

**MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION
HELD TUESDAY, OCTOBER 3, 2017 AT 6:05 P.M. IN THE COTTONWOOD
HEIGHTS CITY COUNCIL CONFERENCE ROOM LOCATED AT 2277 EAST
BENGAL BOULEVARD, COTTONWOOD HEIGHTS, UTAH**

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

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

Mayor Kelvyn Cullimore called the meeting to order and welcomed those present.

1. Y2 Analytics

Y2 Analysts presented and discussed the proposed new survey questions to follow the 2016 survey. A copy of this presentation with the draft of the proposed questions is attached and incorporated to these minutes by this reference.

2. Public Relations Report

Public Relations Specialist, Mr. Dan Metcalf, reported on media coverage and city events. Some of the reports presented were:

- UDOT work at Wasatch Boulevard
- Las Vegas mass shooting
- Memorial Mountain View Mortuary, Cemetery and Pet Garden – Police Canines and their Police Officer owners being honored

3. Public Works Report

Mr. Matt Shipp, Public Works Director, reported on public works projects from this past week; including current and future road projects. A copy of this presentation is attached and incorporated to these minutes by this reference.

Mr. Shipp was excused after his presentation to attend a family function.

4. Community and Economic Development

a. Development Activity Report

Community Development Director, Mr. Brian Berndt, presented to the Council the Development Activity Report for September listing all current development projects in the city. A copy of this report is attached and incorporated to these minutes by this reference.

b. Planning Commission Meeting of October 4, 2017.

Community Development Director, Mr. Brian Berndt, reported on the upcoming Planning Commission Meeting of October 4, 2017.

c. Open Spaces Master Plan Open House of September 28, 2017

Community Development Director, Mr. Brian Berndt, reported on the recently held Open Spaces Open House held September 28, 2017.

d. Proposed code text amendments

Community Development Director, Mr. Brian Berndt, discussed the proposed revision to Chapter 19.76 Supplementary and Qualifying Rules and Regulations, accessory buildings and fences and walls. A draft copy of this code is attached and incorporated to these minutes by this reference.

5. **Public Safety Reports**

a. Unified Fire Authority

UFA Assistant Fire Chief Mike Watson reported on events of the week.

b. Police Department

Police Chief Robby Russo reported on noteworthy events of the week.

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

a. Review of Staff Communications

This report is available on the internet at 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 on any changes since the report was made.

Walk-on by Mr. John Park, City Manager, on Audit of Finance Department.

Walk-on by Mayor on follow-up on the Budget book, after his final edits. Mr. Dean Lundell, Finance Director, stated that he is currently working on it and will be working on it this week, to get it ready for distribution.

7. **Mayor/City Council Reports**

a. Conference of Mayors – Councilman Peterson

Councilman Peterson and City Manager, Mr. John Park, reported on the recent Conference of Mayors meeting.

b. Urban County Mayors policy meeting for CDBG funding – Councilman Peterson

Councilman Peterson reported on the recently held Urban County Mayors policy meeting for CDBG funding.

c. CH2 Meeting – Councilman Bracken

Councilman Bracken reported on the recent CH2 meeting which is the coordination meeting between the city and the Cottonwood Heights Recreation Center.

1. Cottonwood Heights Park and Recreation Service area 50th Anniversary Celebration

Councilman Bracken reported on the recent anniversary celebration activities held at the Cottonwood Heights Recreation Center.

d. Tourist Recreation Cultural and Convention Advisory Board Meeting – Mayor Cullimore

Mayor Cullimore sits on the TRCC Advisory Board and reported on their meeting held September 28, 2017.

8. **Calendar of Events**

Councilmember Schedules for the next week / 2017 Calendar:

- a. **No City Council Meetings:** Oct 31, Dec 5 & 26
- b. October 5 – 11:30 am to 1:00 pm – CH Business Awards Luncheon
- c. October 12 – 5:30 p.m. – Leadership Skills Learned from Operating an Escape room – FREE Boot Camp Workshop
- d. October 27 – Monster Mash – 5 pm to 7 pm at the Recreation Center
- e. October 31 – 3:00 pm to 5:00 pm – CHBA Trunk or Treat
- f. November 7 – General Election Day
- g. November 16 – 5:30 pm to 7:30 pm – FREE Boot Camp Workshop
- h. December 5 – City Employees Christmas Party
- i. December 15 – Noon to 2:00 pm – Sub For Santa Open House

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

Councilman Tyler moved to close the Work Session. Councilman Peterson seconded the motion. The motion passed unanimously.

The Work Session was closed at 9:29 p.m.

10. ADJOURN

Councilman Tyler moved to close the closed meeting, resume the Work Session and adjourn. Councilman Peterson seconded the motion. The motion passed unanimously.

The Work Session adjourned at 10:29 p.m.