

MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL MEETING HELD TUESDAY,
DECEMBER 16, 2014, AT 7:00 P.M. IN THE COTTONWOOD HEIGHTS CITY COUNCIL CHAMBERS

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

Staff Present: City Manager John Park, Deputy City Manager Linda Dunlavy, Police Chief Robby
Russo, Public Relations Specialist Dan Metcalf, Community and Economic
Development Director Brian Berndt, Assistant Fire Chief Mike Watson, Public
Works Director Mike Allen, City Attorney Shane Topham, Finance Director Steve
Fawcett, City Treasurer David Muir, Police Support Supervisor Sheila Jennings

1.0 **WELCOME/PLEDGE/ACKNOWLEDGEMENTS**

1.1 Mayor Cullimore called the meeting to order at 7:04 p.m. and welcomed those attending.

1.2 The Pledge of Allegiance was led by Mayor Kelvyn Cullimore.

2.0 **CITIZEN COMMENTS**

2.1 Nancy Hardy expressed enthusiasm about the possibility of implementing live audio streaming of
City meetings.

3.0 **REPORTS/PROCLAMATIONS/RECOGNITIONS**

3.1 **Fiscal Year 2014 Comprehensive Annual Financial Report**

Russ Olsen, from Larson & Rosenberger, LLC, presented the audit for fiscal year ending June 30,
2014. He stated that the financial statements are correct and gave a clean opinion.

Mayor Cullimore clarified when auditors perform their review, they look for specific findings such
as “material weaknesses” and “significant deficiencies”, neither of which were found.

Mr. Olsen agreed and reviewed the Government Auditing Standard’s Report. He stated that the State
Compliance Report includes certain laws that govern the City’s activities. His opinion is that in all
material respects, Cottonwood Heights has complied with the requirements. The report also includes
a summary of funds received from the state, which are detailed.

City Treasurer, David Muir, reviewed the Comprehensive annual Financial Report, or CAFR. This
report provides a management discussion detailing specific issues related to the past fiscal year along
with a full set of financial statements. He stated that economic factors and comments about issues
that may affect next year’s budget are all detailed in the report. The notes section includes additional
details and the stats section includes reports from the past 10 years.

Mayor Cullimore reported that the Fund Balance between the General Fund and Capital Fund totaled
approximately \$5 million, \$900,000 of which is appropriated toward the current year’s budget.

A complete copy of this report is available on the City’s website.

Standing Monthly/Quarterly Reports

3.2 Financial Report

Finance Director, Steve Fawcett, presented the Monthly Financial Report for November. He stated that there is very little change. 40% of real property taxes have been collected and sales tax revenues are at 101.73% of last year. Building permits and business licenses are on target. Fines and forfeitures are booked regarding the first quarter of the court revenue. These items are audited monthly, but billed quarterly and are at \$39,000 net revenue over expenditures. It was noted that all departments are spending appropriately. Prior to Budget Amendment #2, there was a fund balance in the General Fund with \$756,000 remaining. The Capital Improvements Fund includes just under \$118,000 in additional fund balance that will be appropriated correctly and appropriately as part of Budget Amendment #2. A fund was created for the Community Development and Renewal Agency (CRDA). The purpose of the fund is to capture preliminary expenditures prior to when tax increments may be received as a funding source. There are three basic costs including expenditure categories for these monies. They include the cost of the City Attorney's Office, outside attorney costs associated with the project, and consulting costs. The City has expended just under \$43,000 in these categories. The process of RDAs was discussed. It was noted that the Popular Annual Financial Report is a summary of the last fiscal year extracted from the Comprehensive Annual Financial Report (CAFR) and must be submitted 30 days after the CAFR is completed.

A complete copy of this report is available on the City's website.

3.3 Police Report

Police Support Supervisor, Sheila Jennings, presented the Police Report for the month of November. She stated that things have been quiet and slow. She reported that there were a total of 318 9-1-1 calls and 452 on-view calls received. There were 481 Priority 1 calls, 323 Priority 2 calls, and 212 Priority 3 calls. Response times for Priority 1 calls averaged 4:58, Priority 2 calls averaged 6:21 minutes, and Priority 3 calls averaged 7:09 minutes. There were a total of 87 arrests with 10 involving juveniles. 308 traffic citations were issued in addition to, 13 DUIs, and 53 warnings. There were 49 traffic crashes with property damage resulting in 10 injuries.

A complete copy of this report is available on the City's website.

3.4 Unified Fire Report

Assistant Fire Chief, Mike Watson, presented the Unified Fire Report for the month of November. He reported that in terms of monthly call volumes Station 110 came in 6th among all UFA stations with a total of 161 calls and Station 116 came in 19th with a total of 58 calls. The combined fire calls for both stations was the slowest November in the past five years and both stations closed well below the averages in all categories. Station 110 had 198 total medical calls with 108 Advanced Life Support (ALS) calls resulting in 36 transports; and 90 Basic Life Support (BLS) calls resulting in 7 transports. Station 116 had 39 total medical calls with 25 Advanced Life Support (ALS) calls resulting in 16 transports; and 14 Basic Life Support (BLS) calls resulting in 2 transports.

The customer service report included station tours, EMT ride-alongs, high rise and extrication training, participation in the Thanksgiving 5K, several talks and demonstrations, avalanche training, and the annual hazmat refresher. The November safety message pertained to winter safety issues.

Proper dress and providing children with one more layers than adults was recommended. Car safety and being prepared to face the cold were also included.

A complete copy of this report is available on the City's website.

3.5 **Public Works Report**

Public Works Director, Mike Allen, presented the Public Works Report for the month of December. He stated that street maintenance pothole patching is being performed as needed. All concrete work has been put on hold until spring. Mr. Allen reported that the Union Park Landscape Median Project is complete with the exception of curb access management. The Park and Ride near Fort Union Boulevard is becoming a very popular asset to the City. The 1700 East project, with the exception of the striping, has been completed. Mr. Allen reported that the City sweeper is out cleaning up the City and that the radar speed sign is up on Nantucket.

A complete copy of this report is available on the City's website.

4.0 **ACTION ITEMS**

4.1 **Consideration of Ordinance No. 233 Amending Chapter 19.46 (O-R-D Office, Research and Development Zone) of the Cottonwood Heights Municipal Code to Include Plasma Blood Centers as a Conditional Use in the ORD Zone**

4.1.1 Mayor Cullimore explained that the proposed ordinance developed due to other municipalities that have been dealing with a blood plasma company establishing itself in areas where residents do not support it. The proposed ordinance will establish a location for these types of businesses throughout the City.

4.1.2 **MOTION:** Councilman Bracken moved to approve Ordinance 233. The motion was seconded by Councilman Tyler. Vote on motion: Councilman Shelton-Aye, Councilman Bracken-Aye, Councilman Peterson-Aye, Councilman Tyler-Aye, Mayor Cullimore-Aye. The motion passed unanimously.

4.2 **Consideration of Ordinance No. 234 Enacting New Section 17.16.130 of the Cottonwood Heights Municipal Code to Provide for Possible Partial Reimbursement of the Cost of Installing Certain Storm Water Infrastructure**

4.2.1 Mayor Cullimore explained that the proposed ordinance provides the City the ability to reimburse storm water infrastructure costs when a property owner/developer installs a storm water facility that is oversized at the City's request to accommodate more than what their property would require.

4.2.2 **MOTION:** Councilman Shelton moved to approve Ordinance No. 234. The motion was seconded by Councilman Peterson. Vote on motion: Councilman Shelton-Aye, Councilman Bracken-Aye, Councilman Peterson-Aye, Councilman Tyler-Aye, Mayor Cullimore-Aye. The motion passed unanimously.

4.3 **Consideration of Resolution No. 2014-79 Approving an Amendment to an Agreement for Public Works Services with TerraCare Associates, Inc.**

4.3.1 Mayor Cullimore explained that the proposed resolution is to ensure that snow removal response is adequate. The contract with TerraCare has been reconfigured so that there are more trucks available on an immediate basis as opposed to a delayed basis.

4.3.2 **MOTION:** Councilman Tyler moved to approve Resolution No. 2014-79. The motion was seconded by Councilman Bracken. Vote on motion: Councilman Shelton-Aye, Councilman Bracken-Aye, Councilman Peterson-Aye, Councilman Tyler-Aye, Mayor Cullimore-Aye. The motion passed unanimously.

4.4 **Consideration of Resolution No. 2014-80 Approving an Agreement with Salt Lake County for Tier II Zoo, Arts and Parks Funding for the Cottonwood Heights Arts Council**

4.4.1 Mayor Cullimore explained that the proposed resolution approves acceptance of the Tier II ZAP funding for the Arts Council.

4.4.2 **MOTION:** Councilman Bracken moved to approve Resolution No. 2014-80. The motion was seconded by Councilman Peterson. Vote on motion: Councilman Shelton-Aye, Councilman Bracken-Aye, Councilman Peterson-Aye, Councilman Tyler-Aye, Mayor Cullimore-Aye. The motion passed unanimously.

4.4.3 Mayor Cullimore acknowledged Sherry Sorenson from The Valley Journal stating that this is the last meeting she will attend and recognized her hard work.

5.0 **CONSENT CALENDAR**

5.1 **Approval of Minutes for November 11, 2014 and November 25, 2014**

5.2 The minutes stood approved.

6.0 **ADJOURN BUSINESS MEETING AND RECONVENE WORK SESSION IN ROOM 250**

6.1 **MOTION:** Councilman Tyler moved to adjourn and reconvene the Work Meeting. The motion was seconded by Councilman Peterson and passed unanimously on a voice vote. The business meeting adjourned at 8:17 p.m.

Minutes approved: 01/13/2015