

1 **MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL BUDGET RETREAT**
2 **MEETING HELD MONDAY, MARCH 26, 2018 AT 4:00 P.M. IN THE COTTONWOOD**
3 **HEIGHTS CITY COUNCIL WORK ROOM LOCATED AT 2277 EAST BENGAL**
4 **BOULEVARD, COTTONWOOD HEIGHTS, UTAH**
5

6 **Members Present:** Mayor Mike Peterson, Council Member Mike Shelton, Council Member
7 Scott Bracken, Council Member Tali Bruce, Council Member Christine
8 Mikell
9

10 **Staff Present:** City Manager John Park, Assistant City Manager Bryce Haderlie, City
11 Recorder Paula Melgar (arrived at 5:15 p.m.)
12

13 **WORK SESSION**
14

15 **1.0 WELCOME**
16

17 1.1 Mayor Peterson called the meeting to order at 4:00 p.m. and welcomed those present.
18

19 **2.0 Closed Meeting to Discuss Litigation, Property Acquisition and the Character and**
20 **Professional Competence or Physical or Mental Health of an Individual.**
21

22 **2.1 MOTION:** Council Member Peterson moved to move to go into Closed Meeting to
23 discuss personnel and property acquisition issues. Council Member Shelton seconded the
24 motion. The motion passed with the unanimous consent of the Council.
25

26 2.2 The City Council was in Closed Session from approximately 4:02 p.m. until 5:04 p.m.
27

28 **2.3 MOTION:** Council Member Scott Bracken moved to close the Closed Meeting and
29 resume the Budget Retreat. Council Member Mikell seconded the motion. The motion
30 passed with the unanimous consent of the Council.
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32 **3.0 Budget Retreat**
33

34 3.1 Mayor Peterson led a discussion of the fiscal year 2018-2019 individual budgeting
35 priorities.
36

37 3.2 Council Member Shelton reviewed items that he believed can contribute to
38 misunderstandings. He presented the priorities of each Council Member and the ranking
39 of each.
40

41 3.3 Mayor Peterson confirmed that he has been through the Truth in Taxation process several
42 times and considered it to be a philosophical process. He did not wish to go through the
43 process if there is no need or the budget does not require it. For that reason, it was not at
44 the top of his priority list. He believed it was the last resort and suggested that other
45 revenue sources be looked at first. He noted that property taxes will draw out citizens
46 before any other issue.

- 1 3.4 Council Member Shelton next reviewed Council Member Bracken’s budget priorities.
2 Improved communication with the public was deemed important and was ranked high on
3 the list.
4
- 5 3.5 Council Member priorities were reviewed at length. Council Member Shelton noted that
6 current top priorities include finding a new budget process, developing a Strategic Plan
7 with the budget in mind, developing a long-term strategic financial plan, presenting a
8 communication strategy to the public, emphasizing a positive and proactive culture,
9 developing the Wasatch Boulevard Master Plan, preparing a needs-based budget analysis,
10 establishing service impacts, and evaluating Community Association Council and Activity
11 budgets.
12
- 13 3.6 Council Member Shelton reported that he changed his personal scores based on a different
14 understanding of various meanings from his initial ranking.
15
- 16 3.7 Mayor Peterson discussed the procedure for reduction and risks. He explained that there
17 are consequences that go with elimination.
18
- 19 3.8 Council Member Shelton referenced the column for positive impacts and all agreed that it
20 is important but not on the list due to the cost.
21
- 22 3.9 Assistant City Manager, Bryce Haderlie, reported that over the years there have been goals
23 and objectives. The City Council establishes the goals and agrees on objectives that help
24 fulfill them.
25
- 26 3.10 Mayor Peterson recommended a process to determine that priorities are identified. Roads
27 and police are high priorities. He asked if they should focus on core services first and then
28 move on to the secondary level. He noted that there is more than one way to proceed and
29 welcomed input from the Council. One of the fundamental items was that as a City, the
30 single largest asset is employees. The bottom line is beginning the new fiscal budget and
31 clarifying the details of the benefit package. Health insurance options were discussed.
32
- 33 3.11 Council Member Mikell commented that if they plan to bond for roads they should also
34 include bike lanes.
35
- 36 3.12 *The Council took a short recess from 6:12 p.m. to 6:18 p.m.*
37
- 38 3.13 Mayor Peterson reviewed other items below the top 25 priorities that the Council Members
39 felt should be moved up. Mr. Haderlie presented items that are underway or that
40 commitments have been made on. These projects included the Mountain View Parks
41 Tracks Project, the Butlerville Parks Tracks Project, the Arts Council \$30,000 match, and
42 the City History Book. He confirmed that only a portion of lights are owned by the City
43 and Rocky Mountain Power is being paid a base fee for the majority of them.
44
- 45 3.14 Council Member Bracken commented that he would like to see the Telecom started and
46 initially tied to Public Works and road improvements.

- 1 3.15 Council Member Shelton believed that given the right conditions, money is available, and
2 the City does not have to use condemnation to acquire the property. He also commented
3 that the Cottonwood Crayon Trail should be moved up in priority.
4
- 5 3.16 Mayor Peterson next discussed accounting and construction. He stated that there is a Track
6 Fund that the City requested to build three pickleball courts on County property that is part
7 of a County project. The City of Holladay will contribute approximately \$28,000 of the
8 \$270,000 total cost.
9
- 10 3.17 Council Member Shelton reported that the Mountain View Track project includes a fiscal
11 note in the amount of \$95,000. He explained that Cottonwood Heights applied for it,
12 indicating a commitment to do their part. It was suggested that care be taken in the future
13 when applying for grants that require a match. He identified a specific need for shade and
14 portable restrooms. It was clarified that the project involves a 50/50 match.
15
- 16 3.18 The cost of printing the Historical Committee manuscript was next discussed. Mayor
17 Peterson stated that they have already contracted for the editing and indexing. He
18 confirmed that the budget for the upcoming fiscal year will be further discussed.
19
- 20 3.19 The Council next reviewed the Ferguson Canyon Outfall line. Mayor Peterson reported
21 that they could potentially receive \$250,000 from the developer as well as other parties.
22 Mr. Haderlie reported that City Engineer, Brad Gilson, came up with the numbers and has
23 discussed financing options. The alternatives included having the developer participate in
24 the financing or doing the construction in conjunction with the retaining wall. The
25 \$250,000 could potentially include lining of the pipe rather than removing and replacing
26 it. He confirmed that options have been discussed and agreed to present an itemization of
27 the proposed costs.
28
- 29 3.20 Mayor Peterson reported that he would be in favor of discussing a Telecommunications
30 Tax that would generate approximately \$500,000 per year. Several other Council Members
31 also expressed interest and agreed to further discuss the matter at a future date.
32
- 33 3.21 Mayor Peterson suggested senior transportation, senior programs, and a senior center all
34 be listed together. He recommended the Council explore opportunities for increased senior
35 activities and meet with the Salt Lake County Aging Services Director to discuss concerns
36 and determine what mechanism the City can use. He commented that as opportunities
37 present themselves, they can formalize the priorities and determine where the additional
38 opportunities fit.
39
- 40 3.22 Mr. Haderlie believed that because of his involvement over the course of his career, storm
41 water and master planning should be addressed. He has attended meetings with staff and
42 to continue having a program they are not funding is akin to providing a service that people
43 are not paying for. This means that the General Fund is subsidizing the maintenance.
44 Whether the City adopts a fee this year or allows staff to prepare a plan, he believed they
45 would be remiss in ignoring the situation. He noted that surrounding cities have been

1 collecting revenue. This can be accomplished by having a utility company collect a
2 nominal fee or implement it into property taxes.

3
4 3.23 Council Member Shelton remarked that because the storm water maintenance is not visible,
5 it is easy to avoid. Making this as a top priority and addressing the issues was
6 recommended. The Council agreed to further review the matter at a future meeting.

7
8 3.24 Mayor Peterson asked to add preservation of the Old Mill without a fiscal note to the list
9 of discussion items. He stated that it should be tied to the Historic Committee as it is a
10 landmark in the City. He also asked that Golden Hills Park be discussed further. His
11 opinion was that it is worth pursuing because it has never been completed. The matter
12 could be assigned to the Parks, Trails and Open Space Committee who could make
13 recommendations.

14
15 3.25 Council Member Mikell indicated that she has spoken to residents regarding food trucks
16 and believes that prohibiting them is a missed opportunity. Possible locations were
17 identified. It was the consensus of the Council to add the matter to the list for further
18 discussion.

19
20 3.26 Council Member Bruce stated that she would like to make the commitment to be carbon
21 free and noted that there is no cost to making the commitment. It would be made by
22 resolution of the City Council that by a certain date the City will no longer be putting out
23 a carbon footprint. Council Member Mikell noted that Salt Lake City has made a
24 commitment to become carbon free with their electricity and are doing so by putting out
25 an RFP to get 100% renewable solar and wind. The project could fit under several
26 categories and she asked that there be further consideration given.

27
28 3.27 Mayor Peterson requested that because he is a part-time Mayor and still works full-time,
29 that administrative support remain a priority. This year in the existing budget, \$25,000 was
30 allocated for part-time support. Whether that position involves managing the calendar or
31 communicating with constituents in a timely manner, he stressed the importance of
32 efficiency. He reviewed what other cities are doing and asked that this to be looked into
33 to help determine where the extra support can be utilized. He believed that additional
34 support will allow him to be more efficient.

35
36 3.28 Mr. Haderlie reported that he has worked in three of the eight cities that have this form of
37 government and the primary issue is when they try to assign the Mayor an Administrative
38 Assistant. Their form of government is set up so that City Manager, John Park, is the CEO
39 and manages all employees.

40
41 3.29 Council Member Shelton noted that the list of priorities is now organized in individual
42 tabs, top to bottom, with stars next to items for which there was to be continued discussion
43 on. Collectively, the top items are most important and descending items are lower on the
44 list. They would not be eliminated from consideration until the Council has had an
45 opportunity to review them further.

- 1 3.30 Mr. Haderlie noted that some of the items are directives that do not include budgetary notes.
2 He asked if the Council would consider breaking them out based on actual financial
3 budgetary impact. Council Member Shelton stated that he would go about things in the
4 opposite manner. Of the items on the list, he suggested they develop a prioritized Strategic
5 Plan and determine a strategy. The first item on the Strategic Plan is to improve the budget
6 process. If they have feedback on what that means, they should submit it immediately.
7 Mr. Park reported that he would have staff review the plan and work with Finance Director,
8 Dean Lundell, to develop a budget.
9
- 10 3.31 Mayor Peterson asked that the list be formatted into a document. He explained that there
11 are two items that need to be put on a future Work Session agenda that involve discussion
12 of employee benefit packages and strategic issues dealing with specific programs and
13 activities. Staff reviewed future Work Session agenda items.
14
- 15 **4.0 ADJOURN**
16
- 17 4.1 Council Member Shelton moved to adjourn the Budget Retreat. The motion was seconded
18 by Council Member Mikell. The motion passed with the unanimous consent of the Council.
19
- 20 4.2 The meeting adjourned at 8:14 p.m.

1 *I hereby certify that the foregoing represents a true, accurate and complete record of the Cottonwood*
2 *Heights City Council Business Meeting held Monday, March 26, 2018.*

3

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5



6

7 Teri Forbes

8 T Forbes Group

9 Minutes Secretary

10

11 Minutes approved: April 24, 2018