



## NOTICE OF COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION AGENDA

Notice is hereby given that the **Cottonwood Heights City Council** will hold a **Work Session** at approximately **4:00 p.m.**, or soon thereafter, on **Tuesday, November 7, 2023**, in the Cottonwood Heights City Council Work Room located at 2277 East Bengal Boulevard, Cottonwood Heights, Utah. The public may remotely hear the open portions of the meeting through live broadcast by connecting to <http://mixlr.com/chmeetings>.

Each citizen desiring to attend the Zoom Work Session must register in advance for the “webinar” (i.e., this City Council work session) as follows:

[https://cwh.zoom.us/webinar/register/WN\\_4WMqLq0XRz2qq-Xfig4rlQ](https://cwh.zoom.us/webinar/register/WN_4WMqLq0XRz2qq-Xfig4rlQ). Each registrant will receive a confirmation email containing information about joining the webinar.

**4:00 p.m.**

1. **WELCOME** – Mayor Pro Tempore Scott Bracken
2. **REVIEW OF BUSINESS MEETING AGENDA** – Mayor Pro Tempore Scott Bracken (15 min.)
3. **METROPOLITAN WATER DISTRICT** – Mr. Wayne Winsor, Metropolitan Water District Assistant General Manager/CAO (30 min.)
4. **STAFF REPORTS**  
(Each week the city council and staff provide informational reports as a method of keeping up on the day-to-day activities of the city. This agenda item is set aside to allow council members to ask questions or for staff to bring the council up to date regarding any changes since the report was made).
  - a. **Emergency Management Updates** – Chief Robby Russo and Assistant Chief Paul Brenneman (15 min)
  - b. **Fraud Checklist** – Administrative and Fiscal Services Director Scott Jorges (10 min)
  - c. **Sports Courts Ordinance Discussion** – Community and Economic Development Director Mike Johnson (30 min)
  - d. **Fort Union Traffic and Speed Discussion** – Public Works Director/City Engineer Matt Shipp and Chief Robby Russo (30 min)
  - e. **City Planning Project Updates** – Community and Economic Development Director Mike Johnson (15 min)
  - f. **City Council Retreat Policies Review** – City Manager Tim Tingey (15 min)

5. **REVIEW OF CALENDARS AND UPCOMING EVENTS\***
  - a. November 21<sup>st</sup> – General Election: Voting Centers open from 7:00 a.m. until 8:00 p.m.
  - b. November 24<sup>th</sup> - December 7<sup>th</sup> – Holiday Decorating Contest
  - c. November 27<sup>th</sup> – Light the Heights at City Hall
  
6. **POSSIBLE CLOSED MEETING TO DISCUSS LITIGATION, PROPERTY ACQUISITION AND/OR THE CHARACTER AND PROFESSIONAL COMPETENCE OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL**
  
7. **ADJOURN CITY COUNCIL WORK SESSION**



## NOTICE OF COTTONWOOD HEIGHTS CITY COUNCIL BUSINESS MEETING AGENDA

Notice is hereby given that the **Cottonwood Heights City Council** will hold a **Business Meeting** beginning at approximately **7:00 p.m.**, or soon thereafter, on **Tuesday, November 7, 2023**, in the Cottonwood Heights City Council Chambers located at 2277 East Bengal Boulevard, Cottonwood Heights, Utah. The public may remotely hear the open portions of the meeting through live broadcast by connecting to <http://mixlr.com/chmeetings>.

**Civility and decorum should be applied in all discussions and debate.** Difficult questions, tough challenges to a point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. Public officials and the public are encouraged to refrain from making belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments.

Citizens may make live verbal comments during the “Citizen Comment” portion of this meeting through the City’s “Zoom webinar” process. Each citizen desiring to make a citizen comment must register in advance for the “webinar” (i.e., this City Council business meeting) as follows:  
[https://cwh.zoom.us/webinar/register/WN\\_L6pEyyJsTiG5MzC9cHM90w](https://cwh.zoom.us/webinar/register/WN_L6pEyyJsTiG5MzC9cHM90w).

**NOTE THAT THE “WEBINAR” ACCESS LINKS EMAILED TO THE REGISTRANT ARE UNIQUE TO THAT INDIVIDUAL. USE OF A SHARED REGISTRANT LINK WILL RESULT IN NOT BEING ADMITTED TO THE “WEBINAR” OR BEING REJECTED BY THE SYSTEM AND/OR HOST. EACH INDIVIDUAL MUST REGISTER INDIVIDUALLY AND ONLY USE THE LINK EMAILED TO THEM.**

Each registrant will receive a confirmation email containing information about joining the webinar, and registrants who have entered the webinar’s “waiting room” will be admitted to the webinar one at a time for purposes of making their citizen comments to the City Council. Citizen comments also may be given in writing by submitting the comments to [pmelgar@ch.utah.gov](mailto:pmelgar@ch.utah.gov) by 4:00 p.m. on the meeting date. In the interest of time and those attending the meeting live, however, **submitted written comments** will be entered into the record and distributed to the City Council, but **will not** be read at the public meeting.

- 7:00 p.m.**
- 1.0 **WELCOME**
  - 2.0 **PLEDGE OF ALLEGIANCE**
  - 3.0 **CITIZEN COMMENTS**

*“During each regular city council meeting (specifically excluding work sessions), there will be a period not to exceed sixty minutes for citizen comment.” (Cottonwood Heights Code of Ordinances 2.30.160 (B))*

City Manager Tim Tingey will admit into the record written public comments submitted to the City Recorder **prior to 4:00 p.m.** on the meeting date.

- 4.0 **PUBLIC COMMENT – Transportation Master Plan – Introduction by Public Works Director/ City Engineer Matt Shipp**
- 5.0 **ACTION ITEMS**
- 5.1 Consideration of **Resolution 2023-57** Approving an Independent Contractor Agreement for Land Use Hearing Officer Services.  
*(By this resolution the council will approve the city's entry into an independent contract agreement with attorney Frank M. Nakamura for hearing officer services in connection with land use appeals, variance requests and other hearings contemplated by Chapter 19.92 and other portions of the city's code of ordinances.)*
- 5.2 Consideration of **Resolution 2023-58** Approving an Appointment to the Arts Council.  
*(By this resolution, the council will approve the manager's appointment of Laura Paulsen Howe to the city's arts council).*
- 6.0 **CONSENT CALENDAR**
- 6.1 Approval of the minutes of the City Council Work Session, CDRA Business Meeting, and City Council Business Meeting of October 17, 2023.
- 7.0 **ADJOURN CITY COUNCIL BUSINESS MEETING**

**PUBLIC COMMENT PROCEDURE**

During each City Council business meeting (specifically excluding work sessions), there will be a period not to exceed 60 minutes for citizen comment. (Code of Ordinances 2.30.160 (B)). Any person wishing to comment on any item not otherwise on the agenda for public comment may address the City Council during the Public Comment period. Any person wishing to comment during the Public Comment period shall request recognition by the Mayor and upon recognition, approach the microphone and state their name, state if they are a resident of Cottonwood Heights and either provide their address or their Council district; and then address the City Council. Any person wishing to comment shall limit their comments to no more than three (3) minutes unless more or less time is specified by the Mayor. Citizen groups who are present will be asked to appoint a spokesperson, who shall limit their comments to no more than five (5) minutes unless more or less time is specified by the Mayor. All comments shall be directed to the City Council.

No person addressing the City Council during the comment period shall be allowed to comment more than once during that comment period. Speakers should not expect any debate or dialogue with the Mayor, City Council or City Staff during the meeting.

The City Council may choose to limit the amount of time allotted to public comment on a specific issue. In such cases, special procedures for determining who will be allowed to speak and the order of such speakers will be determined by the Council. In the interest of time and those attending the meeting live, submitted written comments will be entered into the record, distributed to the City Council but not read at the public meeting.

*On Friday, November 3<sup>rd</sup>, 2023, a copy of the foregoing notices was posted in conspicuous view in the front foyer of the Cottonwood Heights City Offices, Cottonwood Heights, Utah. A copy of this notice was faxed to the Salt Lake Tribune and Deseret News, newspapers of general circulation in the City, by the Office of the City Recorder. The agendas were also posted on the City's website at [www.ch.utah.gov](http://www.ch.utah.gov) and the Utah Public Notice website at <http://pnmn.utah.gov>.*

DATED THIS 3<sup>rd</sup> day of November 2023

Paula Melgar, City Recorder

*Council Members may participate in the meeting via telephonic or zoom communication. If a Council Member does participate via telephonic or zoom communication, the Councilmember will be on speakerphone or on zoom. The speakerphone or zoom will be amplified so that the other Council Members and all other persons present in the Council Chambers will be able to hear all discussions. In compliance with the Americans with Disabilities Act, individuals needing special accommodations or assistance during this meeting shall notify the City Recorder, at (801) 944-7021 at least 24 hours prior to the meeting. TDD number is (801)270-2425 or call Relay Utah at #711. If you would like to submit written comments on any agenda item, they should be received by the City Recorder no later than Tuesday at noon. Comments can be emailed to [cityrecorder@ch.utah.gov](mailto:cityrecorder@ch.utah.gov).)*