MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION HELD
TUESDAY, APRIL 19, 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, Police Chief Robby Russo,
Assistant Fire Chief Mike Watson, Public Relations Specialist Dan Metcalf

WORK SESSION

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

1.0 Community Survey.

1.1 Assistant City Manager, Bryce Haderlie, reported on the status of the request for proposal for
the community survey. He stated that the contractor they were recommending for the survey
was Y2 Analytics.

1.2 Y2 Analytics Representative, Scott Riding, described the nature of their business and gave an
overview of how the company conducts surveys. He explained that they primarily conduct
online surveys, as opposed to phone surveys since most people no longer have home phones.
For those who are unable to take the surveys online there would be a phone number for
residents to call.

1.3 Mr. Riding presented specifics of how the survey questions are formulated, how many
questions are asked, and how the analysis of the answers are done once the survey is complete.
The Council asked how the survey process would work, how to get the survey underway, and
how long the process would take.

2.0 Public Relations Report.

2.1 a. Media Coverage.

2.1.1 Public Relations Specialist, Dan Metcalf, provided a report on the media coverage of City
events over the past week. He showed a media clip of a local student encouraging 'idle free'
zones at schools and parks. The idea behind the 'idle free' campaign was to help facilitate
citizens limiting the length of time vehicles sit and idle while waiting for students.

2.1.2 News clips were shown of Cottonwood Heights taking over its own Public Works snow
plowing and street maintenance. The clips addressed the move for Cottonwood Heights to
take over the Public Works functions stemming mostly from local citizens asking for better
snow removal service.
2.1.3 Mr. Metcalf showed a clip of a road rage incident on Bengal Boulevard that resulted in a fist fight and arrests. The two drivers involved were fathers in the process of dropping their daughters off at school.

2.1.4 Another story involved a cat getting its paw caught in a foot-hold trap. The incident occurred in Holladay but the cat was eventually euthanized at a Cottonwood Heights veterinary clinic. The fact that this occurred in a residential neighborhood was of concern.

2.1.5 Two separate news stories aired about the recent Cottonwood Heights earthquake drill. The stories expounded on the many aspects of the drill and highlighted the shelter, which was set up at the Recreation Center. One news clip focused on emergency communication during an earthquake and how the various agencies relayed information during a power outage.

2.1.6 Mr. Metcalf reported that the current newsletter was being edited and would be ready for the Council’s perusal as soon as the editor completed the editing.

2.1.7 Mr. Metcalf reviewed the Earth Day tree planting activities and plans to get the media involved that day.

2.1.8 Mayor Cullimore mentioned a former Cottonwood Heights resident who was named CEO of the Year by the Utah Technology Council. He suggested it be mentioned in the newsletter.

3.0 Planning and Economic Development.


3.1.1 Economic Development Director, Brian Berndt, reported on the agenda items to be addressed by the Planning Commission at their next meeting.

3.1.2 Mr. Berndt discussed the two items up for public comment with one being the Honeycomb Road Subdivision and the other being the Wasatch Pet Center.

3.1.3 The Summerhill Drive Preschool would be addressed as well as the requested Conditional Use Permit. The main issues were the number of class sessions allowed during a typical school day and how to interpret the current zoning code definition of incidental use. Mayor Cullimore thought it would be a good idea for Mr. Berndt to revisit and possibly redefine the Code definition for home occupation and incidental use.

3.1.4 There were two new zoning ordinance change requests under consideration. The properties up for consideration were on Little Cottonwood Canyon Road near 9300 South. The main change request issues pertained to slopes and the discount for the slope areas in the acreage calculations.

3.1.5 Mountain View Park and the shade structures were discussed as well as the type of shade design the contractor was recommending. The Council discussed the budget for the project and when the shade structures could be constructed.
4.0 Public Safety Reports.

4.1 a. Unified Fire Authority.

4.1.1 Assistant Fire Chief, Mike Watson, reported on the current public safety events. He reported on the last Board Meeting, promotional ceremonies, and three lifesaving efforts from the previous week.

4.2 b. Police Department.

4.2.1 Chief Police, Robby Russo, reported on pertinent police activity in the community over the past week.

4.2.2 Chief Russo informed the Council that a loaded hand gun was found on the playground of Oakdale Elementary. The gun was found by a teacher who subsequently turned it into the school principal. It was later discovered that a man walking through the playground during non-school hours had lost the gun and wasn't aware where he had lost it.

4.2.3 Surplus police vehicles were discussed and how the City was currently having Ken Garff broker the sales of used police vehicles and new vehicles were being brought into service.

4.3 1. Community Service.

4.3.1 It was reported that the Holladay City Court was contacted with regard to community service. They are having violators do their service. It was noted that most community service was being rendered in Holladay. Ideas of how to get more community service hours in Cottonwood Heights were shared and would be conveyed to the Court.

5.0 Canyons School District Board Update – Amber Shill.

5.1 Canyons School District Board Member, Amber Shill, gave an update on the District's current activities.

5.2 Ms. Shill discussed the construction of new schools including Alta View Elementary School, which was the last elementary school to be built. The only other construction scheduled to take place was the renovation of Indian Hills Middle School.

5.3 Ms. Shill discussed the accreditation of Brighton High School, which is done every six years. It was reported that the school passed the accreditation process and those evaluating the school had mostly positive comments.

5.4 New District administrative appointments were discussed including new principal changes.

5.5 Ms. Shill commented that the best news was that the bathroom renovations at the tennis courts had been completed and were ready for use. The bathroom facility hours would be the same as the tennis courts hours.
5.6 It was reported that 91% of graduating high school seniors had applied to colleges. That number was up from the prior year's 82%. Ms. Shill also noted that the number of last year's high school graduates currently enrolled in two or four-year colleges was 50%. It was believed that that number was low due to the LDS mission age changing and students choosing to go on a mission.

5.7 Ms. Shill discussed the use of technology in the classroom and how the District placed over 34,000 computers and iPad devices in classrooms District wide. She also reported that on a daily basis over 15,000 students log into the District's Wi-Fi.

5.8 Ms. Shill announced that Diamond Ridge on 9400 South was named as the District's new alternative high school.

5.9 Ms. Shill revealed that the State's top Sterling Scholar award went to Anthony Chang from Hillcrest High School.

6.0 City Manager/Assistant City Manager Report.


6.1.1 City Manager, John Park, reported on the progress of the new City Hall. He indicated that the glass was being put into the Council Room and the building was nearly ready to paint.

6.1.2 The landscaping was going in and starting to take shape. Furniture suppliers were being taken around and getting an idea of what will be needed. Overall, Mr. Park was happy with the progress and the work his staff was doing.

6.1.3 Mr. Park discussed a ribbon cutting ceremony and an open house for City Hall. The tentative date for the ceremony was September 20. Mayor Cullimore recommended the date be pushed back a bit so that when the ceremony takes place everything will be moved in and the new space will be ready for use.

6.2 b. Review of Weekly Staff Report.

6.2.1 There was no staff report.

6.3 c. Update on Transitioning Public Works.

6.3.1 City Manager, John Park, discussed the transition from Terracare to the City’s Public Works Department taking over all public works operations. An agreement was in place that facilitated the transition allowing Terracare to reduce their presence while allowing Cottonwood Heights to bring in equipment. Mr. Park stated that by the end of September the Public Works Department will be ready and in the hands of the City.

6.3.2 Assistant City Manager, Bryce Haderlie, reported on the purchase of equipment and trucks to help make the transition. The funding to purchase the equipment was discussed and how the City will pay for the transitional equipment upfront but reimburse itself once the funding comes in next year.
6.4 d. **Arts Council Appointments.**

6.4.1 Mr. Park conducted interviews with potential Arts Council appointees. Several of those interviewed would bring the experience to the Council that the City is seeking. The interview process was ongoing and in the end the group would be reduced to five new members.

6.5 e. **Tour of Canyon Vault.**

6.5.1 Mr. Park discussed the potential to store City records at the Canyon Vault. A tour of the vault was being arranged for the Council. Times the Council would be available for a tour were discussed.

6.6 f. **Crestwood Park Master Plan.**

6.6.1 Mr. Park reviewed the Crestwood Park Master Plan and brought up an idea that would create a separate Council to specifically oversee the City's open space. The only significant drawback of such a group would be the members potentially becoming influenced by special interest groups. The group would not only look at open space in Crestwood Park but other open space in the City as well.

7.0 **Mayor/City Council Reports.**

7.1 a. **Arts Council – Councilman Shelton.**

7.1.1 Councilman Shelton reported on the most recent Arts Council Meeting held April 13.

7.1.2 A representative from the Zoo Arts & Parks (ZAP) Council was in attendance and helped the Arts Council recognize their goals and objectives for the near and long term. Councilman Shelton reported that there were several guests at the meeting, who were likely about to be appointed to the council.

7.1.3 The upcoming community play and auditions were discussed as well as those who would co-direct the play.

7.2 b. **Historic Committee – Councilman Peterson.**

7.2.1 Councilman Peterson reported on the latest Historic Committee Meeting held April 13.

7.2.2 Mr. Peterson discussed the historical documentation efforts, Butlerville Days, and a book being written about the City’s history.

7.3 c. **Zoo Arts & Parks Update – Councilman Peterson.**

7.3.1 Mr. Peterson reported on the latest ZAP meeting and the current applicants seeking funding. The last of the six applicants would be heard at the end of the week and then the process of creating a short list for funding would be considered.
7.4 d. **Millcreek – Wasatch Watershed Project.**

7.4.1 Mayor Cullimore reported on the watershed project involving the Trust for Public Lands and the Trust buying property up Millcreek Canyon formerly known as the Boy Scouts of America's Camp Tracy. Mayor Cullimore didn't see any issues with the purchase and did not expect it to significantly impact the community.

7.5 e. **Millcreek City.**

7.5.1 Cottonwood Heights is assisting Millcreek City in forming their new City. Mayor Cullimore felt the City would be able to add a great deal of expertise.

7.6 f. **Recovery Residences.**

7.6.1 Mayor Cullimore discussed recovery residences in the valley and how they were recently addressed in a meeting he attended. The Mayor thought this would be a good time to look at the City's Ordinances and how the City currently deals with recovery residences. Recent legislation now requires recovery residents to obtain local approval before locating in a city.

7.6.2 The Big Cottonwood Marathon was upcoming and the Mayor stressed that the City be in touch with those involved to address traffic concerns. Last year there were problems with traffic, which resulted in a loss of sales to local businesses. One thought was to reroute traffic from 9400 South, which would help alleviate some of the problems.

8.0 **Calendar of Events.**

8.1 Councilmember Schedules for the following week were as follows:

a. Idle Free Zone Presentation – April 22, 11:00 a.m., Ridgecrest Elementary.

b. Earth Day – April 22, 3:00 p.m. at 2277 Bengal Boulevard.

c. Citizen Academy Graduation – May 18, 6:30 p.m. at City Hall.

d. Coventry Ribbon Cutting – May 19, 6:00 p.m. at 6898 South 2300 East.

e. Project Drama Ribbon Cutting – May 20, 6:00 p.m. at 2477 Fort Union Boulevard.

f. Memorial Day – May 30 OFFICES ARE CLOSED.

g. Brighton High School Graduation – June 2, 2:00 – 4:00 p.m. at the Maverick Center, WVC.

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

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

10.0 **ADJOURN**

10.1 The Work Session adjourned at 9:35 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, April 19, 2016.

Teri Forbes
T Forbes Group
Minutes Secretary
Minutes approved: August 22, 2017