

**MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION  
HELD TUESDAY, JANUARY 2, 2018 AT 6:30 P.M. IN THE COTTONWOOD  
HEIGHTS CITY COUNCIL CONFERENCE ROOM LOCATED AT 2277 EAST  
BENGAL BOULEVARD, COTTONWOOD HEIGHTS, UTAH**

**Members Present:** Mayor Mike Peterson, Councilmember Scott Bracken, Councilmember Mike Shelton, Councilmember Christine Mikall, Councilmember Tali Bruce

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

## **WORK SESSION**

Mayor Peterson called the meeting to order and welcomed those present.

### **1. Review of Business Meeting Agenda**

Mayor Peterson reviewed the upcoming business meeting agenda with the City Council.

### **2. Review of City Council Matters**

#### **a. Election of Mayor Pro Tem**

City Council discussed the assignment of a Mayor Pro Tem. Councilmember Mike Shelton was elected Mayor Pro Tem for the next two years, by secret ballot.

#### **b. City Council Procedures and Policies**

City Manager John Park, led a discussion with Council on city council policies and procedures.

**At approximately 6:57 p.m. the City Council left to start the City Council Business Meeting, scheduled to start at 7:00 p.m.**

**At approximately 7:32 p.m. the City Council resumed the City Council Work Session.**

c. Committee Assignments.

Mayor Peterson and City Manager John Park led a discussion on committee assignments.

d. Council Meetings.

City Manager John Park made recommendations on proposed changes to start times and agenda format for future City Council meetings and future meeting schedules.

e. Council Retreat and Budget Process.

City Manager, John Park led a discussion on ideas for a strategic planning process, including a retreat and the implication to the budget process.

**3. Public Relations Report**

Public Relations Specialist Dan Metcalf, reported on media coverage and city events.

a. Work in Progress

Public Relations Specialist Dan Metcalf, briefly reported on the activities of his office.

**4. Public Works Report**

a. Public Works Projects

Public Works Director Matt Shipp, reported during the business meeting.

b. Work in Progress

Public Works Director Matt Shipp, briefly reported on the internal Public Works Department endeavors.

**5. Community and Economic Development**

a. Upcoming Planning Commission Meeting

Community and Development Director Brian Berndt, discussed the upcoming Planning Commission Meeting scheduled for January 3, 2018.

b. Work in Progress

Community and Development Director Brian Berndt, briefly reported on the Community and Economic Development Department endeavors.

6. **Finance Report**

a. Work in Progress

Finance Director Dean Lundell, briefly reported on the Finance Department endeavors.

7. **Public Safety Reports**

a. Unified Fire Authority

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

1. Work in Progress

UFA Assistant Fire Chief Mike Watson, briefly reported on UFA's endeavors.

b. Police Department

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

1. Work in Progress

Police Chief Robby Russo, briefly reported on the Police Department endeavors.

*At approximately 10:12 p.m. the City Council took a short break*

*At approximately 10:17 p.m. the City Council resumed the Work Session.*

8. **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. Review of upcoming Legislative breakfast.

City Manager John Park, led a discussion on the upcoming legislative breakfast scheduled for January 8, 2018.

c. Work in Progress – Assistant City Manager, Bryce Haderlie

Assistant City Manager, Bryce Haderlie, briefly reported on the Administrative Services Department endeavors.

- d. Work in Progress – City Recorder/ HR Manager, Paula Melgar

Recorder and HR Manager, Paula Melgar, briefly reported on upcoming projects.

9. **Mayor/City Council Reports**

- a. Historic Committee Meeting – Mayor Mike Peterson

Mayor Peterson reported on the recent Historic Committee meeting.

10. **Calendar of Events**

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

- a. **No City Council Meetings: Tuesday, January 9, 2018**
- b. Applications are now being taken for Citizens Academy. Please, submit your application no later than Monday, February 19
- c. January 4 – 4 pm - 8 p.m. - Open House for departing Mayor Kelvyn Cullimore and Council Member Tee Tyler
- d. January 8 – 7:30 am – CH Legislative Breakfast at Market Street Grill
- e. January 9 – 7:00 pm – GOP delegate meeting to replace Senator Brian Shiozowa.
- f. January 11 – 1 pm - 6 pm - Blood Drive - Community Room
- g. January 15 – Martin Luther King Day – City offices closed
- h. January 18 - Canyonview DARE Graduation
- i. January 24 – Local Officials Day at the Utah State Legislature
- j. January 27 – 6:30 Volunteer Appreciation Dinner at City Hall
- k. February 1 – 1:45 p.m. – Ridgecrest DARE Graduation
- l. February 8 - Death by Chocolate
- m. February 28 through May 2 – every Wednesday starting at 6:30 p.m. – Citizens Academy

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

No Closed Session.

12. **ADJOURN**

Motion by Councilmember Tali Bruce motioned to adjourn the City Council Work Session. The motion was seconded by Councilmember Scott Bracken. The motion passed unanimously.

The City Council Work Session adjourned at 10:57 p.m.