

1 **MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION HELD**
2 **TUESDAY, APRIL 19, 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, Police Chief Robby Russo,
12 Assistant Fire Chief Mike Watson, Public Relations Specialist Dan Metcalf
13

14 **WORK SESSION**

15
16 Mayor Kelvyn Cullimore called the meeting to order and welcomed those in attendance.
17

18 **1.0 Community Survey.**
19

20 1.1 Assistant City Manager, Bryce Haderlie, reported on the status of the request for proposal for
21 the community survey. He stated that the contractor they were recommending for the survey
22 was Y2 Analytics.
23

24 1.2 Y2 Analytics Representative, Scott Riding, described the nature of their business and gave an
25 overview of how the company conducts surveys. He explained that they primarily conduct
26 online surveys, as opposed to phone surveys since most people no longer have home phones.
27 For those who are unable to take the surveys online there would be a phone number for
28 residents to call.
29

30 1.3 Mr. Riding presented specifics of how the survey questions are formulated, how many
31 questions are asked, and how the analysis of the answers are done once the survey is complete.
32 The Council asked how the survey process would work, how to get the survey underway, and
33 how long the process would take.
34

35 **2.0 Public Relations Report.**
36

37 **2.1 a. Media Coverage.**
38

39 2.1.1 Public Relations Specialist, Dan Metcalf, provided a report on the media coverage of City
40 events over the past week. He showed a media clip of a local student encouraging 'idle free'
41 zones at schools and parks. The idea behind the 'idle free' campaign was to help facilitate
42 citizens limiting the length of time vehicles sit and idle while waiting for students.
43

44 2.1.2 News clips were shown of Cottonwood Heights taking over its own Public Works snow
45 plowing and street maintenance. The clips addressed the move for Cottonwood Heights to
46 take over the Public Works functions stemming mostly from local citizens asking for better
47 snow removal service.
48

- 1 2.1.3 Mr. Metcalf showed a clip of a road rage incident on Bengal Boulevard that resulted in a fist
2 fight and arrests. The two drivers involved were fathers in the process of dropping their
3 daughters off at school.
4
- 5 2.1.4 Another story involved a cat getting its paw caught in a foot-hold trap. The incident occurred
6 in Holladay but the cat was eventually euthanized at a Cottonwood Heights veterinary clinic.
7 The fact that this occurred in a residential neighborhood was of concern.
8
- 9 2.1.5 Two separate news stories aired about the recent Cottonwood Heights earthquake drill. The
10 stories expounded on the many aspects of the drill and highlighted the shelter, which was set
11 up at the Recreation Center. One news clip focused on emergency communication during an
12 earthquake and how the various agencies relayed information during a power outage.
13
- 14 2.1.6 Mr. Metcalf reported that the current newsletter was being edited and would be ready for the
15 Council's perusal as soon as the editor completed the editing.
16
- 17 2.1.7 Mr. Metcalf reviewed the Earth Day tree planting activities and plans to get the media
18 involved that day.
19
- 20 2.1.8 Mayor Cullimore mentioned a former Cottonwood Heights resident who was named CEO of
21 the Year by the Utah Technology Council. He suggested it be mentioned in the newsletter.
22
- 23 **3.0 Planning and Economic Development.**
24
- 25 **3.1 a. Planning Commission Meeting.**
26
- 27 3.1.1 Economic Development Director, Brian Berndt, reported on the agenda items to be addressed
28 by the Planning Commission at their next meeting.
29
- 30 3.1.2 Mr. Berndt discussed the two items up for public comment with one being the Honeycomb
31 Road Subdivision and the other being the Wasatch Pet Center.
32
- 33 3.1.3 The Summerhill Drive Preschool would be addressed as well as the requested Conditional
34 Use Permit. The main issues were the number of class sessions allowed during a typical school
35 day and how to interpret the current zoning code definition of incidental use. Mayor
36 Cullimore thought it would be a good idea for Mr. Berndt to revisit and possibly redefine the
37 Code definition for home occupation and incidental use.
38
- 39 3.1.4 There were two new zoning ordinance change requests under consideration. The properties
40 up for consideration were on Little Cottonwood Canyon Road near 9300 South. The main
41 change request issues pertained to slopes and the discount for the slope areas in the acreage
42 calculations.
43
- 44 3.1.5 Mountain View Park and the shade structures were discussed as well as the type of shade
45 design the contractor was recommending. The Council discussed the budget for the project
46 and when the shade structures could be constructed.
47

1 **4.0 Public Safety Reports.**

2
3 **4.1 a. Unified Fire Authority.**

4
5 4.1.1 Assistant Fire Chief, Mike Watson, reported on the current public safety events. He reported
6 on the last Board Meeting, promotional ceremonies, and three lifesaving efforts from the
7 previous week.

8
9 **4.2 b. Police Department.**

10
11 4.2.1 Chief Police, Robby Russo, reported on pertinent police activity in the community over the
12 past week.

13
14 4.2.2 Chief Russo informed the Council that a loaded hand gun was found on the playground of
15 Oakdale Elementary. The gun was found by a teacher who subsequently turned it into the
16 school principal. It was later discovered that a man walking through the playground during
17 non-school hours had lost the gun and wasn't aware where he had lost it.

18
19 4.2.3 Surplus police vehicles were discussed and how the City was currently having Ken Garff
20 broker the sales of used police vehicles and new vehicles were being brought into service.

21
22 **4.3 1. Community Service.**

23
24 4.3.1 It was reported that the Holladay City Court was contacted with regard to community service.
25 They are having violators do their service. It was noted that most community service was
26 being rendered in Holladay. Ideas of how to get more community service hours in
27 Cottonwood Heights were shared and would be conveyed to the Court.

28
29 **5.0 Canyons School District Board Update – Amber Shill.**

30
31 5.1 Canyons School District Board Member, Amber Shill, gave an update on the District's current
32 activities.

33
34 5.2 Ms. Shill discussed the construction of new schools including Alta View Elementary School,
35 which was the last elementary school to be built. The only other construction scheduled to
36 take place was the renovation of Indian Hills Middle School.

37
38 5.3 Ms. Shill discussed the accreditation of Brighton High School, which is done every six years.
39 It was reported that the school passed the accreditation process and those evaluating the school
40 had mostly positive comments.

41
42 5.4 New District administrative appointments were discussed including new principal changes.

43
44 5.5 Ms. Shill commented that the best news was that the bathroom renovations at the tennis courts
45 had been completed and were ready for use. The bathroom facility hours would be the same
46 as the tennis courts hours.

1 5.6 It was reported that 91% of graduating high school seniors had applied to colleges. That
2 number was up from the prior year's 82%. Ms. Shill also noted that the number of last year's
3 high school graduates currently enrolled in two or four-year colleges was 50%. It was
4 believed that that number was low due to the LDS mission age changing and students choosing
5 to go on a mission.
6

7 5.7 Ms. Shill discussed the use of technology in the classroom and how the District placed over
8 34,000 computers and iPad devices in classrooms District wide. She also reported that on a
9 daily basis over 15,000 students log into the District's Wi-Fi.
10

11 5.8 Ms. Shill announced that Diamond Ridge on 9400 South was named as the District's new
12 alternative high school.
13

14 5.9 Ms. Shill revealed that the State's top Sterling Scholar award went to Anthony Chang from
15 Hillcrest High School.
16

17 **6.0 City Manager/Assistant City Manager Report.**
18

19 **6.1 a. New City Hall Construction Report.**
20

21 6.1.1 City Manager, John Park, reported on the progress of the new City Hall. He indicated that the
22 glass was being put into the Council Room and the building was nearly ready to paint.
23

24 6.1.2 The landscaping was going in and starting to take shape. Furniture suppliers were being taken
25 around and getting an idea of what will be needed. Overall, Mr. Park was happy with the
26 progress and the work his staff was doing.
27

28 6.1.3 Mr. Park discussed a ribbon cutting ceremony and an open house for City Hall. The tentative
29 date for the ceremony was September 20. Mayor Cullimore recommended the date be pushed
30 back a bit so that when the ceremony takes place everything will be moved in and the new
31 space will be ready for use.
32

33 **6.2 b. Review of Weekly Staff Report.**
34

35 6.2.1 There was no staff report.
36

37 **6.3 c. Update on Transitioning Public Works.**
38

39 6.3.1 City Manager, John Park, discussed the transition from Terracare to the City's Public Works
40 Department taking over all public works operations. An agreement was in place that
41 facilitated the transition allowing Terracare to reduce their presence while allowing
42 Cottonwood Heights to bring in equipment. Mr. Park stated that by the end of September the
43 Public Works Department will be ready and in the hands of the City.
44

45 6.3.2 Assistant City Manager, Bryce Haderlie, reported on the purchase of equipment and trucks to
46 help make the transition. The funding to purchase the equipment was discussed and how the
47 City will pay for the transitional equipment upfront but reimburse itself once the funding
48 comes in next year.

1
2 **6.4 d. Arts Council Appointments.**
3

4 6.4.1 Mr. Park conducted interviews with potential Arts Council appointees. Several of those
5 interviewed would bring the experience to the Council that the City is seeking. The interview
6 process was ongoing and in the end the group would be reduced to five new members.
7

8 **6.5 e. Tour of Canyon Vault.**
9

10 6.5.1 Mr. Park discussed the potential to store City records at the Canyon Vault. A tour of the vault
11 was being arranged for the Council. Times the Council would be available for a tour were
12 discussed.
13

14 **6.6 f. Crestwood Park Master Plan.**
15

16 6.6.1 Mr. Park reviewed the Crestwood Park Master Plan and brought up an idea that would create
17 a separate Council to specifically oversee the City's open space. The only significant
18 drawback of such a group would be the members potentially becoming influenced by special
19 interest groups. The group would not only look at open space in Crestwood Park but other
20 open space in the City as well.
21

22 **7.0 Mayor/City Council Reports.**
23

24 **7.1 a. Arts Council – Councilman Shelton.**
25

26 7.1.1 Councilman Shelton reported on the most recent Arts Council Meeting held April 13.
27

28 7.1.2 A representative from the Zoo Arts & Parks (ZAP) Council was in attendance and helped the
29 Arts Council recognize their goals and objectives for the near and long term. Councilman
30 Shelton reported that there were several guests at the meeting, who were likely about to be
31 appointed to the council.
32

33 7.1.3 The upcoming community play and auditions were discussed as well as those who would co-
34 direct the play.
35

36 **7.2 b. Historic Committee – Councilman Peterson.**
37

38 7.2.1 Councilman Peterson reported on the latest Historic Committee Meeting held April 13.
39

40 7.2.2 Mr. Peterson discussed the historical documentation efforts, Butlerville Days, and a book
41 being written about the City's history.
42

43 **7.3 c. Zoo Arts & Parks Update – Councilman Peterson.**
44

45 7.3.1 Mr. Peterson reported on the latest ZAP meeting and the current applicants seeking funding.
46 The last of the six applicants would be heard at the end of the week and then the process of
47 creating a short list for funding would be considered.
48

1 **7.4 d. Millcreek – Wasatch Watershed Project.**

2
3 7.4.1 Mayor Cullimore reported on the watershed project involving the Trust for Public Lands and
4 the Trust buying property up Millcreek Canyon formerly known as the Boy Scouts of
5 America's Camp Tracy. Mayor Cullimore didn't see any issues with the purchase and did not
6 expect it to significantly impact the community.
7

8 **7.5 e. Millcreek City.**

9
10 7.5.1 Cottonwood Heights is assisting Millcreek City in forming their new City. Mayor Cullimore
11 felt the City would be able to add a great deal of expertise.
12

13 **7.6 f. Recovery Residences.**

14
15 7.6.1 Mayor Cullimore discussed recovery residences in the valley and how they were recently
16 addressed in a meeting he attended. The Mayor thought this would be a good time to look at
17 the City's Ordinances and how the City currently deals with recovery residences. Recent
18 legislation now requires recovery residents to obtain local approval before locating in a city.
19

20 7.6.2 The Big Cottonwood Marathon was upcoming and the Mayor stressed that the City be in touch
21 with those involved to address traffic concerns. Last year there were problems with traffic,
22 which resulted in a loss of sales to local businesses. One thought was to reroute traffic from
23 9400 South, which would help alleviate some of the problems.
24

25 **8.0 Calendar of Events.**

26
27 8.1 Councilmember Schedules for the following week were as follows:
28

- 29 a. Idle Free Zone Presentation – April 22, 11:00 a.m., Ridgecrest Elementary.
- 30 b. Earth Day – April 22, 3:00 p.m. at 2277 Bengal Boulevard.
- 31 c. Citizen Academy Graduation – May 18, 6:30 p.m. at City Hall.
- 32 d. Coventry Ribbon Cutting – May 19, 6:00 p.m. at 6898 South 2300 East.
- 33 e. Project Drama Ribbon Cutting – May 20, 6:00 p.m. at 2477 Fort Union Boulevard.
- 34 f. Memorial Day – May 30 OFFICES ARE CLOSED.
- 35 g. Brighton High School Graduation – June 2, 2:00 – 4:00 p.m. at the Maverick Center,
36 WVC.
37

38 **9.0 Closed Meeting to Discuss Litigation, Property Acquisition and the Character and**
39 **Professional Competence of Physical or Mental Health of an Individual.**
40

41 **9.1 MOTION:** Councilman Tyler moved to close the Open Session and open the Closed Session.
42 The motion was seconded by Councilman Bracken. The motion passed with the unanimous
43 consent of the Council.
44

45 **10.0 ADJOURN**

46
47 10.1 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, April 19, 2016.*

3
4
5
6
7
8
9



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