

1 **MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION HELD**
2 **TUESDAY, JUNE 21, 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:** Assistant City Manager Bryce Haderlie, City Attorney Shane Topham,
10 Community and Economic Development Director Brian Berndt, Finance
11 Director Dean Lundell, Police Chief Robby Russo, Public Works Maintenance
12 Field Supervisor Mike Allen, Assistant Fire Chief Mike Watson, Public
13 Relations Specialist Dan Metcalf, City Treasurer Dave Muir
14

15 **Excused:** City Manager John Parks, Public Works Director Matt Shipp
16

17 **WORK SESSION**

18 Mayor Kelvyn Cullimore called the meeting to order and welcomed those in attendance.
19

20 **1.0 Review of Business Meeting Agenda.**
21

22 1.1 Mayor Cullimore reviewed the relevant items to be discussed during the upcoming Business
23 Meeting which included the Utah Department of Transportation's various projects and other
24 agenda items. Some of the items to be discussed included the current and future road projects,
25 the amended budget for 2016, approval of the 2017 budget, the annual sidewalk concrete
26 cutting program, State road funding, and Public Works funding and purchases.
27

28 **2.0 Public Relations Report.**
29

30 2.1 Public Relations Specialist, Dan Metcalf, provided a report on the media coverage of City
31 events for the past week as well as other pertinent City matters.
32

33 2.2 The newsletter was discussed and the current version of the newsletter was distributed to the
34 Council for comment. The newsletter had already been proofread and was ready for
35 distribution.
36

37 2.3 A media clip was shown regarding the mess a rain storm caused on a Cottonwood Heights
38 construction project. The combination of rain and the unfinished project created a mess in
39 Cottonwood Heights Recreation Center. The story went on to say that the damage would most
40 likely be covered by insurance.
41

42 2.4 A clip regarding the City's murder mystery was played and how there was a search for two
43 murder suspects. Citizens were asked to help find the suspects. The murder victim was found
44 in a car behind a Cottonwood Heights credit union one month earlier. The case was being
45 investigated by the Salt Lake City Police Department.
46

47 2.5 Mr. Metcalf reviewed the plans for marketing the *Movies in the Park* and *Butlerville Days*
48 events. Daily social media posts and an online news blast to announce the events would soon

1 be taking place. Parade entries and food vendor spaces were now full so no more entries
2 would be allowed.

3
4 2.6 The Citizens Dashboard was reported to have a couple of glitches. Mr. Metcalf was aware of
5 them and they were being addressed.

6
7 **3.0 Planning and Economic Development.**

8
9 3.1 Public Works Maintenance Field Supervisor, Mike Allen, provided an update on the latest
10 Public Works projects and status of upcoming projects.

11
12 3.2 Trip hazards were discussed and concrete cutting that would be taking place to help reduce
13 areas of concern. A map of cuts from last year was presented as well as areas that would be
14 the focus of future cuts.

15
16 3.3 Fireworks signs containing the City's regulations were to be posted the following week.

17
18 3.4 New City Public Works Director, Matt Shipp, was hired and had completed his first day on
19 the job. He was unable to be in attendance due to a previous engagement.

20
21 3.5 A question was raised about LED streetlights and whether Rocky Mountain Power was
22 installing them. Mr. Allen stated that Rocky Mountain Power was not installing them and that
23 the City had taken that job on.

24
25 3.6 Mayor Cullimore commented on the shortfall of Road Funds from the State that should have
26 come out of House Bill-362. Due to the shortfall, the City would not be getting money they
27 had been counting on, which equates to about \$25,000.

28
29 3.7 The transition from Terracare to the City taking over Public Works was reported to continue
30 going forward. Terracare's responsibilities were slowly diminishing and they were now only
31 taking care of asphalt patching, pothole repairs, and line painting.

32
33 **4.0 Planning and Economic Development Report.**

34
35 4.1 Community and Economic Development Director, Brian Berndt, reported on the current
36 Economic Development items concerning the City.

37
38 4.2 Mr. Berndt attended the Governor's Technology Conference and had little to report other than
39 on the new venue where they met. The venue was a new building in Sandy City where there
40 used to be an old bowling alley. The new building had made available for any City or
41 community group meetings.

42
43 **5.0 Future Development Along Wasatch Boulevard.**

44
45 5.1 Mr. Berndt discussed the Wasatch Boulevard project but withheld most of his comments for
46 the Business Meeting to be held later.

47 5.2 Senior Associate, Maria Vyas, from the transportation consulting firm of Fehr & Peers,
48 discussed traffic planning and reviewed the Master Plan traffic analysis of the gravel pit site.

1 Ms. Vyas showed slides of the plan and invited the Council to ask questions about the plan.
2 The purpose of the Master Plan and the direction the plan was taking was to look at
3 transportation, land use, business opportunities on the site and other site realities.
4

5 5.3 Projections of the demographics and jobs to household ratios in the area were significant in
6 coming up with a plan for the gravel pit. The three and five mile radii of the site were looked
7 at to determine the impact the site may be subject to in the future.
8

9 5.4 The current utilities running to the gravel pit were discussed and what would be needed to
10 accommodate future development.
11

12 5.5 Using the site for future lodging facilities was discussed and how the gravel pit project looked
13 at other developments in the area as partners and not as competitors. Rent per square foot
14 comparisons were studied as well as how competitive the area would be in relation to other
15 developments. The mixed-use ratios were also considered and how much business to
16 residential building would be beneficial to the community.
17

18 5.6 The traffic plan for the project was examined considering the current traffic growth without
19 the project being built vs. the traffic if the project was built. Recommendations and solutions
20 to future traffic issues were also discussed. The traffic plan and how to get traffic in and out
21 of the site in the most efficient way possible was discussed.
22

23 5.7 Ms. Vyas gave the Council steps on how to go forward with the plan. It was recommended
24 that the City engage with UDOT and the County so that the City's views would be heard from
25 the beginning of the process and leave less room for discontent on the City's behalf.
26

27 5.8 Funding of the gravel pit corridor was discussed and how the City should set aside funds now
28 to be used on the project in the future.
29

30 **6.0 Public Safety Reports.**

31 **6.1 a. Unified Fire Authority.**

32 **6.1.1 1. Report on the UFA Board Meeting – Mayor Cullimore/Chief Watson.**

33
34
35
36 6.1.1.1 Assistant Fire Chief, Mike Watson, gave an overview of the latest Unified Fire Authority
37 Board Meeting.
38

39 6.1.1.2 Assistant Fire Chief Watson reported on items discussed in the meeting, which included two
40 awards for exceptional public service, resolutions for budget amendments for past and future
41 budgets, administration rules, a cooperative agreement for fire policies, and budgetary
42 concerns.
43

44 6.1.1.3 Mayor Cullimore, who was also at the meeting, commented on the issue of how new cities or
45 areas are brought on by the Unified Fire Authority and how they should follow the policies
46 and procedures for doing so. The Mayor explained that any new presentations being made by
47 UFA representatives must now be approved by the Board to be consistent and fair with new
48 municipality negotiations.

1 **6.2 b. Police Department.**

2
3 6.2.1 Police Chief, Robby Russo, reported on noteworthy events of the week.

4
5 6.2.2 Chief Russo addressed the hiring of two new officers and discussed their backgrounds,
6 experience, and when they would begin service.

7
8 6.2.3 There was a report about Papa Murphy’s Pizza store robberies occurring throughout the
9 Valley and how the police were dealing with those crimes.

10
11 **7.0 City Manager/Assistant City Manager Report.**

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13 **7.1 a. New City Hall Construction Report.**

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15 7.1.1 Assistant City Manager, Bryce Haderlie, provided the Council with a report on the progress
16 of the new City Hall and updated the Council on the recent request for proposals for internet
17 and electronic services.

18
19 7.1.2 The timeline as to when the building would be ready for occupancy was discussed.
20 Mr. Haderlie stated that the building would be ready to be moved into at the end of August.

21
22 7.1.3 The budget and the contingency budget were discussed. Mr. Haderlie stressed how City
23 Manager, John Park, was dedicated to keeping within the budget to avoid dipping into the
24 Contingency Fund. The Council thought there would be various items during the final stages
25 of construction that would cause the City to deplete some of the remaining funds and to be
26 prepared for those contingencies.

27
28 7.1.4 Details of the building's design and the status of design features were discussed and how they
29 were beginning to slowly take shape. Tile, rock work, cabinets, bathrooms, painting, wood
30 staining, and other items were discussed.

31
32 7.1.5 The new Council room and how the table and projector were going to be set up was discussed
33 at length. The thought from the Council was that the direction the projector was pointing and
34 the size of the Council Room table would make it difficult and somewhat uncomfortable for
35 some to be involved in the conversation and to see the screen. A location where the projection
36 screen should be placed and how large the table needed to be would be drawn up and the
37 Council would have the opportunity to approve the new design.

38
39 7.1.6 There was a discussion regarding the repair of the driveway of the neighbor to the New City
40 Hall and repairing any damage caused by construction. The Council thought the damage
41 caused by construction versus the damage that may have already been done before
42 construction would be difficult to prove. The thought was to negotiate with the neighbors and
43 convince them to share some of the cost of the driveways and damage as opposed to the City
44 replacing the entire driveway at its sole expense.

1 **7.2 b. Review of Staff Communication.**

2
3 7.2.1 Assistant City Manager, Bryce Haderlie, recognized staff and the great job they did in creating
4 a theme and float for the Butlerville Days Parade. The float won an award for the 'Best
5 Theme' in the Herriman Parade.
6

7 **7.3 c. Telephone Proposals.**

8
9 7.3.1 Mr. Haderlie briefly discussed the review of the telephone proposals submitted to the City. It
10 was determined that Councilman Bracken would cover the telephones as part of his report of
11 the IT Committee Meeting.
12

13 **7.4 d. Update on Transitioning Public Works.**

14
15 7.4.1 Mr. Haderlie discussed the idea of displaying the new Public Works vehicles in the upcoming
16 Butlerville Days Parade and have the Mayor and City Council Members ride in the Public
17 Works vehicles.
18

19 7.4.2. The Bobtail Trucks that the City ordered from Mac Trucks had come off the assembly line
20 and were now going out to other vendors for installation of the add-ons that were ordered.
21

22 7.4.3 A meeting with UDOT was mentioned and the continuing talks to acquire a City Public Works
23 site next to the UDOT property. UDOT reported that they would be building a retaining wall
24 on the edge of their site, which borders the property proposed for the City's site. The retaining
25 wall being built would be good for the City as it could be used as a backdrop for storage.
26

27 **8.0 Mayor/City Council Reports.**

28
29 **8.1 a. Butlerville Days Committee Meeting – Councilman Peterson.**

30
31 8.1.1 Councilman Peterson reported on the Butlerville Days Meeting held on June 16, 2016.
32

33 8.1.2 It was reported that the plans for the Butlerville Days event were on schedule and everything
34 was under control. Councilman Peterson was pleased with the progress thus far and felt that
35 it would be a wonderful event.
36

37 **8.2 b. Valley Emergency Communications Center Meeting – Councilman Shelton.**

38
39 8.2.1 Councilman Shelton reported on the Valley Emergency Communications Center Meeting held
40 on June 15, 2016.
41

42 8.2.2 There was a vote to approve a new Computer Aided Dispatch (CAD) system which was
43 unanimously approved by the Board.
44

45 8.2.3 The other item the Board approved was a significant pay increase for Dispatch employees.
46 The raise was to keep the center competitive with other centers and help retain trained
47 employees.
48

1 **8.3 c. Wasatch Front Regional Council – Mayor Cullimore.**

2
3 8.3.1 Mayor Cullimore reported on the Wasatch Front Regional Council Meeting held on June 21,
4 2016. The meeting centered around traffic and there was discussion about the traffic adaptive
5 system as a means of traffic control. The Regional Council was in favor of the traffic adaptive
6 system but UDOT was not in favor of using such system. The Mayor felt that the meeting
7 was a courtesy for UDOT to tell the Regional Council what they had already decided to do
8 rather than a meeting to ask for the Council's input.
9

10 **8.4 d. Transportation Committee of the Wasatch Front Regional Council (Transcom) –**
11 **Mayor Cullimore.**

12
13 8.4.1 Mayor Cullimore, as an appointed member of the Transportation Committee of the Wasatch
14 Front Regional Council, reported on the June 15, 2016 meeting and items relating to
15 Cottonwood Heights.
16

17 8.4.2 The Local and State Transportation Improvement Program was discussed and a summary of
18 the program was provided to those in attendance. Mayor Cullimore offered a copy of the
19 program he received at the meeting to the City Council members and staff.
20

21 8.4.3 The bulk of the meeting was spent approving projects which included the Danish Road
22 Project. There were other unscheduled projects approved which were approved due to there
23 being excess funds available from the passing of Federal Transportation Bills which freed up
24 other money.
25

26 **8.5 e. IT Committee Meeting – Councilmen Bracken and Shelton.**

27
28 8.5.1 Councilman Bracken discussed the internet and the provider that had been decided on for the
29 new City Hall.
30

31 8.5.2 The phone systems were discussed and how there were numerous bidders on the phone
32 systems. The committee was still working through the bids.
33

34 8.5.3 Email services were discussed and how much band width the servers would need to handle
35 the mail. The conversation centered on the backup servers and who would provide that
36 service.
37

38 **8.6 f. Movies in the Park – Councilman Tyler.**

39
40 8.6.1 *Movies in the Park* had its first movie on June 21, 2016. Councilman Tyler stated that
41 attendance seemed to be lighter than usual at the start of the movie but by the end there was a
42 good crowd.
43

44 **9.0 Calendar of Events.**

45
46 9.1 Councilmember Schedules for the following week were as follows:
47

- 1 a. June 30 – Outdoor Living Fair, CH Recreation Center, 7500 South 2700 East,
2 11:00 a.m. to 3:00 p.m.
- 3 b. July 8 – Movie in the Park at Mill Hollow Park.
- 4 c. July 22-23 – Butlerville Days.
- 5 d. July 29, 30 & August 1, 4, 5, 6 – Annual City Play *Seven Brides for Seven Brothers*.
- 6 e. August 12- Movie in the Park at Bywater Park.
- 7 f. August 17 – VIP Tour of New Butler Elementary.
- 8 g. August 18 – Ribbon Cutting at Butler Elementary.
- 9 h. September 10 – Big Cottonwood Canyon Marathon.
- 10 i. September 14-16 – ULCT Annual Fall Conference.
- 11 j. September 29 – City Hall Grand Opening and Ribbon Cutting.
- 12

13 **10.0 Closed Meeting to Discuss Litigation, Property Acquisition and the Character and**
14 **Professional Competence of Physical or Mental Health of an Individual.**

15
16 **10.1 MOTION:** Councilman Bracken moved to adjourn the work session. The motion was
17 seconded by Councilman Tyler. The motion passed with the unanimous consent of the
18 Council.

19
20 **11.0 ADJOURN**

21
22 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, June 21, 2016.*

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