



## **COTTONWOOD HEIGHTS CITY COUNCIL AMENDED AGENDA**

Notice is hereby given that the Cottonwood Heights City Council will hold a **Special City Council Meeting and Reception** beginning at **5:00 p.m. on Tuesday, January 2, 2018**, at Cottonwood Heights City Council Chambers located at 2277 East Bengal Boulevard, Cottonwood Heights, Utah.

- 5:00 p.m.**
- 1. WELCOME – Mayor Kelvyn H. Cullimore, Jr.**
  - 2. POSTING OF COLORS – Combined Color Guard: Cottonwood Heights Police Department and Unified Fire Authority**
  - 3. PLEDGE OF ALLEGIANCE – Council Member J. Scott Bracken**
  - 4. MUSICAL NUMBER – Star Spangled Banner, Brian Allen and Chantel Nate**
  - 5. REMARKS - Mayor Kelvyn H. Cullimore, Jr.**
  - 6. ADMINISTRATION OF OATH OF OFFICE TO NEWLY ELECTED COUNCIL MEMBERS – The Honorable Judge Robin W. Reese**

Ms. Tali Bruce - Cottonwood Heights Council District 3

**6.1.0 REMARKS – Council Member Tali Bruce - Cottonwood Heights Council District 3**

Ms. Christine Watson Mikell – Cottonwood Heights Council District 4

**6.1.1 REMARKS - Council Member Christine Watson Mikell – Cottonwood Heights Council District 4**

Mr. Michael J. Peterson – Cottonwood Heights Mayor

**6.1.2 REMARKS – Mayor Michael J. Peterson – Cottonwood Heights Mayor**

- 7. REFRESHMENTS**



## **COTTONWOOD HEIGHTS CITY COUNCIL AMENDED AGENDA**

Notice is hereby given that the **Cottonwood Heights City Council** will hold a **Business Meeting** beginning at **7:00 p.m.** on **Tuesday, January 2, 2018**, in the Cottonwood Heights City Council Chambers located at 2277 East Bengal Boulevard, Cottonwood Heights, Utah.

- 7:00 p.m.**
- 1.0 **WELCOME/PLEDGE**
  - 2.0 **ACKNOWLEDGEMENTS**
  - 3.0 **CITIZEN COMMENTS**  
*(Please note: In order to be considerate of everyone attending the meeting public comments will typically be limited to three minutes per person per item. A spokesperson who has been asked by a group to summarize their concerns will be allowed five minutes to speak. Comments which cannot be made within these limits should be submitted in writing to the City Recorder prior to noon the day of the meeting.)*
  - 4.0 **STANDING MONTHLY REPORTS**
    - 4.1 **Public Works Report – Public Works Director Matt Shipp**  
*(Presentation of the monthly public works report detailing the status of various public works and capital projects throughout the City.)*
  - 5.0 **ACTION ITEMS**
    - 5.1 Consideration of **Resolution 2018-01** Honoring Kelvyn H. Cullimore Jr.  
*(By this resolution the council will express appreciation and honor Kelvyn H. Cullimore, Jr. for his 13 years of exemplary service as the city's mayor).*
    - 5.2 Consideration of **Resolution 2018-02** Honoring Tee W. Tyler.  
*(By this resolution the council will express appreciation and honor Tee W. Tyler for his eight years of exemplary service as a city council member).*
    - 5.3 Consideration of **Resolution 2018-03** Ratifying the Election of a Mayor Pro Tempore.  
*(By this resolution the council will ratify their election by secret ballot of a mayor pro tempore for the city as required by section 2.30.040 of the city code. The mayor pro tempore is a member of the city council who is authorized to temporarily act as mayor in the event of the regular mayor's inability or refusal to act).*
  - 6.0 **CONSENT CALENDAR**
    - 6.1 Approval of the minutes for the City Council Business Meeting of December 12, 2017. Also, approval of the minutes for the City Council Work Session of December 19, 2017.
  - 5.0 **ADJOURN BUSINESS MEETING AND RECONVENE WORK SESSION**

## PUBLIC COMMENT PROCEDURE

*At each City Council Business Meeting any person wishing to comment on any item not otherwise on the agenda for public comment may address the City Council during the Public Comment period. Any person wishing to comment during the citizen comment period shall request recognition by the Mayor and upon recognition, approach the microphone and state their name, state if they are a resident of Cottonwood Heights and either provide their address or their Council district; and then address the body. Any person wishing to comment shall limit their comments to no more than three (3) minutes, unless additional time is authorized by the Mayor. Citizen groups who are present will be asked to appoint a spokesperson, who shall limit their comments to no more than five (5) minutes. All comments shall be directed to the Mayor and City Council. No person addressing the City Council during the comment period shall be allowed to comment more than once during that comment period. Speakers should not expect any debate or dialogue with the Mayor, City Council or City Staff during the meeting.*

*The Council may choose to limit the amount of time allotted to public comment on a specific issue. In such cases, special procedures for determining who will be allowed to speak and the order of such speakers will be determined by the Council.*



## NOTICE OF COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION AMENDED AGENDA

Notice is hereby given that the **Cottonwood Heights City Council** will hold a **Work Session** at **6:30 p.m.** on **Tuesday, January 2, 2018**, in the Cottonwood Heights City Council Work Room located at 2277 East Bengal Boulevard, Cottonwood Heights, Utah

- 6:30 p.m.**
1. **Review of Business Meeting Agenda (10:00)**  
*(Mayor Peterson will review the upcoming business meeting agenda with the City Council.)*
  
  2. **Review of City Council Matters (60:00)**
    - a. Election of Mayor Pro Tem  
*(City Council will discuss the assignment of a Mayor Pro Tem.)*
    - b. City Council Procedures and Policies  
*(City Manager John Park, will lead a discussion with Council on policies and procedures.)*
    - c. Committee Assignments.  
*(Mayor Peterson and City Manager John Park will lead a discussion on committee assignments)*
    - d. Council Meetings.  
*(City Manager John Park will make 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 will lead a discussion on ideas for a strategic planning process, including a retreat and the implication to the budget process.),*
  
  3. **Public Relations Report (30:00)**  
*(Public Relations Specialist, Dan Metcalf, will report on media coverage and city events.)*
    - a. Work in Progress  
*(Public Relations Specialist Dan Metcalf, will briefly report on the activities of his office.)*
  
  4. **Public Works Report (15:00)**
    - a. Public Works Projects  
*(Matt Shipp, Public Works Director, will report on public works projects from this past week.)*
    - b. Work in Progress  
*(Public Works Director, Matt Shipp, will briefly report on the internal Public Works Department endeavors.)*
  
  5. **Community and Economic Development (20:00)**
    - a. Upcoming Planning Commission Meeting  
*(Staff will discuss the upcoming Planning Commission Meeting scheduled for January 3, 2018.)*
    - b. Work in Progress  
*(Staff will briefly report on the Community and Economic Development Department endeavors.)*
  
  6. **Finance Report (15:00)**
    - a. Work in Progress  
*(Finance Director, Dean Lundell, will briefly report on the Finance Department endeavors.)*
  
  7. **Public Safety Reports (30:00)**
    - a. Unified Fire Authority  
*(Report from UFA Assistant Fire Chief Mike Watson on events of the week.)*

1. Work in Progress  
(UFA Assistant Fire Chief Mike Watson, will briefly report on UFA's endeavors.)
- b. Police Department  
(Report from Police Chief Robby Russo on noteworthy events of the week.)
  1. Work in Progress  
(Police Chief Robby Russo, will briefly report on the Police Department endeavors.)
  
8. **City Manager/Assistant City Manager Report (30:00)**
  - a. 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 on any changes since the report was made.)
  - b. Review of upcoming Legislative breakfast.  
(City Manager, John Park, will lead 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, will briefly report on the Administrative Services Department endeavors.)
  - d. Work in Progress – City Recorder/ HR Manager, Paula Melgar  
(Recorder and HR Manager, Paula Melgar, will briefly report on upcoming projects.)
  
9. **Mayor/City Council Reports (10:00)**
  - a. Historic Committee Meeting – Mayor Mike Peterson  
(Mayor Peterson will report 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. January 4 – 4 pm - 8 p.m. - Open House for Mayor Kelvyn Cullimore and Council Member Tee Tyler who are leaving office.
  - c. January 8 – 7:30 am – CH Legislative Breakfast at Market Street Grill
  - d. January 9 – 7:00 pm – GOP delegate meeting to replace Senator Brian Shiozowa.
  - e. January 11 – 1 pm - 6 pm - Blood Drive - Community Room
  - f. January 15 – Martin Luther King Day – City offices closed.
  - g. January 24 – Local Officials Day at the Utah State Legislature
  - h. January 27 – 6:30 Volunteer Appreciation Dinner at City Hall
  
11. **Closed Meeting to Discuss Litigation, Property Acquisition and the Character and Professional Competence or Physical or Mental Health of an Individual**
  
12. **ADJOURN**

On Friday, December 29, 2017 at 5:35 p.m. a copy of the foregoing notice was posted in conspicuous view in the front foyer of the Cottonwood Heights City Offices, Cottonwood Heights, Utah. A copy of this notice was faxed to the Salt Lake Tribune and Deseret News, newspapers of general circulation in the City by the Office of the City Recorder. The Agenda was also posted on the City's website at [www.ch.utah.gov](http://www.ch.utah.gov) and the State Public Meeting Notice website at <http://pmm.utah.gov>

DATED THIS 29<sup>th</sup> day of December, 2017

Paula Melgar, City Recorder

Council Members may participate in the meeting via telephonic communication. If a Council Member does participate via telephonic communication, the Councilmember will be on speakerphone. The speakerphone will be amplified so that the other Council Members and all other persons present in the Council Chambers will be able to hear all discussions. In compliance with the Americans with Disabilities Act, individuals needing special accommodations or assistance during this meeting shall notify the City Recorder, at (801) 944-7021 at least 24 hours prior to the meeting. TDD number is (801)270-2425 or call Relay Utah at #711. If you would like to submit written comments on any agenda item they should be received by the City Recorder no later than Tuesday at noon. Comments can be emailed to [pmelgar@ch.utah.gov](mailto:pmelgar@ch.utah.gov).)