

**MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION  
HELD TUESDAY, OCTOBER 17, 2017 AT 6:00 P.M. IN THE COTTONWOOD  
HEIGHTS CITY COUNCIL CONFERENCE ROOM LOCATED AT 2277 EAST  
BENGAL BOULEVARD, COTTONWOOD HEIGHTS, UTAH**

**Members Present:** Mayor Pro Tempore Scott Bracken, Councilman Mike Shelton, Councilman Tee Tyler, Councilman Mike Peterson

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

**Excused:** Mayor Kelvyn Cullimore

Mayor Pro Tempore Scott Bracken called the meeting to order and welcomed those present. He excused Mayor Cullimore who is out-of-town on business.

**1. Introduction of Mr. Eric Jensen, new IT Technician, by Assistant City Manager, Mr. Bryce Haderlie**

Mr. Bryce Haderlie, Assistant City Manager, introduced the newest member of City Staff, IT Technician Mr. Eric Jensen. Mr. Jensen provided the council with a brief bio.

The City Council welcomed Mr. Jensen to Cottonwood Heights.

**2. Public Relations Report**

Public Relations Specialist, Dan Metcalf, reported on media coverage and city events. Some of the reports presented were:

- KSL News at 5 – North Salt Lake – Skimming Devices at Gas Stations
- KSL News at 5 – Utah Company (in Cottonwood Heights) rescues employees from devastation in Puerto Rico
- Fox 13 News – Target theft investigation – CH Police looking for 2 women
- KSL News at 5 – Chase ends in crash. Police Chief Russo elaborated on the story for those present.
- Fox 13 News – Former USC football player from Utah strikes plea deal in rape case
- Fox 13 News – Search for suspected thief – Suspect took an Amazon package from someone’s doorway.

The Newsletter draft for next month is ready for review.

**3. Finance Report**

a. 2018 Budget Document

Mr. Dean Lundell, City Finance Director, presented the final draft of the city budget document for 2018. Mr. Lundell highlighted a few sections for the City Council.

b. Annual Operating and Capital Budget Proposed Amendment for the 2017-2018 Fiscal Year.

Mr. Dean Lundell, Finance Director, introduced a proposed amendment to the Annual Operating and Capital Budget Amendment for the 2017-2018 Fiscal Year. Mr. Lundell walked the City Council through the six main changes.

4. **Community and Economic Development**

a. Report on the October 12<sup>th</sup> Boot Camp Workshop: Leadership Skills Learned from Operating an Escape room

Community Development Director, Mr. Brian Berndt, reported on the most recent Boot Camp Workshop held on October 12<sup>th</sup>.

b. Proposed code text amendments

Community Development Director, Mr. Brian Berndt, discussed the proposed revision to Chapter 19.76 Supplementary and Qualifying Rules and Regulations, accessory buildings and fences and walls.

**Walk-On: Reminder:** Oct 18 - Salt Lake County Wasatch Canyons GP Update Visioning Meeting, to be held at City Hall

**Walk-On: Reminder:** Oct 24 - Salt Lake County Dog Park Open House – CH Community Room

5. **Public Works Report**

Mr. Matt Shipp, Public Works Director, reported on on-going public works projects.

6. **Public Safety Reports**

a. Unified Fire Authority

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

1. UFA Board Meeting – Council Member Mike Peterson

Council Member Peterson reported on the recently held UFA Board Meeting.

b. Police Department

Police Chief Robby Russo reported on noteworthy events of the week.

## 7. **City Manager/Assistant City Manager Report**

### a. Review of Staff Communications

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 on any changes since the report was made.

### b. Public Comment Policy

City Recorder, Paula Melgar, reviewed a proposed policy for public comment in public meetings.

City Manager, Mr. John Park, briefly discussed a stipend for the Mayor's vehicle, due to all the meetings a Mayor is required to attend. Also, he suggested the use of less paper and asked that council try to use computers to discuss drafts and other documents during work session meetings.

**Walk-On** by City Manager, Mr. John Park, on City Hall Signage package.

## 8. **Mayor/City Council Reports**

### a. Historic Committee Meeting – Councilman Peterson

Councilman Peterson reported on the recent Historic Committee meeting.

### b. Legislative Policy Committee – Councilman Peterson

Councilman Peterson reported on the recently held Utah League of Cities and Towns Legislative Policy committee meeting. This subcommittee reviews legislative issues which affect municipalities.

Mr. John Park, City Manager, who also attended the Committee's meeting, provided a brief overview of the topics discussed.

## 9. **Calendar of Events**

### Councilmember Schedules for the next week / 2017-2018 Calendar:

- a. **No City Council Meetings: Oct 31, Dec 5 & 26**
- b. October 18 – 7 pm to 9 pm – Salt Lake County Wasatch Canyons GP Update Visioning Meeting, to be held at City Hall
- c. Oct. 24 – 5:30 p.m. – Salt Lake County Dog Park Open House – CH Community Room
- d. October 27 – Monster Mash – 5 pm to 7 pm – Recreation Center
- e. October 31 – 3:00 pm to 5:00 pm – CHBA Trunk or Treat
- f. November 7 – General Election Day
- g. Nov. 8 – 6:30 p.m. – Meeting on ADUs - City Council Chambers.

- h. November 9 – 5:30 pm to 7:30 pm – FREE Boot Camp Workshop
- i. November 16 – 5:30 pm – Wasatch Boulevard Planning Open house
- j. November 23 – 7 a.m. – Thanksgiving 5K at the Recreation Center
- k. November 27 – 5 to 7 p.m. – “Light the Night” Tree-Lighting Ceremony and Gift Boutique at City Hall
- l. December 5 – City Employees Christmas Party
- m. December 15 – Noon to 2:00 pm – Sub For Santa Open House
- n. December 16 – 7 p.m. – “A Country Christmas” Holiday Concert, featuring Joshua Creek at Butler Middle School
- o. January 2, 2018 – Newly Elected Officials Swear-in Ceremony
- p. January 4, 2018 – 4:00 – 8:00 p.m. Open House for Mayor Kelvyn Cullimore and Councilman Tee Tyler who are leaving office.
- q. January 24, 2018 – Local Officials Day at the League of Cities and Towns

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

No closed meeting was needed.

**11. ADJOURN**

Motion by Council Member Tee Tyler. Second by Mayor Pro Tem Scott Bracken. The motion passed unanimously.

The Work Session adjourned at 8:28 p.m.