

**MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION
HELD TUESDAY, JANUARY 3, 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 Kelvyn Cullimore, Councilman Scott Bracken, Councilman Mike Shelton, Councilman Mike Peterson, Councilman Tee Tyler

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

An Audio Recording of the meeting is available at:

<http://cottonwoodheights.utah.gov/your-government/public-meetings/>

Mayor Cullimore called the meeting to order at 6:00 p.m.

1.0 Public Relations Report.

1.1 Public Relations Specialist, Dan Metcalf, reported on media coverage of the City:

- Fox 13 News – Purse Theft
- KSL News – Photo journalist old photos
- 2 News – Get Gephardt: Scam calls stating call was from Cottonwood Heights Police Department
- Fox 13 News – Osa Masina in Court

1.2 It was reported that newsletter articles are due within seven days and will include a Neighborhood Watch article.

2.0 Public Safety Reports.

2.1 a. Unified Fire Authority.

2.1.1 Acting Fire Chief, Mike Watson, reported on noteworthy events of the week. He stated that 15 new recruits graduated and handled a small fire in Draper and Holladay. He reported that there were no incidents in Cottonwood Heights, including reportable accidents. UFA retirements were discussed, one of which involved the Draper Fire Chief. A staffing plan should be done soon to allow new allocations to take place.

2.2 b. Police Department.

2.2.1 Chief Russo reported on noteworthy events of the week. He commented that gift cards are being itemized and digitized on a spreadsheet. The Police Department has utilized the

cards to purchase snow scrapers that are being distributed to drivers who are stopped by officers. Recruits are coming in this month. Thursday is the final phase of the Sergeants' Exam. They will know very soon after who will fill the positions.

- 2.2.2 Mayor Cullimore asked if the Police Department is happy with Public Works' response. Chief Russo stated that they are very happy with how they have taken charge. He noted that the service is a vast improvement over what was provided in the past. City roads have also remained open, which has not happened for some time. City Manager, John Park, commented that the relationship between the two departments has been impressive.
- 2.2.3 The recent DARE graduation was discussed. Chief Russo reported that Officer Galetti is retiring and the high school students seem to like Officer Mann. Officer Potter will be replacing Officer Galetti. The Citizen's Academy is scheduled for February 22, 2017.
- 2.2.4 The State's Fraternal Order of Police nomination for Officer of the Year as awarded to Officer Mann, who will be recognized on Martin Luther King Day.

3.0 Public Works Report.

- 3.1 Public Works Director, Matt Shipp, reported on current Public Works projects, which included progress on the new Public Works site on 3000 East and snow removal efforts.
- 3.2 It was reported that staff worked through the Christmas Eve storm until 7:00 p.m. and returned the following morning at 4:00 a.m. to resume the cleanup efforts. Due to frigid temperatures, the cleanup was difficult as the salt only melted a small portion of the ice, which required it to be scraped and reapplied. A printout of truck routes was provided. Staff reviewed the mains, which remain a top priority. Mayor Cullimore asked that plans be communicated to residents to give them a better understanding of the City's priorities with the cleanup.
- 3.3 Public Relations Specialist, Dan Metcalf, reported that there have been significantly fewer complaints this year compared to years past and the input received has been positive. Staff was attending to the complaints and handling them as quickly as possible. The hotline was discussed.
- 3.4 Mr. Shipp stated that a snow storm is expected to hit the following morning and last 24 hours. He requested that residents not park on the streets and remove garbage cans from the curb as soon as possible.
- 3.5 Chief Russo described a slide off that occurred during the Christmas storm. He reported that there were two snow-related accidents. Public Works staff was working diligently to keep the roads open so that the police and fire apparatus can get where they need to.
- 3.6 Mayor Cullimore and the Council expressed pride in what the Public Works Department has done. They were commended for their dedication.

3.7 Mayor Cullimore suggested a separate mailer be sent out on snow removal to educate residents on how plowing works and to identify priorities and challenges. Mr. Shipp thanked the City for their encouragement and support.

3.8 The Council took a short recess in order to commence the City Council Business Meeting at 6:58 p.m. The City Council Work Session resumed at 8:05 p.m.

4.0 City Manager/Assistant City Manager Report.

4.1 a. New City Hall Report.

4.1.1 City Manager, John Park, gave a progress report on the remaining City Hall punch list items. He reported that heating of the building is still an issue, but is being dealt with.

4.2 b. Review of Staff Communications.

4.2.1 It was reported that each week staff provides reports from each department to update the Council on day-to-day activities of the City. The report is available at www.ch.utah.gov. The above agenda item was designed to allow the Council Members to ask questions or for staff to bring the Council up-to-date on any changes that have occurred since the last report.

5.0 Cottonwood Heights City Council left at 6:45 p.m. to attend the Millcreek Inaugural Gala at Wasatch Junior High.

5.1 The meeting adjourned to allow the Mayor and City Council to attend the Millcreek Inaugural Gala at Wasatch Junior High. The meeting re-convened at approximately 8:35 p.m. in the City Council Work Room where the remainder of the Work Session took place.

6.0 Planning and Economic Development Report.

6.1 a. Year-End Development Report.

6.1.1 Community and Economic Development Director, Brian Berndt, updated the City Council on the current development projects and distributed the 2016 Planning, Engineering, Building, and Business Development Yearly Development Activity Report. A copy of the report is attached and incorporated into these minutes by this reference.

6.2 b. Proposed Code Text Amendments.

6.2.1 Mr. Berndt discussed the proposed revision to Chapter 19.76 Supplementary and Qualifying Rules and Regulations, accessory buildings, fences, and walls. A copy of this chapter is attached and incorporated into these minutes by this reference.

6.2.2 Mr. Berndt referenced page 213 of Chapter 19.76, which states that “Guest houses shall be a permitted use as an accessory building”. Page 214 addresses accessory buildings

coverage, building area, and setbacks. Mayor Cullimore expressed concern with the allowable setbacks.

- 6.2.3 The Council next discussed the number of children being cared for at home daycare/preschools. The allowable numbers, which are between 10 and 12 children (page 222), were reviewed. Mayor Cullimore commented that the location of the definitional language addressing Home Office (line G) on page 226 may be confusing. The Council discussed the difference between home occupations and home office uses.
- 6.2.4 Mr. Berndt referred the Council to language on page 229, Chapter 19.76.050 Miscellaneous, which he believed to be redundant. He suggested it be removed. Last, the Council discussed retention walls (line 4) on page 233.
- 6.2.5 Mr. Berndt presented the proposed plans for the Hillrise Apartments located at 6895 South 2300 East.

7.0 Mayor/City Council Reports.

7.1 a. Historic Committee Activities – Councilman Peterson.

- 7.1.1 Councilman Peterson reported on recent Historic Committee activities. He stated that the committee met over the holidays and was working on the verification of photos and written histories. Once the grant is received to do the recognizance level survey, a 50% match of \$7,600 will be required to proceed. Councilman Peterson asked for the support of the City Council as it will be due in January. It was noted that a draft of the City’s written history will be available for review in February.

8.0 Calendar of Events

8.1 Councilmember Schedules for the next week/ 2017 Calendar:

- a. **January 12 (Thursday) – Legislative Breakfast; 7:30a.m @ Market Street.**
- b. **January 16 (Monday) – Martin L. King Day – City Hall will be closed**
- c. **January 25 – Local Officials Day at the Legislature**
- d. **January 28 – Volunteer Appreciation Dinner - 6:00 p.m. @ City Hall**
- e. **February 20 (Monday) – Presidents Day – City Hall will be closed**
- f. **Review of the 2017 Calendar**

- 8.2 Mr. Park reviewed the 2017 calendar of City Council meetings and events for 2017. Deadlines and news articles for the City newsletter were also discussed.
- 8.3 **No meeting days in 2017:** January 31, February 14, May 30, July 4, October 3, December 5 & 26;
February 21st – Budget Retreat (25th is an alternative day);
February 7th will be a City Council Business Meeting;
June 1st – Candidacy filing period begins;
June 7th – Candidacy filing period ends;

July 21th and 22nd – Butlerville Days;
August 15th – Primary Election Day – Short City Council Meeting;
August 29th – YCC Dinner;
November 7th – Election Day – Short City Council Meeting; and
December 5th – City Employees Christmas Party.

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

9.1 MOTION: At 10:14 p.m., Councilman Tee Tyler moved to go out of the Work Session and go into a Closed Meeting. Councilman Mike Peterson seconded the motion. The motion passed unanimously.

9.2 MOTION: At 11:29 p.m. Councilman Tyler moved to adjourn the Closed Meeting, go back to the Work Session, and adjourn the Work Session. Councilman Mike Peterson seconded the motion. The motion passed with the unanimous consent of the Council.

10.0 ADJOURN

10.1 The City Council Work Session adjourned at 11:29 p.m.