

1 **MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION HELD**  
2 **TUESDAY, MAY 3, 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 Recorder Linda Dunlavy, Community and Economic Development Director  
11 Brian Berndt, Finance Director Dean Lundell, Police Chief Robby Russo,  
12 Assistant Chief Mike Watson, Public Works Director Mike Allen, City  
13 Engineer Brad Gilson, Public Relations Specialist Dan Metcalf, City Financial  
14 Advisor Jason Burningham, Terracare Representative Dave VanWagoner  
15

16 **WORK SESSION**  
17

18 Mayor Pro Tem Scott Bracken called the meeting to order and welcomed those in attendance.  
19

20 **1.0 Municipal Center Financing.**  
21

22 1.1 Finance Director, Dean Lundell, reviewed the Parameters Resolution for the last portion of  
23 the Municipal Center financing. He discussed issuing new bonds as a public sale and  
24 explained how it would be similar to the last time the bonds were issued. He reported that a  
25 lower interest rate on the bond was expected, which would offset some of the costs involved.  
26

27 1.2 The Mayor addressed the bonding of City Hall and how there was a shortfall in the bond  
28 amount due to building estimates being lower than the actual costs. There was discussion  
29 about the amount of the bond and ways the bond was to be spent.  
30

31 1.3 City Financial Advisor, Jason Burningham, presented a summary of the funding and options  
32 being considered including a public sale or direct loan. Mr. Lundell recommended the  
33 parameters for the loan or bond be set at \$3.5 million. By setting that parameter, the City  
34 would have flexibility to adjust the amount of the loan if the entire amount is not needed.  
35 Mr. Burningham reviewed the timeline for bonding and provided information on when the  
36 financing would be completed and available.  
37

38 **2.0 Public Relations Report.**  
39

40 2.1 Public Relations Specialist, Dan Metcalf, provided the latest media coverage and updates on  
41 City events.  
42

43 2.2 The first clip pertained to two burglary suspects who broke into a home in Cottonwood  
44 Heights and stole credit cards. They subsequently used the credit cards to purchase gift cards  
45 at Smiths. The report asked citizens to help identify the two suspects.  
46

47 2.3 The next clip focused on Narcan and how Cottonwood Heights police officers saved a life  
48 using Narcan. The report stated that when police arrived on the scene, they found a man

1 unconscious and not breathing. Because there were signs of an overdose, the officer  
2 administered the Narcan to the victim, which saved his life.

3  
4 2.4 It was reported that the Greek Orthodox Mission Parish of Utah in Cottonwood Heights was  
5 reported to have a new name. The new name will be the St. Anna Greek Orthodox Church.

6  
7 2.5 There was a report by Meteorologist, Dan Pope, about the Valley's weather and showed a  
8 sunrise photo from a location in Cottonwood Heights.

9  
10 2.6 Last, Mr. Metcalf reported on the status of the newsletter, which had a deadline of the  
11 following Tuesday.

12  
13 **3.0 Public Works Report.**

14  
15 **3.1 a. Weekly Public Works Update.**

16  
17 3.1.1 TerraCare Representative, Dave VanWagoner, reported on Public Works activity for the past  
18 week. Public Works crews completed about 203 square feet of patching the previous week as  
19 well as storm drain catch basin cleaning. It was noted that crews would be patching potholes  
20 the following week with hot mix.

21  
22 3.1.2 Councilman Peterson asked if the crews were ahead or behind schedule with the pothole  
23 patching. Mr. VanWagoner responded that they were a little behind schedule but were slowly  
24 getting caught up.

25  
26 3.1.3 Mayor Cullimore joined the meeting and assumed the Chair.

27  
28 **3.2 b. Traffic Calming.**

29  
30 3.2.1 City Engineer, Brad Gilson, reviewed the speed study done on 6710 South and made  
31 recommendations to the Council. Mr. Gilson recommended the City put additional police  
32 enforcement measures in place due to the observation that only a small percentage of vehicles  
33 were found to be speeding. Other ways to slow traffic in the area were considered such as  
34 narrowing the travel lanes, fog lines, and additional decals and signage.

35  
36 **3.3 c. Review of Wasatch Front Regional Council Projects.**

37  
38 3.3.1 Mr. Gilson reviewed the projects funded by the Wasatch Front Council in the past and  
39 reviewed the projects currently being worked on. Traffic adaptive systems and hardware and  
40 software needs for the system were discussed and how to implement them. Mr. Gilson stated  
41 that the adaptation of the signals would be finished first. Synchronization of signals will occur  
42 later. Mr. Gilson addressed the wish list of the City's traffic needs and how that list was turned  
43 over to Utah Department of Transportation.

44  
45 3.3.2 Mr. Gilson also addressed the status of the Fort Union/Highland Drive intersection. He stated  
46 that the intersection project was underway and easements and acquisition of the right-of-way  
47 were being conducted.

1 3.3.3 The next project Mr. Gilson reported on was the Wasatch Boulevard Park-n-Ride. The  
2 Environmental Survey for the project had been completed and the design stage would begin  
3 shortly. The intent was to provide 135 parking stalls. Mr. Gilson mentioned that as part of  
4 the project, UDOT would be making a bicycle lane from Big Cottonwood Canyon to Little  
5 Cottonwood Canyon as well as a pavement overlay of the same road. Mr. Gilson addressed  
6 the implementation of smartboards that would indicate how many parking spots are available  
7 at any given time. A smartboard was being considered at the proposed park-n-ride.  
8

9 3.3.4 Mr. Gilson reported on a project to construct an access ramp off Highland Drive to I-215. The  
10 ramp would be designed to help with congestion.  
11

12 3.3.5 The project at 2000 East and Bengal Boulevard was discussed. The Council questioned the  
13 approval process and whether the City had ever approved it. Barriers that may prevent the  
14 project from being built were discussed as well as the location and access points from the  
15 school and City Hall.  
16

17 3.3.6 The Council looked at the matching requirements for many of the projects and thought the  
18 matching dollars should come from another source rather than using City funds to pay for  
19 State or County projects.  
20

21 **3.4 d. Road Maintenance Agreement.**  
22

23 3.4.1 The agreement with Salt Lake County to take care of the lights and road maintenance around  
24 the City was discussed. The agreement would be voted on by the City Council at the next  
25 meeting.  
26

27 **3.5 e. Mutual Aid Agreement through APWA.**  
28

29 3.5.1 The Mutual Aid Agreement through APWA was discussed and how the agreement helped  
30 with the payment of services provided by other cities. Another consideration discussed at the  
31 meeting was billing and how to collect when the City helps other cities with services.  
32

33 **4.0 Planning and Economic Development.**  
34

35 **4.1 a. Development Activity Report.**  
36

37 4.1.1 Economic Development Director, Brian Berndt, updated the Council on active projects around  
38 the City. Projects in each District were discussed and the progress of each. Specific projects  
39 discussed included Circuit City, Applebee's, Highland Drive, Sierra Trading Post, the  
40 Chevron gas station, the Willow Creek Veterinarian sign, the McIntosh Subdivision, Porter  
41 Stone Phase II, David Weekley Homes, and Canyon Center Phase III.  
42

43 **4.2 b. Planning Commission Meeting.**  
44

45 4.2.1 Two actions items were to be presented at the next Planning Commission Meeting including  
46 the Little Creek Pet Center and the City-initiated text amendment for mixed use. The Council  
47 was updated on the issues surrounding the pet center and the text amendment.  
48

1 4.2.2 Mr. Berndt informed the Council that the Wasatch Boulevard study was nearly complete.  
2 Mr. Berndt invited the Council to meet jointly with the Planning Commission to review the  
3 findings from the study.  
4

5 **4.3 c. Review of Planning Commission Recommendation of the LC Canyon Partners**  
6 **and Rola V General Plan Amendments, Zone Map Amendments, and**  
7 **Development Agreements.**  
8

9 4.3.1 The Granite Community General Plan was discussed and how the two properties being  
10 developed in the area related to the General Plan. The City's Development Plan and Salt Lake  
11 County's Development Plan for the Granite Community were reviewed and the how the  
12 Planning Commission would be looking at both plans for approval of projects in the area. A  
13 possible rezoning, General Plan amendment, and a Development Agreement for the area were  
14 also discussed as well as how rezoning of the area would need to be addressed.  
15

16 **5.0 Budget Review.**  
17

18 5.1 Finance Director, Dean Lundell, provided a preliminary review of the City Budget for Fiscal  
19 Year 2017 in anticipation of the upcoming public hearing. He presented the budget summary  
20 documents for the Council's perusal. The agenda for the next City Council Meeting would  
21 include a resolution to tentatively adopt the budget. Budget revenues were discussed, which  
22 included property tax, sales tax, franchise taxes, building permit fees, road taxes, and a Public  
23 Works equipment lease. The expenditures were reviewed and included payroll, health  
24 insurance, an additional pay period, building lease, and Public Safety and Public Works  
25 equipment.  
26

27 5.2 Mr. Lundell listed the City's five top budget priorities which included competitive employee  
28 compensation, successful City Hall completion, funding roads at the level necessary to  
29 maintain or increase the Pavement Condition Index, evaluate Public Works alternatives, and  
30 consider budget savings and/or reducing service levels.  
31

32 5.3 Mr. Lundell and the Council then addressed the portion of the budget addressing budget  
33 policies. The main area of concern was budget policies. These included operating budget  
34 policies, capital projects budget policies, debt management policies, revenue estimation  
35 policies, fund balance policies, accounting, auditing, and financial reporting policies.  
36

37 **6.0 Public Safety Reports.**  
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39 **6.1 a. Unified Fire Authority.**  
40

41 6.1.1 Assistant Fire Chief, Mike Watson, reviewed events from the week.  
42

43 6.1.2 He reported on a fire at the Moonbeam Lodge at Solitude Ski Resort and how the fire was  
44 eventually extinguished.  
45

46 6.1.3 Assistant Fire Chief Watson reported on a hiker who was hit by a boulder in Big Cottonwood  
47 Canyon. Crews were dispatched to help with the incident and recovery of the victim.  
48

1 6.1.4 Promotions within the department were discussed as well as new openings created by the  
2 promotions. The GIS system was reported to be operational. As a result, the monthly reports  
3 would show the names and photographs of all new employee appointments.  
4

5 6.1.5 Weather for the summer was discussed and fire conditions. It was reported by the Forest  
6 Service that the summer fire season was expected to be slow to average.  
7

8 **6.2 b. Police Department.**  
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10 6.2.1 Police Chief, Robby Russo, reported on Public Safety issues from the past week.  
11

12 6.2.2 He discussed the Narcan training and systems that were in place to train new officers. There  
13 were training videos for the new officers, which would expedite the training and keep it  
14 consistent.  
15

16 6.2.3 School Resource Officer Agreements were discussed. Chief Russo stated that they were close  
17 to having an agreement in place. The agreement would help the department with special  
18 circumstances and identify the instruments to be used in arrests.  
19

20 6.2.4 A gunshot wound of a Brighton High School student was noted and how the incident was  
21 being dealt with. Chief Russo did not go into detail about the incident.  
22

23 6.2.5 Chief Russo reviewed the status of the newly purchased S.W.A.T. van that was now available  
24 for the City to use during special incidents. It was also noted that the new police cars had  
25 arrived and were under a two-year agreement.  
26

27 6.2.6 Chief Russo commented that interviews were ongoing to hire a Crime Scene Investigator.  
28

29 **7.0 City Manager/Assistant City Manager Report.**  
30

31 **7.1 a. New City Hall Construction Report.**  
32

33 7.1.1 City Manager, John Park, reported on the new City Hall construction progress. The latest  
34 building design issues were discussed including the exterior materials for the walls and  
35 wording for the building plaque. The move-in timeline was reviewed and the sequence of  
36 events that needed to take place before the building would be ready for the Open House.  
37

38 **7.2 b. Review of Staff Communications.**  
39

40 7.2.1 Mr. Park reminded the Council of the staff communications agenda item. Mr. Bracken  
41 suggested the names of newly hired employees and staff changes be listed under this agenda  
42 item.  
43

44 **7.3 c. Update on Transitioning Public Works.**  
45

46 7.3.1 Assistant City Manager, Bryce Haderlie, reported on progress made since March 29 to  
47 transition from Terracare providing Public Works services to the City. There was discussion  
48 about the timeline for the transition and progress of equipment purchases. Street sweepers

1 were being evaluated for effectiveness on City streets. Public Works yard locations, buildings,  
2 trucks, CDL training, policies and procedures manuals, and a training calendar were discussed  
3 along with other logistics for the implementation of the Public Works facilities.  
4

5 7.3.2 Mr. Haderlie reported that the street maps and priority routes were being identified and would  
6 be presented to the Council as well as a specific schedule to train the six drivers.  
7

8 **8.0 Mayor/City Council Reports.**  
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10 **8.1 a. Cottonwood Heights Parks and Recreation Meeting – Councilman Bracken**  
11

12 8.1.1 Councilman Bracken addressed City parks, maintenance issues, and the status of Parks and  
13 Recreation projects. He commented on parks maintenance during the transition from  
14 Terracare to the City and how it would transpire. Councilman Bracken reviewed pressing  
15 Parks and Recreation issues including the tennis court bathrooms, the Skateboard Park, Butler  
16 Park, pickleball courts, City irrigation, Mountainview Park, bus stop flower pots, Movies in  
17 the Park, Try the Heights Sprint Triathlon, Butlerville Days bathroom facilities, and the  
18 Timberline Trailhead.  
19

20 **8.2 b. Community Development Block Grant Meeting – Mayor Cullimore.**  
21

22 8.2.1 Mayor Cullimore reported that all final items were approved at the Community Development  
23 Block Grant (CDBG) Meeting and it was reported that there would most likely be no more  
24 money coming from the CDBG.  
25

26 **8.3 c. Salt Lake Valley Conference of Mayors – Mayor Cullimore.**  
27

28 8.3.1 Mayor Cullimore covered the items discussed at the last Salt Lake Valley Conference of  
29 Mayors, which dealt primarily with homeless issues in the Salt Lake Valley. The Mayor  
30 discussed homeless services programs and information related to bills that were recently  
31 passed. He explained how the funding for the program was granted to help with homelessness.  
32 Mayor Cullimore also reported that the Legislature was seeking a new single men and single  
33 women’s facility and ways to disperse the homeless program around the Valley utilizing  
34 different locations.  
35

36 8.3.2 Mayor Cullimore noted that area cities were starting to replace old street lights with LED  
37 lighting.  
38

39 8.3.3 The Mayor mentioned that Mayor Bigelow was trying to raise money for a WWII Veterans  
40 Memorial. A location for the memorial had not yet been identified.  
41

42 **9.0 Calendar of Events.**  
43

44 9.1 Councilmember Schedules for the following week were as follows:  
45

- 46 a. May 4 – New Business Luncheon, La Casa Del Mole.
- 47 b. May 5, 12, 19, 26 – Business Boot Camps, City Hall Training Room.
- 48 c. May 10 – Storytime at Butler Elementary, 5:00 – 7:00 p.m.

- 1 d. May 13 – Lunch & Learn (Create a Business Facebook Page), City Hall Training
- 2 Room.
- 3 e. May 17 – CHBA Luncheon (Beth Strathman), City Hall Training Room.
- 4 f. May 18 - Citizens Academy Graduation – 6:30 p.m. at City Hall.
- 5 g. May 19 – Sierra Trading Post Ribbon Cutting, 6994 South 1300 East – 7:30 a.m.
- 6 (tentative).
- 7 h. May 19 – Coventry Ribbon Cutting – 6:00 p.m., 6898 South 2300 East.
- 8 i. May 20 – Project Drama Ribbon Cutting – 6:00 p.m., 3361 East Enchanted View
- 9 Drive.
- 10 j. Memorial Day – May 30 OFFICES ARE CLOSED.
- 11 k. May 31 – NO CITY COUNCIL MEETING.
- 12 l. Brighton High School Graduation – June 2, 2:00-4:00 p.m. at the Maverick Center,
- 13 WVC.
- 14 m. June 10 – Business Over Breakfast, City Hall Training Room.
- 15 n. June 21 – CHBA Luncheon, City Hall Training Room.
- 16 o. June 30 – Outdoor Living Fair, CH Recreation Center, 7500 South 2700 East.
- 17

18 **10.0 Closed Meeting to Discuss Litigation, Property Acquisition and the Character and**

19 **Professional Competence of Physical or Mental Health of an Individual.**

20

21 **10.1 MOTION:** Councilman Peterson moved to close the Open Session and open the Closed

22 Session. The motion was seconded by Councilman Bracken. The motion passed with the

23 unanimous consent of the Council.

24

25 **11.0 ADJOURN**

26

27 11.1 The Work Session adjourned at 10:20 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, May 3, 2016.*

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