend before formally submitting it. She reported that once this was done, she would provide the Council with digital copies.

2.0 Review of Business Meeting Agenda.

2.1 The Council quickly reviewed the Business Meeting agenda items.

2.2 It was reported that the bonds were set to price next Tuesday. This meant that the underwriter would find buyers for the bonds. They anticipated good rates and had determined they would save money by purchasing bond insurance.

3.0 Public Relations Report.

3.1 Public Relations Specialist, Dan Metcalf stated that he was close to getting all of the materials

1 for the newsletter. He was in the process of putting it together and highlighting the content.

2
3 3.2 Mr. Metcalf reported that the Citizen Dashboard was having issues with emails and those
4 issues were in the process of being resolved. Public Works staff was trained on the program
5 earlier in the week. They would have access and were expected to begin using it by the end
6 of the week.

7
8 3.3 Mr. Metcalf shared the following media coverage:

- 9
10 • Fox 13 News – A Utah Highway Patrol (UHP) Trooper had a close call when they
11 pulled over 25-year old Elliott Hansen on I-15 for a seatbelt violation. He and his
12 female passenger fled but were spotted downtown a short time later. Several UHP
13 troopers and an off-duty Cottonwood Heights officer attempted to box Mr. Hansen in;
14 however, after ramming several UHP vehicles, he took off again. He ran over a UHP
15 motorcycle. The officer was able to jump off the bike and the suspects kept going.
16 They went the wrong way down a one-way street and tried to ram through the gates of
17 the Triad Center. Security officers were able to stop the vehicle but the suspects
18 escaped again by jumping on a TRAX train where UTA Police tracked them down.
19 UHP Troopers arrested the woman and found the man hiding in a shed.

20
21 3.4 It was determined that Mr. Hansen fled because of a warrant out of Cottonwood Heights for
22 a stolen car. In addition to damage to the UHP vehicles, there was \$1k in damages to the
23 Cottonwood Heights vehicle.

24
25 **4.0 Public Works Report.**

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27 **4.1 a. Update on Hawk Signal at Approximately Fort Union Boulevard and 1600 East.**

28
29 4.1.1 No report was given.

30
31 **5.0 Y2 Analytics Presentation and Discussion of Survey Questions.**

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33 5.1 The Y2 Analytics representative noted that Assistant City Manager, Bryce Haderlie, had
34 provided everyone with a draft of the survey. The Council noted that there were only veiled
35 inquiries regarding development. The Y2 representative indicated that they included trade-
36 off questions relating to development in an effort to not give citizens the illusion that they
37 would be dictating every move the City makes. The Council agreed with the method but felt
38 it created a sense that there was a trade-off between development and revenue. It was their
39 understanding that the people who prodded the survey wanted to determine what is right for
40 the community. The representative stated that the next set of questions was an effort to
41 determine what was right for the community without giving too much liberty. They wanted a
42 framework for the citizens to draw from and get feedback on what direction the City should
43 take.

44
45 The questions were identified as follows:
46

- 1 • Do you agree or disagree on how major corridors in the City should be developed;
2 and,
- 3 • Does increased development threaten open spaces in the City?
4

5 5.2 Mr. Haderlie commented that the committee hoped the questions on the initial survey would
6 allow the City to learn what citizens were looking for. He suggested that a second follow-up
7 survey with more in-depth questions be sent later to determine specifics. Overall, he noted
8 that they were looking to the professionals to help them properly word the questions without
9 slanting in a specific direction.
10

11 5.3 It was mentioned that standard questions with broad baselines were the goal of the first survey.
12 They did not want to be too specific yet. The representative stated that the questions at the
13 beginning of the survey would provide a baseline of how citizens feel about the City as a
14 whole. Open ended questions that were allowed later in the survey would identify concerns
15 citizens have with individuals, departments, or specific items. The Council identified specific
16 services the City does not provide. Therefore, they do not have control over them and asked
17 if they should be in the survey at all. The Council discussed rewording the questions to make
18 them more ambiguous or separating out the City v. non-City services. No definite direction
19 was given.
20

21 5.4 In the Police section it was noted that the perspective of the respondent would determine their
22 answers. The Council conferred as to whether it would be worth adding a follow-up question
23 asking if the respondent had any interaction with the police the previous year. It was reported
24 that there was not much value in following up because most people do not remember if the
25 interaction was within the previous year or not. It was also noted that the question asking
26 whether the respondent had contacted or worked with any Cottonwood Heights departments
27 to seek service, information, or file a complaint generally led them to identify if they had a
28 specific experience that left them impassioned about one department or another prior to the
29 Police portion of the survey.
30

31 5.5 The Council also discussed questions regarding senior citizens, DUIs, the order questions
32 would be asked, and purpose of asking the same question multiple ways. It was noted that
33 questions would ask if citizens had an opinion or experience. The representative asked if there
34 were additional requests the Council had. They discussed enforcement by police, adequate
35 mass transit, and roads. Although it was decided that a few more trade-off questions and
36 prioritizations of services would be added, the Council agreed that Y2 Analytics was handling
37 the survey well and wording questions appropriately.
38

39 5.6 It was agreed by all that edits would be turned around and provided to Mr. Haderlie by the
40 following afternoon, the Council would submit their changes no later than Friday morning,
41 the survey could go out June 21, 2016, and results would be returned mid-July.
42

1 **6.0 Planning and Economic Development.**

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3 **6.1 a. Legislative Policy Committee Meeting.**

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5 6.1.1 Community and Economic Development Director, Brian Berndt, provided the following
6 report of the Legislative Policy Committee Meeting held on June 13, 2016:

- 7
8
- 9 • A Special Meeting was held regarding Short-Term Rentals;
 - 10 • Robert Spendlove reported that Utah is doing great because of the diversity of the
11 economy. He indicated that the State would have an increased population of 1,000,000
12 people every 15 years, has the fastest growing economy, and has the 9th highest median
13 income;
 - 14 • Mike Mower from the Governor’s Office and Abby Albrecht of the Salt Lake Chamber
15 reported that the Governor was looking at more business-friendly cities. They
16 provided a list of cities that qualified in 2012 based on process, application,
17 communication, fees, online information, and surveys of businesses;
 - 18 • Ken Louder from Midvale spoke on the Homeless Shelter; and,
 - 19 • The League of Cities and Towns was working on the following interim topics: drones,
20 government immunity, group homes, homelessness, justice courts, medical marijuana,
21 outside employment for police, short term rentals, special service districts, line of duty
22 benefits, water conservation, water infrastructure, Land Use Tax Force (LUTF),
23 LUDMA revisions, standards of review, rules of interpretation, stricter requirements,
24 exactions, subdivisions, and development standards.
- 25
26
27
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29 **7.0 Public Safety Reports.**

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31 **7.1 a. Unified Fire Authority.**

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33 7.1.1 Assistant Fire Chief, Mike Watson, reminded Mayor Cullimore of a UFA Board Meeting next
34 week. He also confirmed with the Mayor that UFA would perform the Flag Ceremony at 8:00
35 a.m. on July 4, 2016. Assistant Fire Chief Watson informed the attendees that their Wildland
36 Crew had only been called out to one fire so far.

37
38 7.1.2 Assistant Fire Chief Watson reported that Fire Battalion Chief Riley Pilgrim, met with the
39 State and was informed that they had funds available to invest in Crestwood Park. The crews
40 would do some work there next week and Fire Battalion Chief Pilgrim was going to schedule
41 a field trip with some of the State people to develop a common operating plan and identify
42 some of the things that needed to be done there. Fire Battalion Chief Pilgrim expected a lot
43 of follow-up work to be done there.

44

1 **7.2 b. Police Department.**

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3 7.2.1 Police Chief Robby Russo reported that the City recently hired two new officers from West
4 Valley. He informed the Council that the Board of Trustees would be asked to approve the
5 Hexagon Safety and Infrastructure Interlocal Agreement at this week's VECC Meeting.
6

7 **8.0 City Manager/Assistant City Manager Report.**

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9 **8.1 a. New City Hall Construction Report.**

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11 8.1.1 Mr. Haderlie reported that the project is progressing. He stated that the stone work continues,
12 crews were to begin pouring curb and gutter the following day, bathroom tile was being
13 installed in the civic area, painting was taking place throughout, the ceiling grid was being
14 installed, millwork would begin the following week, and the plaza concrete and carpet would
15 be done on Week 3.
16

17 8.1.2 In addition to the new building, he reported that the two residents north of the structure had
18 asked if the City would be willing to install a two-inch asphalt overlay. He noted they were
19 still working on bids with Brad Gilson to determine the best remedy but stated that one of the
20 bids received was for \$8,000.
21

22 8.1.3 Mr. Haderlie reported the following on RFP's:

- 23
- 24 • Four submittals were received for internet services coming into the building. They
25 plan to award the contract to Syringa at the next Council Meeting;
- 26
- 27 • They received 15 bids for the phone system, which would be evaluated later in the
28 week; and,
- 29
- 30 • Email proposals were further down the road at which time a report would be provided
31 to the Council.
32

33 8.1.4 The Council requested that the IT Committee meet prior to the next Business Meeting to
34 discuss awarding Syringa the internet services contract and possibly a back-up contract with
35 Century Link.
36

37 **8.2 b. Review of Staff Communications.**

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39 8.2.1 Mr. Haderlie asked if there were any questions regarding the staff communications email that
40 was sent out. The only enquiry was if Terracare was winding down or fully staffed. It was
41 reported that one foreman had left but they were still fully staffed. The Council Members
42 advised staff that many of the manholes were still three-inches deep. Staff stated that these
43 were sewer manholes and would go look at them.
44

45 8.2.2 Mr. Haderlie questioned when the Council would like to have the *Teacher of the Year*
46 *Luncheon* that is typically held in August. He indicated that they cannot really hold it in once
47 school begins. The Council felt it should remain in August, just prior to the start of school

1 during the teachers' contract time. They determined that August 19, 2016 would be the best
2 date. Mr. Haderlie was asked to find out if the date works for the school district.

3
4 8.2.3 Mr. Haderlie reported that the Director over the Provo Parade saw the Cottonwood Heights
5 City float and asked them to participate in their parade. The Council was honored to have
6 been asked but stated that the City had already committed to Sandy and Murray.

7
8 **8.3 c. Update on Transitioning Public Works.**

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10 8.3.1 Mr. Haderlie provided the Council with updated sheets and confirmed that the deadlines had
11 been met; however, he forgot to change them to green. It was also noted that the bobtail trucks
12 the Council was emailed about would likely be acquired.

13
14 8.3.2 The Council was informed that an offer had been extended for a New Public Works Director.
15 It was determined that 10 miles was too far away for a Public Works building. Staff had also
16 been explored various structures in which to store salt. The Council discussed their feelings
17 relative to the various structures. No clear direction was given. Staff reported that they would
18 bring a site plan back to the Council.

19
20 **9.0 Mayor/City Council Reports.**

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22 **9.1 a. Wasatch Front Regional Council – Mayor Cullimore.**

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24 9.1.1 Mayor Cullimore reported that TransCom would be having a meeting Thursday. They would
25 be discussing a \$10 million amendment to a UDOT program for Wasatch Boulevard, to
26 improve the T-intersection at Danish Road and North Little Cottonwood Canyon.

27
28 **9.2 b. TRCC Advisory Board Meeting – Mayor Cullimore.**

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30 9.2.1 The TRCC Advisory Board Meeting was held on May 25, 2016 where Mayor Cullimore was
31 elected as Chair again. They were informed at the meeting that the bond financing for the
32 New Parks and Rec Building in West Jordan that was approved with the previous years'
33 budget will cost 50% more than estimated. They were asked to authorize and ultimately
34 granted the additional funds needed.

35
36 **9.3 c. Association of Municipal Councils.**

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38 9.3.1 Councilman Tyler stated that wildland fires were discussed at the most recent Association of
39 Municipal Councils Meeting. He reported that Brianna Binnebee from the Department of
40 Natural Resources had been instructed to accept in-kind services that can minimize, mitigate,
41 and prepare cities for wildland fires. As a result, Councilman Tyler instructed City Recorder,
42 Linda Dunlavy, to take Ms. Binnebee's contact information and report all efforts provided by
43 staff or citizens so that the City gets credit toward future expenses.

44
45 **9.4 c. Mosquito Abatement.**

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47 9.4.1 Councilman Tyler reported that two hours of mandatory State training was provided at the
48 beginning of the last meeting. Afterward the Board Meeting was consumed by audit results.

1 He stated that the same tax rates as last year would be maintained. They were looking for
2 capital improvement projects they could do within the State and were still over \$110,000.

3
4 9.4.2 Councilman Tyler reported that Ilene Risk from the County Health Department is on the Board
5 and recently returned from a conference. She shared what she learned about mosquito-borne
6 diseases such as West Nile and Zika.

7
8 **10.0 Calendar of Events.**

9
10 10.1 Councilmember Schedules for the following week were as follows:

- 11 a. June 17 – Movie at the Park at Mountview Park.
- 12 b. June 21 – CHBA Luncheon, City Hall Training Room, 12:00 p.m.
- 13 c. June 30 – Outdoor Living Fair, CH Recreation Center, 7500 South 2700 East,
14 11:00 a.m. to 3:00 p.m.
- 15 d. July 6 – Movie in the Park at Mill Hollow Park.
- 16 e. July 22-23 – Butlerville Days.
- 17 f. July 29, 30 & August 1, 4, 5, 6 – Annual City Play *Seven Brides for Seven Brothers*.
- 18 g. August 12- Movie in the Park at Bywater Park.
- 19 g. August 17 – VIP Tour of New Butler Elementary.
- 20 h. September 10 – Big Cottonwood Canyon Marathon.
- 21 i. September 14-16 – ULCT Annual Fall Conference.
- 22 j. September 29 – City Hall Grand Opening and Ribbon Cutting.

23
24
25 **11.0 Closed Meeting to Discuss Litigation, Property Acquisition and the Character and**
26 **Professional Competence of Physical or Mental Health of an Individual.**

27
28 **11.1 MOTION:** Councilman Tyler moved to close the Open Session and open the Closed Session.
29 The motion was seconded by Councilman Peterson. The motion passed with the unanimous
30 consent of the Council.

31
32 **12.0 ADJOURN**

33
34 12.1 The Work Session adjourned at 9:30 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 14, 2016.*

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