

1 **MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION HELD**
2 **TUESDAY, JANUARY 5, 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, City Attorney Shane Topham, City Recorder Linda
10 Dunlavy, Community and Economic Development Director Brian Berndt,
11 Assistant Fire Chief Mike Watson, Finance Director Dean Lundell, Police
12 Chief Robby Russo, Public Works Director Mike Allen, Public Relations
13 Specialist Dan Metcalf
14

15 **WORK SESSION**

16
17 Mayor Kelvyn Cullimore the called meeting to order and welcomed those in attendance.
18

19 **1.0 Public Relations Report.**

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21 **1.1 a. Media Coverage.**

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23 1.1.1 Public Relations Specialist, Dan Metcalf, reviewed current events affecting the City and
24 showed clips of news reports.
25

26 1.1.2 The first news clip dealt with snow removal issues in the City due to several consecutive snow
27 storms. Complaints had been received about the streets not being plowed as quickly as some
28 residents would have liked. Keeping up with snow removal as a result of the storms was a
29 problem not only for Cottonwood Heights but for most of the Wasatch Front cities.
30

31 1.1.3 Another news clip dealt with a carjacking and a crime spree that extended into several cities.
32 Three perpetrators were arrested for shoplifting. The arrest resulted in evidence from the
33 vehicle linking the suspects to other crimes.
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35 1.1.4 One of the news clips Mr. Metcalf presented, addressed liquor sales and showed the
36 Cottonwood Heights Liquor Store. The report addressed how state liquor sales had hit record
37 highs. The increase was attributed primarily to population growth in the area. The report also
38 demonstrated how revenue from the sale of alcohol is distributed in the State.
39

40 1.1.5 There was a report of playground slides and how hot temperatures caused the slides to become
41 very hot during the summer months at Cottonwood Heights parks. It was reported that the
42 City would find a solution to the problem by next summer season.
43

44 1.1.6 Another report addressed the influx of skiers along the Wasatch Front due to the record snow
45 year and revenue the storms brought to the State. It was reported that the winter recreation
46 industry is on track for a 14% increase in revenue over last year and will add approximately
47 \$1.2 billion to the economy, which could potentially save the State from a tax increase next
48 year.

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2 1.1.7 The Cottonwood Heights Recreation Center skating rink was featured in a story about an event
3 for children with disabilities. One of the sponsors, The Opportunity Foundation of America,
4 was enthusiastic about the event and stated that children can experience the ice like never
5 before by being pushed by volunteers around the rink. The Opportunity Foundation of
6 America hoped to repeat the event each year.
7

8 **1.2 b. City Newsletter.**
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10 1.2.1 Mr. Metcalf provided an update on the newsletter. It was determined that Mr. Bracken would
11 write the article representing the Council for the month. Mr. Metcalf reported that there were
12 85 new registrants on the website, which was thought to be mostly due to interest in snow
13 removal updates. Complaints were received from citizens about snow removal. Mr. Metcalf
14 stated that the goal was to address the concerns and complaints or at the very least respond to
15 them. He noted that most of the snow removal complaints were from citizens complaining
16 about other citizens leaving their cars parked in the street, which prevented snow plow
17 operators from doing their jobs.
18

19 **2.0 Public Works Report.**
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21 2.0.1 Mr. Allen reported on the latest Public Works issues and matters affecting the City.
22

23 **2.1 a. Bengal Boulevard Project Update.**
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25 2.1.1 The Bengal Boulevard project was discussed. It was in the final punch list phase and there
26 was little remaining to discuss. Mayor Cullimore suggested that due to the progress on the
27 Bengal Boulevard project, that it be removed as an agenda item on future meetings.
28

29 **2.2 b. Public Works Activity Report.**
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31 2.2.1 Mr. Allen discussed the Bengal Den Cove project and how damage was caused by the
32 contractor. The contractor was in the process of rectifying the problem and repairing the
33 damage.
34

35 2.2.2 Councilman Tyler addressed Century Link's new Prism Television Service. He explained that
36 Cottonwood Heights does not have Prism and asked about the potential of it coming to the
37 City. The Mayor commented that it is in the works and negotiations are underway.
38

39 **2.2.3 1. Review of Snow Plowing Efforts.**
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41 2.2.4 A review of the current Snow Removal Plan was discussed and whether any changes should
42 be made to the plan for next year. Many of the issues affecting plowing such as storm size,
43 cul-de-sacs, mailboxes, and lane widths were discussed. Mayor Cullimore emphasized the
44 importance of being aware and documenting troubled areas so that snow plow drivers are
45 certain to plow those areas first. Mr. Allen expressed gratitude to the City for helping mitigate
46 complaints and for addressing the areas of concern.
47

1 **2.253 2. Addressing Potholes in Roads.**

2
3 2.2.6 Mr. Allen reviewed pothole issues in the City and discussed how the department is addressing
4 them. He explained that some of the troubled areas are the result of a freeze/thaw issue. He
5 noted that temperature fluctuations wreak havoc on the pavement. The portion of Highland
6 Drive near Dan's Foods was identified as a problem area. Mr. Allen reported that crews are
7 currently working on repairing the potholes. He mentioned that on days the plows are not
8 moving snow, the crews are patching potholes.
9

10 **3.0 Planning and Economic Development Report.**

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12 **3.1 a. Development Activity Report.**

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14 3.1.1 (13:09:23) Community and Economic Development Director, Brian Berndt, reviewed the
15 Development Activity Report that was distributed to the Council for their review. The various
16 projects listed in the report were discussed individually as well as other projects that were
17 behind on their given deadlines. Mr. Berndt identified the items listed on the report and stated
18 that they would require the Planning Commission approval and would follow the normal
19 approval process.
20

21 3.1.2 The Wasatch Boulevard Project was discussed and the deadlines for submitting proposals
22 were reviewed. Mr. Berndt discussed the deadlines for Letters of Intent, which the City
23 submitted previously. He reported that the City has two Letters of Intent being submitted.
24 One was for the Wasatch Boulevard Project and the other for the bike path. Mr. Berndt
25 described the bidding process and stated that the City sends Letters of Intent for each cycle
26 that qualifies the City to be included in the approval process for funding.
27

28 3.1.3 The Bengal Boulevard expansion and improvements were discussed as well as the timelines
29 for completing the improvements.
30

31 3.1.4 It was reported that the City has had a good year in terms of development and expansion with
32 more building permits in process.
33

34 **4.0 Public Safety Reports.**

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36 **4.1 a. Unified Fire Authority.**

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38 4.1.1 Assistant Fire Chief, Mike Watson, reported that there were no fires in Cottonwood Heights
39 over the Holidays.
40

41 4.1.2 Assistant Fire Chief Watson asked the Mayor if he received an invitation to the Year in
42 Review Banquet. Mayor Cullimore responded that it was on his calendar and he planned to
43 attend. Assistant Fire Chief Watson indicated that the Council Members and the City Manager
44 were also invited.
45

46 4.1.3 Mayor Cullimore reported that his neighbor fell recently and broke his femur, while retrieving
47 a package from his porch. 911 was called and the Fire Department was on the scene within

1 minutes. The Mayor was grateful for the quick response and professional nature of the
2 department.

3
4 **4.2 b. Police Department.**

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6 4.2.1 Chief Russo gave the Police Report, which included a report of new recruits joining the
7 department. There was discussion about having one of the recruits cross trained as an EMT.

8
9 4.2.2 Chief Russo reported on recent incidents that were relatively uneventful. He informed the
10 Council that there were several officers on duty on New Year's Eve. Despite the preparedness
11 of the Police Department, the evening was relatively quiet.

12
13 4.2.3 Chief Russo discussed the K-9 program and reported on the retirement of one dog due to
14 disease and the training of a new dog. He reported that the canines are a vital part of the team
15 and are used daily.

16
17 4.2.4 Chief Russo reported that the Citizens Academy will be starting up in March for interested
18 citizens. Classes will take place at City Hall and continue for eight to 10 weeks. Those 18 and
19 older can participate.

20
21 **4.2.5 1. DARE Graduations.**

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23 4.2.6 It was reported that DARE graduation was to take place Monday through Thursday of the
24 following week. Assignments were given to Council Members who planned to attend.

25
26 **5.0 City Manager/Assistant City Manager Report.**

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28 **5.1 a. New City Hall Construction Report.**

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30 5.1.1 City Manager, John Park, reviewed the status of the new City Hall construction. He reported
31 that construction was going as planned with the walls being constructed within the next two
32 weeks. Some items were coming in over budget so staff was working to cut back on some
33 other items to stay within budget.

34
35 5.1.2 Calendar items for the upcoming year:

36 February 2nd - Budget Retreat.

37 April 6th - 8th - League of Cities and Towns Conference in St. George.

38 August 30th - YCC Dinner

39 September 14th and 19th - League of Cities and Towns Conference.

40 November 29th - City Council meeting moved to avoid the Thanksgiving week.

41
42
43 **5.2 b. Discussion of 2017 Budget Timeline.**

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45 5.2.1 Mr. Park briefly addressed the budget requests and goals for the various City departments for
46 the next five years. He planned planning to present budget proposals at the Budget Retreat
47 and thought it would be better to present the proposals when all are present. A decision was

1 made to reschedule the Retreat to a date when all can attend and send an email to Council
2 Members once a date is scheduled.

3
4 5.2.2 Snow removal was discussed as well as plans to rent, on a trial basis, a Cat snow removal
5 machine that could possibly address some of the problems the City is experiencing with some
6 roads and cul-de-sacs.

7
8 **5.3 c. Preparing Request for Proposal for Public Survey.**

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10 5.3.1 Assistant City Manager, Bryce Haderlie, discussed the public survey and the Request for
11 Proposals (RFP) currently being prepared. He asked for concerns the community has
12 expressed in an effort to implement them into the bidding process. Subjects such as police
13 service, public events, parks and open space, and other priorities were mentioned and could
14 be used by the bidders to formulate questions to present in the RFP.

15
16 **5.4 d. Weekly Update Memo to City Council.**

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18 5.4.1 Mr. Haderlie reviewed the plans for a weekly update memo, which is used by other
19 communities to keep the Council updated on current events. The memo is designed to reduce
20 the time spent in Council Meetings. It was mentioned that the weekly memo would be a
21 good place to address preliminary agenda items.

22
23 **5.5 e. Review of Upcoming Events.**

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25 5.5.1 The Council discussed the upcoming Council Business Session and it was noted that Mayor
26 Cullimore would be absent. In the absence of the Mayor, the most senior Council Member
27 would be in charge, which in this case would be Councilman Peterson.

28
29 **5.6 1. Volunteer Appreciation Dinner – January 23, 2016 at Market Street Grill.**

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31 5.6.1 A Volunteer Appreciation Dinner was scheduled for January 23 at 6:00 p.m. at Market Street
32 Grill located at 2985 East Cottonwood Parkway.

33
34 **5.7 2. Legislative Breakfast – January 14, 2016 at Market Street Grill.**

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36 5.7.1 City Lobbyist, Brian Allen, reported on the legislative issues currently being discussed. He
37 reported that body cameras were one of the main issues being discussed. His thoughts on law
38 enforcement body cameras was that the benefit must outweigh the cost in order for the body
39 cams to be worthwhile. Mr. Allen questioned whether the benefit was worth the cost.

40
41 5.7.2 Other items before the House of Representatives were bills regarding business licensing,
42 speed and traffic signage, road repair funding and construction, and a bill dealing with
43 transportation funding related to Proposition 1.

44
45 5.7.3 Councilman Shelton expressed concern about prescription drug information and the overuse
46 of prescribed medications. He also wondered about drug seizure money and the way it was
47 being disbursed. Councilman Shelton also addressed the issues of recruiting and retaining
48 police officers and how restrictions are hurting the recruiting process.

- 1
2 5.7.4 Mr. Allen took note of Councilman Shelton's concerns and took a count of who planned to
3 attend the upcoming Legislative Breakfast. All of the Council Members and the Mayor
4 planned to be in attendance.
5
- 6 **6.0 Mayor/City Council Reports.**
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- 8 **6.1 a. Mountain Accord – Mayor Cullimore.**
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- 10 6.1.1 Mayor Cullimore reported that there was a lot of discussion on what Mountain Accord should
11 be called. The main problem was that several governmental groups disagree on what the
12 canyon areas should be designated as. Mayor Cullimore stated that there is a need to create a
13 governing body to manage the canyons rather than the ad-hoc committee that is currently in
14 place. The Mayor expressed his support for a governing body consisting of local agencies.
15
- 16 **7.0 Calendar of Events.**
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- 18 7.1 Councilmember Schedules for the following week were as follows:
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- 20 a. Review of 2016 Calendar of Meetings.
21 b. Councilmember Schedules for the next week/2016 Calendar.
22 c. Legislative Breakfast – January 14, 7:30 a.m. at Market Street Grill, 2985 East
23 Cottonwood Parkway.
24 d. Office Closed – January 18, Martin Luther King Day.
25 e. Volunteer Appreciation Dinner – January 23, 6:00 p.m. at Market Street Grill, 2985
26 East Cottonwood Parkway.
27 f. Local Officials Day at the Legislature.
28
- 29 **8.0 Closed Meeting to Discuss Litigation, Property Acquisition and the Character and**
30 **Professional Competence of Physical or Mental Health of an Individual.**
31
- 32 **8.1 MOTION:** Tee Tyler moved to close the Open Session and open the Closed Session. The
33 motion was seconded by Councilman Mike Peterson. The motion passed with the unanimous
34 consent of the Council.
35
- 36 **9.0 ADJOURN**
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- 38 9.1 The Work Session adjourned at 9:55 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, January 5, 2016.*

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