MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION HELD
TUESDAY, MARCH 15, 2016 AT 6:00 P.M. IN THE COTTONWOOD HEIGHTS CITY
COUNCIL CONFERENCE ROOM LOCATED AT 1265 EAST FORT UNION
BOULEVARD, SUITE 250, COTTONWOOD HEIGHTS, UTAH

Members Present: Mayor Kelvyn Cullimore, Councilman Scott Bracken, Councilman Mike
Shelton, Councilman Mike Peterson, Councilman Tee Tyler

Staff Present: City Manager John Park, Assistant City Manager Bryce Haderlie, City
Attorney Shane Topham, City Recorder Linda Dunlavy, Community and
Economic Development Director Brian Berndt, Assistant Fire Chief Mike
Watson, Finance Director Dean Lundell, Police Chief Robby Russo, Public
Works Director Mike Allen, Public Relations Specialist Dan Metcalf, City
Lobbyist Chantel Nate, Terracare Representative Dave VanWagoner, City
Events Coordinator Ann Eatchel

WORK SESSION

Mayor Kelvyn Cullimore called the meeting to order and welcomed those in attendance.

1.0  Presentation of Current Crestwood Park Master Plan.

1.1 Councilman Shelton addressed the City’s interests and concerns about Crestwood Park
located at 7485 South Siesta Drive. Salt Lake County Planning Department Associate
Division Director, Walt Gilmore, gave an overview of the Crestwood Park Master Plan.

1.2 The Master Plan the Council had access to date back to 1997. The general details of the Park
were considered along with the budgetary matters and construction timelines. Recommendations from the Council were heard along with proposed changes that would best
serve the community and nearby neighborhoods.

1.3 A follow-up plan was put in place to keep the plan alive with the support of the Council and
community.

2.0 2016 Float Design and Easter Activities.

2.1 City Events Coordinator, Ann Eatchel, reviewed the float designs and explained how the
designs mesh with the 2017 theme, ‘Inspiring’. Ms. Eatchel presented three float designs with
the Council approving the third design.

2.2 Ms. Eatchel reported on the Easter Egg Hunt. There would be 16,000 eggs for the event that
would be filled with candy and toys. The weather was of concern and Ms. Eatchel was closely
monitoring the forecast for the Easter Egg Hunt. Police services were arranged mostly due to
the number of children anticipated to be separated from their parents or lost.

2.3 The Teen Night, which takes place the night before the Easter Egg Hunt was discussed and
security issues associated with that event were described. It was noted that there would be no
popcorn at the event due to previous clean-up issues.
3.0 Legislative Wrap-Up.

3.1 Cottonwood Heights Lobbyist, Chantel Nate, reported on the last legislative session and items of interest to the City.

3.2 The Business License Bill, the Unincorporated Area Planning Commission, body worn cameras, internet sales tax, short-term rentals, utility rates, the Mountain Accord, and education funding, were all discussed. It was reported that for the most part legislation concerning the City was inconsequential.

4.0 Public Relations Report.

4.1 a. Media Coverage.

4.1.1 Public Relations Specialist, Dan Metcalf, provided a report on media coverage throughout the City over the past week.

4.1.2 The first media clip involved a story about two suspects who refused to pullover when being stopped by the police. The police finally caught the suspects with the use of K-9 unit dogs.

4.1.3 Mr. Metcalf provided the Council with the most recent version of the newsletter for their perusal. One of the items of interest was a request for city volunteers.

4.1.4 The Citizens Dashboard was discussed and some of the problems were identified. One of the problems being addressed was the portion of the program that informs citizens of a change of status.

5.0 Public Works Report.


5.1.1 Terracare Representative Dave VanWagoner, provided the current Public Works activities including snow removal and pothole patching. He mentioned that the department did significant pavement patching using about 22 tons of hot mix. In addition, approximately 180 square feet of pothole patching was completed over the past week. Along with patching, the crews were out doing debris cleanup in the gutters.

5.1.2 Mr. VanWagoner reported that a storm was anticipated and crews were on standby. Due to the higher temperatures and a short snow storm forecast, Mr. VanWagoner did not anticipate much for the crews to plow.

6.0 Community and Planning and Economic Development Report.


6.1.1 Community and Economic Development Director, Brian Berndt, discussed the proposals made for the beautification and improvements to Fort Union Boulevard. Although goals and
objectives were identified in the plan as well as how to implement the improvements, the
Council was not convinced that they were ready for the next steps until an implementation
budget was completed. Mr. Berndt reported that funding sources and implementation
scenarios were being considered and would be presented to the Council once they were ironed
out. The plan being considered was no less than a 20-year improvement plan.

6.1.2 Mr. Berndt mentioned the Wasatch Boulevard Study and the traffic projection for the area and
how the project would affect the Fort Union Boulevard Plan. Rezoning of the area along
Highland Drive to make it Residential/Office (R/O) was discussed. Mayor Cullimore
expressed his concern and thought the focus should first be redevelopment and then the plan
for new development and beautification.

6.2 b. EDCUtah Market and Sponsorship Grant.

6.1.1 Mr. Berndt sought approval and a recommendation from the Council on applying for two
EDCUtah grants. One of the grants was a sponsorship grant and the other was a marketing
grant. The Council had no problem with Mr. Berndt applying for the grants. The grants came
with a 25% match.

7.0 Public Safety Reports.

7.1 a. Unified Fire Authority.

7.1.1 1. Report from the UFA Board Meeting - Mayor Cullimore/Chief Watson.

7.1.1.1 Assistant Fire Chief, Mike Watson, reported on the UFA Board Meeting and the latest
developments in the area. The UFA spending controls were discussed as well as the new
proposed tightening of policies including controls for capital expenditures of $100,000 and
more. Other items being considered for closer oversight were payroll, meal reimbursement,
the use of vehicles for personal use, purchasing cards, and travel.

7.1.1.2 Compensation was discussed and the status of the UFA compensation budget. It was
mentioned by the Compensation Committee that there would be no increased budget spending
for the year. The Committee asked the UFA to use the confines of their current budget to find
revenue to fund new expenditures not already earmarked in the current budget.

7.1.1.3 Assistant Fire Chief Watson finished up by covering informational items from the UFA
meeting and reviewed upcoming events and calendar items.

7.2 b. Police Department.

7.2.1 Police Chief, Robby Russo, reviewed current issues and events, which included an incident
involving a Meth house, new recruits, and the demolition of a condemned home near a school.

8.0 City Manager/Assistant City Manager Report.

8.1.1 City Manager, John Park, provided the Council with the latest updates on the construction of
the New City Hall. He reviewed the general design features, interior and exterior signage,
landscaping, HVAC, water drainage, and other construction items. Overall, Mr. Park was
pleased with the progress of the construction.


8.2.1 Mr. Park reported on the monthly emergency radio exercise and provided feedback on the
current plan and how it was working. Mayor Cullimore gave suggestions and commented on
the effectiveness of the plan. Issues such as the number of radios, who has them, and how
they can be utilized more effectively were discussed. It was suggested that the radio exercise
be carried out quarterly instead of monthly.


8.3.1 Finance Director, Dean Lundell, and City Manager, John Park, led a discussion on pay scales
for police officers and City employees and the steps necessary to get pay increases based on
performance and time served on the job.

8.3.2 Mayor Cullimore’s main concern with changing the pay scales was the strict budget the City
must stay within. The Mayor was concerned that the current pay scale leaves the well-trained
officers feeling that they are at the top of their pay scale. As a result, they may look for other
higher paying opportunities.

8.3.3 Other items discussed dealing with pay involved how police officers are compensated for
other assignments and additional responsibilities and the steps involved in compensating them
for additional activities and involvement. The main pay issue recognized by the Council was
that Chief Russo does not have the flexibility to offer senior police officers enough
compensation on the scale to keep them motivated to remain in Cottonwood Heights.
Mr. Lundell suggested that the pay scale being used for police officers would also be the same
pay scale used for all other City employees.

8.3.4 The Employee Performance Evaluation was discussed and how the evaluation should educate
employees and list incentives for them to move up the pay scale including things such as cross
training, second languages, and longevity. Mayor Cullimore stressed the need for a significant
revenue source to sustain the increase in compensation. It was also suggested that there may
be times when the City would need to freeze wages, which would prevent employees from
moving up the pay scale that year.

8.3.5 A general obligation bond was discussed to help raise funds for infrastructure. This would
allow the City to not only afford the proposed payroll needs, but properly maintain the
infrastructure. Property taxes and sales taxes increases would be other ways to increase the
revenue to pay for the City’s needs.


8.4.1 Assistant City Manager, Bryce Haderlie, attended and discussed the recent Emergency
Management Meeting. He reported that there was good attendance at the recent meeting and
preparations for the Emergency Shake-Out Event were going well. It was also reported that training was going well for Emergency Management Operations for Butlerville Days as well as the Emergency Shelter Training and Community Emergency Response Team Training.

8.5 e. **Review of Staff Communications.**

8.5.1 There were no staff informational reports or questions raised by the Council.

9.0 **Mayor/City Council Reports.**

9.1 a. **Youth City Council – Councilman Bracken.**

9.1.1 Councilman Scott Bracken reported on the Youth City Council activity at the Cottonwood Heights Recreation Center, which included a movie, swimming, and light snacks. Attendance was good and the feedback from the youth was very positive.

9.1.2 Councilman Bracken also reported that *The Deseret News* published a story that Cottonwood Heights Youth City Council applications were now available on-line.

9.2 b. **Mosquito Abatement.**

9.2.1 Councilman Tyler gave a report on the most recent Mosquito Abatement Board Meeting. The safety and employee manuals were changed and the Zika Virus was being closely monitored. A question was raised about whether an article about the Zika Virus would be appropriate to publish in the City newsletter. The Council agreed to include the article in the newsletter.

10.0 **Walk-On Items**

10.1 Mayor Cullimore mentioned the Mountain Park Playground and asked about the status of the new slides. Community Development Director, Brian Berndt, reported that the slides were ordered and expected to be installed by the end of the month. Councilman Tyler mentioned shade structures and wondered if Mr. Berndt had obtained any quotes on a shade structure for the playground. Mr. Berndt had not considered the shade options for the playground but was willing to get some quotes on the shade structures.

10.1 Councilman Peterson read a letter from a local student requesting permission to post signs around the community encouraging ‘idle free’ vehicle zones. The idle free zones would encourage motorists to turn off their engines when waiting for students outside schools and parks.

11.0 **Calendar of Events.**

11.1 Councilmember Schedules for the following week were as follows:

a. Caucus Meetings March 22 – NO CITY COUNCIL MEETING.

b. City Easter Egg Hunt and Activities.
   March 25 – Teen Activity – 7:00 to 9:00 p.m. at the Rec Center.
   March 26 – Children’s Easter Egg Hunt – 10:00 a.m. at Butler Park.
c. ULCT Spring Meetings April 6 to 8 in St. George, UT.

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

12.1 **MOTION:** Councilman Tyler moved to close the Open Session and open the Closed Session. The motion was seconded by Councilman Peterson. The motion passed with the unanimous consent of the Council.

13.0 **ADJOURN**

13.1 The Work Session adjourned at 10:22 p.m.
I hereby certify that the foregoing represents a true, accurate and complete record of the Cottonwood Heights City Council Work Session held Tuesday, March 15, 2016.

[Signature]

Teri Forbes
T Forbes Group
Minutes Secretary

Minutes approved: August 22, 2016