MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION HELD
TUESDAY, JUNE 14, 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 Attorney Shane Topham, Assistant City Manager Bryce Haderlie,
Battalion Chief Brad Larsen, City Recorder Linda Dunlavy, Community and
Economic Development Director Brian Berndt, Finance Director Dean
Lundell, Public Works Director Mike Allen, Assistant Fire Chief Mike
Watson, Police Chief Robby Russo, Public Relations Specialist Dan Metcalf,
Police Support Supervisor Candie Terry

Excused: City Manager John Park

WORK SESSION

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

The 11-year-old scouts from the Butler West Stake were recognized and introduced themselves.

1.0 Historic Building Survey.

1.1 Architectural Historian and Preservation Consultant, Korral Broschinsky, stated that she was
engaged by the Historic Preservation Commission to perform a reconnaissance level survey.
She reported that a matching grant from the State Historic Preservation Office (SHPO) was
obtained and the Certified Local Government Program was being used to assist with the
funding of the study.

1.2 Ms. Broschinsky identified the Granite Paper Mill, the Alvin and Anne Green House, and the
Granite Hydro Electric Power Plant at the mouth of Big Cottonwood Canyon as buildings
already listed on the National Register of Historic Places. She informed the attendees that the
National Register had set a cut-off for the study of structures built in or prior to 1953. Using
a map displayed, she identified structures that would qualify based on the historical criteria.
She noted that they were mainly in the transportation corridors located in the northern portion
of the City.

1.3 Ms. Broschinsky indicated that the survey was ‘selective’, which means that only historic
buildings qualify. Additionally, she explained that in order to consider candidates for the
national register, qualifying them for further evaluation such as intensive level surveys and
allowing the properties to be entered into the Utah SHPO data base of historic resources, they
must:

• Be more than 50 years old;
• Have historic integrity;
1.4 Ms. Broschinsky explained that the data base could be used for preservation, planning, zoning ordinances, economic development, heritage tourism, and educational tools such as walking tours, markers, and school programs.

1.5 It was reported that the study surveyed 231 resources including 34 demolished properties and five duplicate records. Thirty-Three percent of the buildings surveyed were considered non-contributing and out buildings were done separately. She identified various materials and building styles included in the study. Ms. Broschinsky photographed the structures and attempted to include out buildings in the photos with the main building whenever possible. She concluded by covering the information included in the study, which included considerations for the City and her recommendations.

1.6 Ms. Broschinsky clarified that if the City wants to further the process they should conduct two additional similar studies to detail the available resources. She explained that CLG grants were available every other year. Many communities chose to use that money to continue surveying until all historic structures have been included, help property owners with buildings on the register, or perform an intensive survey for walking tours.

1.7 The Historic Preservation Commission was asked by the Council what they want to achieve. Max Evans said he would like to go through at least one more survey; extending the reconnaissance level to 1970, and identify a few buildings on which to do an intensive level survey. He would also like language for Preservation Code Amendments and to combine the historic platform and history sites. A pamphlet highlighting some of the properties and their stories for either a driving or walking tour were also suggested.

1.8 Ms. Broschinsky said the data had been inputted; however, she was waiting for the State Preservation Office to finish their review of her report so that she could implement any changes they recommend before formally submitting it. She reported that once this was done, she would provide the Council with digital copies.

2.0 Review of Business Meeting Agenda.

2.1 The Council quickly reviewed the Business Meeting agenda items.

2.2 It was reported that the bonds were set to price next Tuesday. This meant that the underwriter would find buyers for the bonds. They anticipated good rates and had determined they would save money by purchasing bond insurance.

3.0 Public Relations Report.

3.1 Public Relations Specialist, Dan Metcalf stated that he was close to getting all of the materials
for the newsletter. He was in the process of putting it together and highlighting the content.

3.2 Mr. Metcalf reported that the Citizen Dashboard was having issues with emails and those issues were in the process of being resolved. Public Works staff was trained on the program earlier in the week. They would have access and were expected to begin using it by the end of the week.

3.3 Mr. Metcalf shared the following media coverage:

- Fox 13 News – A Utah Highway Patrol (UHP) Trooper had a close call when they pulled over 25-year old Elliott Hansen on I-15 for a seatbelt violation. He and his female passenger fled but were spotted downtown a short time later. Several UHP troopers and an off-duty Cottonwood Heights officer attempted to box Mr. Hansen in; however, after ramming several UHP vehicles, he took off again. He ran over a UHP motorcycle. The officer was able to jump off the bike and the suspects kept going. They went the wrong way down a one-way street and tried to ram through the gates of the Triad Center. Security officers were able to stop the vehicle but the suspects escaped again by jumping on a TRAX train where UTA Police tracked them down. UHP Troopers arrested the woman and found the man hiding in a shed.

3.4 It was determined that Mr. Hansen fled because of a warrant out of Cottonwood Heights for a stolen car. In addition to damage to the UHP vehicles, there was $1k in damages to the Cottonwood Heights vehicle.

4.0 Public Works Report.

4.1 a. Update on Hawk Signal at Approximately Fort Union Boulevard and 1600 East.

4.1.1 No report was given.

5.0 Y2 Analytics Presentation and Discussion of Survey Questions.

5.1 The Y2 Analytics representative noted that Assistant City Manager, Bryce Haderlie, had provided everyone with a draft of the survey. The Council noted that there were only veiled inquiries regarding development. The Y2 representative indicated that they included trade-off questions relating to development in an effort to not give citizens the illusion that they would be dictating every move the City makes. The Council agreed with the method but felt it created a sense that there was a trade-off between development and revenue. It was their understanding that the people who prodded the survey wanted to determine what is right for the community. The representative stated that the next set of questions was an effort to determine what was right for the community without giving too much liberty. They wanted a framework for the citizens to draw from and get feedback on what direction the City should take.

The questions were identified as follows:
• Do you agree or disagree on how major corridors in the City should be developed; and,
• Does increased development threaten open spaces in the City?

5.2 Mr. Haderlie commented that the committee hoped the questions on the initial survey would allow the City to learn what citizens were looking for. He suggested that a second follow-up survey with more in-depth questions be sent later to determine specifics. Overall, he noted that they were looking to the professionals to help them properly word the questions without slanting in a specific direction.

5.3 It was mentioned that standard questions with broad baselines were the goal of the first survey. They did not want to be too specific yet. The representative stated that the questions at the beginning of the survey would provide a baseline of how citizens feel about the City as a whole. Open ended questions that were allowed later in the survey would identify concerns citizens have with individuals, departments, or specific items. The Council identified specific services the City does not provide. Therefore, they do not have control over them and asked if they should be in the survey at all. The Council discussed rewording the questions to make them more ambiguous or separating out the City v. non-City services. No definite direction was given.

5.4 In the Police section it was noted that the perspective of the respondent would determine their answers. The Council conferred as to whether it would be worth adding a follow-up question asking if the respondent had any interaction with the police the previous year. It was reported that there was not much value in following up because most people do not remember if the interaction was within the previous year or not. It was also noted that the question asking whether the respondent had contacted or worked with any Cottonwood Heights departments to seek service, information, or file a complaint generally led them to identify if they had a specific experience that left them impassioned about one department or another prior to the Police portion of the survey.

5.5 The Council also discussed questions regarding senior citizens, DUls, the order questions would be asked, and purpose of asking the same question multiple ways. It was noted that questions would ask if citizens had an opinion or experience. The representative asked if there were additional requests the Council had. They discussed enforcement by police, adequate mass transit, and roads. Although it was decided that a few more trade-off questions and prioritizations of services would be added, the Council agreed that Y2 Analytics was handling the survey well and wording questions appropriately.

5.6 It was agreed by all that edits would be turned around and provided to Mr. Haderlie by the following afternoon, the Council would submit their changes no later than Friday morning, the survey could go out June 21, 2016, and results would be returned mid-July.
6.0 Planning and Economic Development.

6.1 a. Legislative Policy Committee Meeting.

6.1.1 Community and Economic Development Director, Brian Berndt, provided the following report of the Legislative Policy Committee Meeting held on June 13, 2016:

- A Special Meeting was held regarding Short-Term Rentals;

- Robert Spendlove reported that Utah is doing great because of the diversity of the economy. He indicated that the State would have an increased population of 1,000,000 people every 15 years, has the fastest growing economy, and has the 9th highest median income;

- Mike Mower from the Governor’s Office and Abby Albrecht of the Salt Lake Chamber reported that the Governor was looking at more business-friendly cities. They provided a list of cities that qualified in 2012 based on process, application, communication, fees, online information, and surveys of businesses;

- Ken Louder from Midvale spoke on the Homeless Shelter; and,

- The League of Cities and Towns was working on the following interim topics: drones, government immunity, group homes, homelessness, justice courts, medical marijuana, outside employment for police, short term rentals, special service districts, line of duty benefits, water conservation, water infrastructure, Land Use Tax Force (LUTF), LUDMA revisions, standards of review, rules of interpretation, stricter requirements, exactions, subdivisions, and development standards.

7.0 Public Safety Reports.

7.1 a. Unified Fire Authority.

7.1.1 Assistant Fire Chief, Mike Watson, reminded Mayor Cullimore of a UFA Board Meeting next week. He also confirmed with the Mayor that UFA would perform the Flag Ceremony at 8:00 a.m. on July 4, 2016. Assistant Fire Chief Watson informed the attendees that their Wildland Crew had only been called out to one fire so far.

7.1.2 Assistant Fire Chief Watson reported that Fire Battalion Chief Riley Pilgrim, met with the State and was informed that they had funds available to invest in Crestwood Park. The crews would do some work there next week and Fire Battalion Chief Pilgrim was going to schedule a field trip with some of the State people to develop a common operating plan and identify some of the things that needed to be done there. Fire Battalion Chief Pilgrim expected a lot of follow-up work to be done there.
7.2 b. **Police Department.**

7.2.1 Police Chief Robby Russo reported that the City recently hired two new officers from West Valley. He informed the Council that the Board of Trustees would be asked to approve the Hexagon Safety and Infrastructure Interlocal Agreement at this week’s VECC Meeting.

8.0 **City Manager/Assistant City Manager Report.**

8.1 a. **New City Hall Construction Report.**

8.1.1 Mr. Haderlie reported that the project is progressing. He stated that the stone work continues, crews were to begin pouring curb and gutter the following day, bathroom tile was being installed in the civic area, painting was taking place throughout, the ceiling grid was being installed, millwork would begin the following week, and the plaza concrete and carpet would be done on Week 3.

8.1.2 In addition to the new building, he reported that the two residents north of the structure had asked if the City would be willing to install a two-inch asphalt overlay. He noted they were still working on bids with Brad Gilson to determine the best remedy but stated that one of the bids received was for $8,000.

8.1.3 Mr. Haderlie reported the following on RFP’s:

- Four submittals were received for internet services coming into the building. They plan to award the contract to Syringa at the next Council Meeting;
- They received 15 bids for the phone system, which would be evaluated later in the week; and,
- Email proposals were further down the road at which time a report would be provided to the Council.

8.1.4 The Council requested that the IT Committee meet prior to the next Business Meeting to discuss awarding Syringa the internet services contract and possibly a back-up contract with Century Link.

8.2 b. **Review of Staff Communications.**

8.2.1 Mr. Haderlie asked if there were any questions regarding the staff communications email that was sent out. The only enquiry was if Terracare was winding down or fully staffed. It was reported that one foreman had left but they were still fully staffed. The Council Members advised staff that many of the manholes were still three-inches deep. Staff stated that these were sewer manholes and would go look at them.

8.2.2 Mr. Haderlie questioned when the Council would like to have the *Teacher of the Year Luncheon* that is typically held in August. He indicated that they cannot really hold it in once school begins. The Council felt it should remain in August, just prior to the start of school.
8.2.3 Mr. Haderlie reported that the Director over the Provo Parade saw the Cottonwood Heights City float and asked them to participate in their parade. The Council was honored to have been asked but stated that the City had already committed to Sandy and Murray.

8.3  c. Update on Transitioning Public Works.

8.3.1 Mr. Haderlie provided the Council with updated sheets and confirmed that the deadlines had been met; however, he forgot to change them to green. It was also noted that the bobtail trucks the Council was emailed about would likely be acquired.

8.3.2 The Council was informed that an offer had been extended for a New Public Works Director. It was determined that 10 miles was too far away for a Public Works building. Staff had also been explored various structures in which to store salt. The Council discussed their feelings relative to the various structures. No clear direction was given. Staff reported that they would bring a site plan back to the Council.

9.0 Mayor/City Council Reports.

9.1 a. Wasatch Front Regional Council – Mayor Cullimore.

9.1.1 Mayor Cullimore reported that TransCom would be having a meeting Thursday. They would be discussing a $10 million amendment to a UDOT program for Wasatch Boulevard, to improve the T-intersection at Danish Road and North Little Cottonwood Canyon.

9.2 b. TRCC Advisory Board Meeting – Mayor Cullimore.

9.2.1 The TRCC Advisory Board Meeting was held on May 25, 2016 where Mayor Cullimore was elected as Chair again. They were informed at the meeting that the bond financing for the New Parks and Rec Building in West Jordan that was approved with the previous years’ budget will cost 50% more than estimated. They were asked to authorize and ultimately granted the additional funds needed.


9.3.1 Councilman Tyler stated that wildland fires were discussed at the most recent Association of Municipal Councils Meeting. He reported that Brianna Binnebee from the Department of Natural Resources had been instructed to accept in-kind services that can minimize, mitigate, and prepare cities for wildland fires. As a result, Councilman Tyler instructed City Recorder, Linda Dunlavy, to take Ms. Binnebee’s contact information and report all efforts provided by staff or citizens so that the City gets credit toward future expenses.

9.4 c. Mosquito Abatement.

9.4.1 Councilman Tyler reported that two hours of mandatory State training was provided at the beginning of the last meeting. Afterward the Board Meeting was consumed by audit results.
He stated that the same tax rates as last year would be maintained. They were looking for capital improvement projects they could do within the State and were still over $110,000.

9.4.2 Councilman Tyler reported that Ilene Risk from the County Health Department is on the Board and recently returned from a conference. She shared what she learned about mosquito-borne diseases such as West Nile and Zika.

10.0 Calendar of Events.

10.1 Councilmember Schedules for the following week were as follows:

a. June 17 – Movie at the Park at Mountview Park.
b. June 21 – CHBA Luncheon, City Hall Training Room, 12:00 p.m.
c. June 30 – Outdoor Living Fair, CH Recreation Center, 7500 South 2700 East, 11:00 a.m. to 3:00 p.m.
d. July 6 – Movie in the Park at Mill Hollow Park.
e. July 22-23 – Butlerville Days.
f. July 29, 30 & August 1, 4, 5, 6 – Annual City Play Seven Brides for Seven Brothers.
g. August 12- Movie in the Park at Bywater Park.
h. September 10 – Big Cottonwood Canyon Marathon.
i. September 14-16 – ULCT Annual Fall Conference.
j. September 29 – City Hall Grand Opening and Ribbon Cutting.

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

11.1 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.

12.0 ADJOURN

12.1 The Work Session adjourned at 9:30 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, June 14, 2016.

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Teri Forbes
T Forbes Group
Minutes Secretary

Minutes approved: August 22, 2017