

**MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK MEETING  
HELD TUESDAY, JULY 19, 2016 AT 6:07 P.M. IN THE COTTONWOOD HEIGHTS CITY  
COUNCIL CONFERENCE ROOM LOCATED AT 1265 EAST FORT UNION BLVD., SUITE  
250, COTTONWOOD HEIGHTS, UTAH**

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

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

**6:07 p.m.      1.      Y2 Analytics**

Ms. Kyrene Gibb and Mr. Kelly Patterson with Y2 Analytics, gave a presentation on the community opinion survey conducted in June 2016.

1500 answers were acquired from 2000 residents and Ms. Gibb congratulated the City for having very engaged residents.

Ms. Gibb went through her presentation. A copy of the presentation is attached and incorporated to these minutes by this reference.

Councilman Scott Bracken asked if the results for the police department part of the survey is norm. Ms. Gibb and Mr. Patterson explained that they have not asked these questions before.

Councilman Mike Shelton asked if the answers on tax increases within what other cities get. Ms. Gibb and Mr. Patterson explained that they have not asked these questions before.

Mayor Cullimore addressed open comments and asked if those could be categorized. Ms. Gibb stated that those can be coded, if that is what Mayor would like, but it would take some time.

Councilman Bracken asked to about averages. Ms. Gibb advised that averages may not be make sense depending on what a question is being compared to.

Councilman Shelton asked what was the top actionable data. Ms. Gibb stated that snow removal is by far the most dissatisfied item.

*APPROVED Minutes for the July 19, 2016 City Council Work Session*

Approved Tuesday, August 23, 2016

Councilman Tyler pointed out the divide on taxation for community development and open spaces.

Mayor Cullimore pointed out that Public Works is being developed to address resident's snow removal concerns. And this project, as well as the new City Hall, come with a cost.

Ms. Gibb advised that only knowing what the City Council's objectives are, can the data influence the Council's decision.

Councilman Mike Peterson pointed out how green spaces and recreational items, have historically always been on top of the list.

Councilman Shelton asked how much a follow-up survey of half this size, would cost. Mr. Patterson explained that now that the panel is setup it is much more affordable and costs are explained in the contract with the city.

Mayor Cullimore explained that Council needs more time, maybe three or four months, to digest the information and be able to look more into the responses by category.

Councilman Tee Tyler expressed interest in comparing this survey with the survey done 8 years ago, although snow removal was not addressed 8 years ago.

Mayor Cullimore was surprised for the interest in mass transit since Proposition One failed. Ms. Gibb explained that the proposition failed due to mistrust with UTA and not lack of interest with having mass transit.

Mayor Cullimore expressed his satisfaction with the survey turn around and the level of response. Mayor Cullimore asked if this high level of response has been experienced before. Ms. Gibb explained that the only other city with this level of response was Lehi City, because they are such a young population.

Council thanked Ms. Gibb and Mr. Patterson for their time and presentation.

2. **Public Works Report**

a. **Public Works update.**

Matt Shipp, Public Works Director, reported on public works projects from this past week including plans for projects by UDOT on Wasatch Blvd including improvements at the Wasatch Blvd and North Little

*APPROVED Minutes for the July 19, 2016 City Council Work Session*

Approved Tuesday, August 23, 2016

Cottonwood Canyon Road intersection. A copy of this presentation is attached and incorporated into these minutes by this reference.

Mr. Shipp presented options for Danish and Sutton streets and the changes to Wasatch Blvd traffic flow. It was suggested that Danish have continuous flow and Sutton be closed with a T for large vehicles to do a three point turn. A cul-de-sac at the end of Sutton would be too small to allow big vehicles, such as a Fire Truck, to turn around; the T end at the end of Sutton will resolve this problem.

Councilman Tee Tyler expressed that he would like to make something with the Murray corner; maybe a city sign.

Councilman Tyler suggested that those connecting from Wasatch to Danish, have a continuous flow right turn. Mr. Shipp suggested a stop and go, for safety.

I-215 will be going through some construction by south Holladay Blvd (Big Cottonwood Road exit - 6200 South exit) and the exits will be closed. This will happen during the first part of August until it is completed.

b. Update on Transitioning Public Works

Matt Shipp, Public Works Director, updated the Council on the transition providing public works including plans for the new public works yard on 3000 East.

Bryce Haderlie, Assistant City Manager, updated the council on recruiting efforts for public works positions which close at the end of business day of July 25, 2016.

Mr. Shipp reported that the Public Works site property has been acquisitioned and everything is just being finalized. UDOT will not grade the property and Mr. Shipp is happy about that. A copy of the progress report is attached and incorporated to these minutes by this reference.

Mr. Haderlie reported that the Bobcat is now here and it is getting outfitted. Seasoned job openings will be addressed next.

Mr. Park explained that he is working on the sewer line easement.

Mayor Cullimore excused Mr. Shipp from the meeting to attend to family matters.

*APPROVED Minutes for the July 19, 2016 City Council Work Session*

Approved Tuesday, August 23, 2016

3. **Planning and Economic Development Report**

a. **Review of Zoning Codes**

Brian Berndt, Economic Development Director, reviewed some proposed text changes to zoning codes definitions.

Mr. Berndt stated that the definitions were sent out and if Council had any questions. Council stated that there were no red lines and so they were not able to understand the changes.

Mr. Brendt apologized and explained that he cleaned up the text with changes included.

Mayor Cullimore asked if Mr. Brendt would walk the council through the changes; what they are and what it is that he needs the Council to review.

Mr. Brendt presented Section 19 of the Zoning Code and explained that definitions are all in this one section so that definitions are consistent throughout the rest of the code. A copy of the presented code is attached to these minutes and incorporated by this reference.

4. **Public Safety Reports**

a. **Unified Fire Authority**

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

Chief Watson explained that Fire's Community Events will place their trailers Thursday for Butlerville Days. The watermelon drop will be made from the Fire Station tower.

1. **UFA Special Board Meeting**

Chief Watson and Mayor Cullimore reported on the UFA Board meeting of July 19, 2016. Mayor Cullimore explained that because the July meeting had been previously cancelled, a special meeting had to be called by the Board.

After 3 hours of meeting, two motions were passed. Deputy Chief Scott gave his resignation due to health issues, for the most part. The Board accepted his resignation. There was discussion on restructuring UFA. The Assistant Chiefs and Chief Jensen were tasked to work on the restructure to include two Deputy Chiefs. Those positions will be selected among the Assistant Chiefs and taken to the Board for consent.

The Fire Chief and Assistant Chiefs went immediately to the EOC, met for a couple of hours and made a plan.

*APPROVED Minutes for the July 19, 2016 City Council Work Session*

Approved Tuesday, August 23, 2016

Mayor Cullimore expressed hope for positive changes.

Mayor Cullimore stated that more GRAMA requests have been asked by City Weekly for Gas and Expense cards.

b. Police Department

Police Chief Russo, reported on noteworthy events of the week

Police Chief Russo sent representation from Cottonwood Heights Police Department to Dallas, and it was reported has a good experience.

Chief Russo advised, for Butlerville Days, to be vigilant and explained that extra security steps have been taken to ensure public safety.

Code Enforcement Officer is still out for a while due to personal injury. Chief Russo and Mr. John Park are working on what can be done to replace this officer while he is out.

Chief Russo reported an assault case related to the Pokémon game. Discussion broke out on what it is, how it works and how much time is spent by individuals just walking in parks and looking for Pokémon.

The Police Department has been experiencing calls coming in for police services to area of Millcreek and those have been redirecting to County.

5. **City Manager/Assistant City Manager Report**

a. New City Hall Construction Report

City Manager John Park, provided the Council with a progress report on the new City Hall.

On the new Council Room meeting table, Mr. Park explained that the gentleman doing the wood work for the new City Hall, will build a custom table for the City Council. A copy of approximate examples provided is attached and incorporated to these minutes by this reference.

Mr. Park explained that the schedule gets tighter towards the end because of sub-contractors are working on top of each other.

Planters are set. The ceiling in the Council Chambers are very nice, with wood and black tile behind it. Everything is coming together to the smallest details.

*APPROVED Minutes for the July 19, 2016 City Council Work Session*

Approved Tuesday, August 23, 2016

Councilman Tyler reported seeing landscapers working outside. Mr. Park explained that some vegetation has been planted in the back by the parking lot area. Mr. Park explained the interesting way the trees are being grown at the new City Hall, in the 5'x5' boxes.

Councilman Peterson asked if the new Public Works is going to take care of the landscape and Mr. Park confirmed.

b. Policy on Public Use of the New City Hall Facilities

Bryce Haderlie, Deputy City Manager, led a discussion about a proposed policy governing the public use of the new City Hall facility.

A copy of the DRAFT Facility Use Policy was passed around. Because it is still in draft form it is not yet being released to the public.

Council expressed interest in group rates for rooms.

Councilman Peterson asked about the parking policy for those renting space at new City Hall. Also, would like to see individuals having to sign a rental agreement.

Mayor Cullimore suggested fee waivers for non-profits, for example; or hardships, or even in-kind payment. Also, accept later rentals on the weekends, maybe until 11 pm. The Mayor suggested the use of Council Chambers for larger congregations. The lobby area would only be available if both rooms were rented in conjunction. A fee schedule for room rentals would be appropriate.

Mr. Park suggested that individuals also need to be advised that tables and chairs are limited.

Mr. Park explained that he wants City Business to have priority; but individuals can reserve a room up to 120 days in advance.

Councilman Tyler asked about round tables. Mayor Cullimore suggested having an agreement with Diamond Rental, for example, to setup round tables, if needed.

There was some discussion on religious services and the definition of religious services, on sales and changing the name of the "multi-purpose room" to "community room".

*APPROVED Minutes for the July 19, 2016 City Council Work Session*

Approved Tuesday, August 23, 2016

c. Review of Staff Communications

(Each week staff provides informational reports from each department to allow City Council a method of keeping up on the day to day activities of the City. This report is available on the internet at [www.ch.utah.gov](http://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 if any changes have occurred since the report was made.)

No questions by City Council.

6. **Mayor/City Council Reports (15:00)**

a. More parking for the Ferguson Canyon Trail Head - on Timberline Drive – Councilman Tee Tyler

Councilman Tyler explained how the four existing parallel parking stalls could be converted into ten pull straight forward stalls. The neighbors would really appreciate if the hikers using the trail, were to park less on street and more in designated parking. At times, neighbors experience 50 plus cars parked along their street.

Mayor Cullimore believes this change would not resolve the issue with 50 cars parking on the street and suggested looking at options for more parking along the trail.

Mr. Park suggested that now that the problem is understood, city staff will go and look at it and come back with some suggestions.

Councilman Peterson, with permission of Mayor Cullimore, reported on ZAP grants by the Salt Lake County. The impact for Cottonwood Heights is \$2.4 million for the Recreation Center, for improvements to the outside pool.

Mayor Cullimore reported on Fire Stations report times. Chief Watson will provide more detail in the August Fire presentation. Chief Watson provided a brief explanation of his morning process to cover staffing.

Mayor Cullimore thanked Chief Watson for the message sent to the Police Officers and expressed that the same should be done by Council.

Mayor Cullimore received a request from Mr. David Robinson, candidate for SL County Mayor, to come and meet the City Council.

7. **Calendar of Events**  
Councilmember Schedules for the next week/2016 Calendar
- a. July 22-23 – Butlerville Days
  - b. July 25 – Pioneer day recognition, City offices closed.
  - c. July 29, 30 & Aug 1, 4-6 – Annual City Play “7 Brides for 7 Brothers”
  - d. August 12 – Movie in the Park at Bywater Park
  - e. Aug. 13-Sept. 2 - Area cleanup dumpsters from Wasatch Front Waste and Recycling District will be delivered to neighborhoods
  - f. August 17 – VIP Tour of New Butler Elementary; 6:30 p.m.
  - g. August 18 – Ribbon Cutting at Butler Elementary; 5:30 p.m.
  - h. August 20-31 – “Bites in the Heights” Tasting Tour
  - i. August 24 – Start of School
  - j. September 10 – Big Cottonwood Canyon Marathon
  - k. September 14-16 – ULCT Fall Conference
  - l. Sept. 29 – City Hall Grand Opening & Ribbon Cutting – 4:00p.m.
9. **Closed Meeting to Discuss Litigation, Property Acquisition and the Character and Professional Competence or Physical or Mental Health of an Individual**
- Motion to **Close Meeting** by Councilman Tee Tyler  
Seconded by Councilman Mike Peterson  
All “Aye”
- Closed Meeting Start Time 9:25 p.m.
- Motion to Return to Work Meeting and Adjourn Work Session by Councilman Tee Tyler at 9:52 p.m.  
Seconded by Councilman Mike Peterson  
All “Aye”
10. **Work Session adjourned at 9:52 p.m.**

*APPROVED Minutes for the July 19, 2016 City Council Work Session*

Approved Tuesday, August 23, 2016