

**MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK MEETING
HELD TUESDAY, SEPTEMBER 20, 2016 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 Petersen, Councilman Mike Shelton

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

Excused: Councilman Tee Tyler

1. Public Relations Report.

Public Relations Specialist, Dan Metcalf, reported on media coverage and City events. The first was a FOX 13 news report involving a flasher near Butler Elementary and Butler Middle School. Police Chief, Robby Russo, stated that this did not occur at the schools but in nearby neighborhoods. The next was an ABC 4 News report regarding the arrest of former USC football player Osa Masina. The City's twitter account was tagged and comments have been flooding in.

Mr. Metcalf reported that he will not be in the office the upcoming week and questions will need to be filtered through staff. He is currently working on preparations for the Ribbon Cutting and supporting Events, Coordinator, Ann Eatchel, in any way he can.

2. Public Works Report.

a. Public Works Update.

Public Works Director, Matt Shipp, reported that they are working throughout the City and tree trimming is taking place. Staff is still continuing to remove furniture and other items from the Old City Hall.

Councilman Petersen asked about a median near 3000 East that is leaking water. Mr. Shipp confirmed that they are addressing the problem. He also asked about a deteriorating spot along 6075 South and approximately 2400 East. Mr. Shipp agreed to look into it.

b. Transitioning Public Works.

Mr. Shipp described plans for the New Public Works yard on 3000 East. They have received the 10-wheeler. Bids for salt were opened and staff would be making recommendations within the week. The contractor confirmed that he will be on the salt shed site to begin work on the footings and foundation.

A presentation of images from around the City was reviewed. Mr. Shipp reported that the transition is on schedule and going according to plan.

3. Planning and Economic Development Report.

a. Planning Commission Meeting of September 13, 2016.

Community Development Director Brian Berndt reported on the September 14, 2016 Planning Commission Meeting. Items discussed included the 2700 East and Chevron Restaurant addition, which was approved along with the architectural changes for the apartments at Canyon Centre, which were also approved. Mr. Berndt gave a brief summary of some of the concerns expressed by citizens regarding construction and what is built and completed is actually what was approved.

b. Business Friendly City Award

Mr. Berndt reported that at the most recent Utah League of Cities and Towns Meeting, Cottonwood Heights was one of four cities presented with the Business Friendly City Award by the Governor's Office. Mayor Cullimore explained that this began one year ago where cities were recognized that showed progress in being business friendly, particularly in the context of limited regulations, also expedited processes, and conducting surveys. Mr. Berndt and Peri Kinder were commended for their work in qualifying the City for this award.

Mr. Berndt confirmed there is still interest in the Business Alliance and members are looking for projects to take part in. It was mentioned they would like to volunteer throughout the community and surrounding neighborhoods where they can clean up yards and help with improvements. Staff hoped to gather a list of properties and work on a plan for the next several months to possibly put in place in the spring with the assistance of the New Public Works Department. They will also be sponsoring several families for Thanksgiving dinner.

Mr. Berndt explained that as a part of the State requirement, they met with a consultant regarding the current housing plan. He estimated a cost of \$7,700 to update. He asked for the Council's direction in obtaining funding or waiting for next year's budget to plan for the update.

Mr. Berndt informed the Council that the resident of 2826 East 7375 South pulled a building permit to build an accessory building measuring approximately 2,000 square feet and 17 feet in height. Staff went out in the afternoon and spoke with the owner who was aware of the problem. The Code only says "significantly less than the real property", which is not very specific. There is a formal work stop order in place until the situation is resolved. Mayor Cullimore pointed out that it is more than what is being described and believed there was potentially a misrepresentation made on the application. Regulations regarding accessory buildings were discussed.

4. Public Safety Reports

a. Unified Fire Authority-Report on UFA Board Meeting-Chief Mike Watson

Acting Fire Chief, Mike Watson, reported on the Unified Fire Authority Board Meeting and confirmed that there was a motion made to approve a contract with Karl Hendrickson via the attorney for the UFA for at least the next six months.

Mayor Cullimore stated that the budget will reflect an under-expenditure of approximately \$4.7 million, of which \$3.4 million is encumbered for Capital equipment purchases that did not occur during the year. The larger issue was that they went over budget by several hundred thousand dollars on Capital outlay, which he challenged. There was a significant under-expenditure on benefits of approximately \$1.4 million for the year. Guidelines for moving budget funds will be put into place.

Chief Watson reported on a resolution between UFA and Salt Lake City for a Hazmat Mutual Aid Agreement, which was approved.

Chief Watson stated that a USAR Audit Report was conducted that resulted in a clean report.

The Board supported helping Draper City get started with their own Fire Department. A fair market transaction allowing them to purchase the units they are using was in the works.

Chief Watson reported that the UFA Interlocal Agreement Waiver would allow UFA to put two Deputy Chiefs in place right now. One would be over operations and another over administration. The language referring to “a Deputy Chief” needs to be addressed. Mayor Cullimore pointed out that a waiver provision should be passed by members of UFA to create the opportunity for the second Deputy position. The United Fire Service Area (UFSA) will hire their own Administrator and Legal Counsel. Cottonwood Heights will retain their own legal counsel, which is a full-time position. UFA will provide accounting and financial support to UFSA on a contractual basis. An Internal Auditor who will report directly to the board is also being considered.

Chief Watson reported that the final pieces of job description and responsibilities for Chief have been finalized should be ready to go out in the next few days.

5. City Manager/Assistant City Manager Report.

a. New City Hall Report.

Items on the punch list for the New City Hall were listed. It was reported that the communications system in the Council Work Room will allow meetings to be broadcast as soon as a table is available with microphones. The rest of the furniture was to be delivered in the next few days. Upcoming furniture deliveries were described. Other issues such as doors that do not shut properly and plumbing issues were identified as well as possible solutions. Items needed for the September 29th event were identified. City Manager, John Park, indicated that they have also arranged to have plants placed in the common areas to make the building look nice. Staff was asked to dress at least business casual that day and work until 7:00 p.m. They will be available to give tours to visitors. The police officers will have a full contingency out on that day. Parking issues were discussed.

b. Review of Staff Communication.

With regard to the voting drop box, Mr. Park reported that the County Clerk's Office has approached the City about installing a permanent ballot drop box. It will be checked every other day during election season and will close at 8:00 p.m. on election night. Mr. Park thought it would be a valuable service and liked that the City was championing Vote by Mail system. With regard to the new facility, Mr. Park stated that they are receiving a lot of phone calls.

c. Policy on Public Use of the New City Hall Facilities.

Assistant City Manager, Bryce Haderlie, reported that he received comments from Councilmember Bracken and integrated them into green boxes. Council Member Petersen expressed support for Option C for the first year. Mr. Haderlie explained that regardless of whether the City pays by the hour or has a two-hour block, it would be the same amount of money.

It was recommended that the language be changed to read, "Private parties where food will be served or longer than four hours will required to provide a prepaid security deposit." It was recommended that there be some discretion on what is being served. The intent was to avoid having to collect deposits from people who may just carry in a box of sandwiches or a plate of cookies. An event lasting over four hours would probably involve a meal, which has the potential of a bigger mess. Mayor Cullimore suggested taking credit card numbers just in case there are issues rather than requiring a deposit. The card would not be charged unless there are problems. The Rental Agreement should include verbiage indicating that it could be charged. Possible verbiage changes were discussed. The Mayor suggested that the language specify that, "As a security deposit, the renter will be required to provide a valid credit card number against which a security deposit may be charged if there is damage to the room." Programs eligible for the proposed rates were discussed. Mr. Haderlie reported that he will update the language and distribute it in the near future for the Council to review.

It was the consensus of the Council to have the matter scheduled for a Public Hearing the second week of October.

6. Mayor/City Council Reports.

a. Historic Committee Meeting – Councilman Petersen.

Councilman Petersen reviewed calendar items and stated that the Historic Committee is working diligently on the display that will be in the Community Room for the Ribbon Cutting. He reported that the City history is progressing well.

b. Salt Lake County Parks and Recreation Advisory Board- Councilman Peterson.

Councilman Petersen reported that the County Parks and Recreation Advisory Board Meeting is accepting public comment on what is being called Proposition 1 for Salt Lake County. He reported that none of the ZAP tax goes toward these projects. Citizens are having to vote in November to approve \$90 million in General Obligation Bonds. The distribution process was described.

c. Bark in the Park Event – City Council.

Mayor Cullimore reported that he attended the Bark in the Park Event and it was very well done with a large variety of dogs. Staff needs to ensure that at the next event, the pavilion is not rented out to eliminate parking and crowding issues.

d. Utah League of Cities and Towns 2016 Conference – City Council.

Staff discussed individuals on social media who purposely create issues and how those types of people and comments should be dealt with.

Councilman Bracken reported on the Utah League of Cities and Towns 2016 Conference where it was discussed that approximately 90% of crashes are caused by human error. A conflict point being the initial cause of the backup of traffic flow was discussed.

Councilman Shelton stated that there was a focus on the demand for roads. One engineer concluded that over the course of two cycles, the entire system breaks and if something dramatically different isn't done and funding will be greatly impacted. He compared revenue generation to the towns of old and the income per acre being greater at that time than the present.

7. Calendar of Events.

Council Member Schedules for the Next Week/2016 Calendar.

a. September 29 – City Hall Grand Opening & Ribbon Cutting – 4:00 p.m.

b. October 13, - City Council/Historic Commission Meeting; 6:30 p.m. Union Cemetery.

c. October 13, - Youth City Council Annual Dinner, 6:00 p.m. City Hall.

d. October 28 – Monster Mash on Ice 5:00 – 7:00 p.m. Cottonwood Heights Recreation Center.

e. December 6 – City Employees Christmas Party.

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

9. ADJOURN

Councilman Bracken moved to adjourn the Work Session. Councilman Shelton seconded the motion. The motion passed unanimously.

COTTONWOOD HEIGHTS

Public Works

A series of several parallel white lines of varying thicknesses, slanted diagonally from the bottom-left towards the top-right, crossing the right side of the text.



**JUSTIN AND ERIC
READY TO GO TO
WORK...HAPPY CREW**



PUBLIC WORKS TRAILERS



UTILITY INSTALLATION



UTILITY CONNECTIONS TO THE TRAILER



TRAINING ROOM



CREW BREAK ROOM

A woman with long dark hair, wearing a white short-sleeved blouse and a black skirt with white polka dots, stands on the left side of a meeting room. She is facing a group of men wearing bright yellow high-visibility shirts and dark pants. One man in the foreground is wearing a black cap and has his hands on his hips. Another man in a similar outfit is standing further back near a doorway. The room contains a long white table with several brown chairs around it. On the right wall, there is a large whiteboard and a small table with a white cooler. The ceiling has recessed fluorescent lights. The overall scene suggests a professional meeting or lecture in a construction-related setting.

PAULA DELIVERING A HUMAN RESOURCES LECTURE



**HAPPY DANNY!!!!
THAT'S ALL THAT COUNTS**



SEATTLE TEN WHEELER

