

1 **MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL BUSINESS MEETING**  
2 **HELD TUESDAY, DECEMBER 19, 2017 AT 7:00 P.M. IN THE COTTONWOOD HEIGHTS**  
3 **CITY COUNCIL CONFERENCE ROOM LOCATED AT 2277 EAST BENGAL**  
4 **BOULEVARD, COTTONWOOD HEIGHTS, UTAH**  
5

6 **Members Present:** Mayor Kelvyn Cullimore, Councilman Mike Peterson, Councilman Scott  
7 Bracken, Councilman Mike Shelton, Councilman Tee Tyler  
8

9 **Staff Present:** City Manager John Park, Assistant City Manager Bryce Haderlie, City  
10 Attorney Shane Topham, Police Chief Paul Brenneman, Assistant Fire Chief  
11 Mike Watson, Community Development Director Brian Berndt, City Recorder  
12 Paula Melgar, Finance Director Dean Lundell, Treasurer and Financial  
13 Reporting Manager Dave Muir, Public Works Director Matt Shipp, Public  
14 Relations Specialist Dan Metcalf, City Treasurer Dave Muir  
15

16 **Excused:** Police Chief Robby Russo  
17

18 **1.0 WELCOME**  
19

20 1.1 Mayor Kelvyn Cullimore called the meeting to order at 7:04 p.m.  
21

22 1.2 The Pledge of Allegiance was led by Councilman Tyler.  
23

24 1.3 Councilman Bracken introduced Nicole Cunningham from the Youth City Council who is a  
25 senior at Brighton High School.  
26

27 **2.0 CITIZEN COMMENTS**  
28

29 2.1 Eric Kraan thanked the Council for the opportunity to participate. He expressed concern with  
30 vehicles being parked with for sale signs along the north side of Fort Union Boulevard and  
31 asked that more open space and dog parks be included in new developments. Councilman  
32 Tyler explained that the property in question belongs to Salt Lake County and Code  
33 Enforcement will report the issue to them.  
34

35 2.2 Deborah Tyler identified herself as the wife of Councilman Tee Tyler and expressed her  
36 gratitude to the Council for their support and their efforts in working with her husband.  
37

38 **3.0 REPORTS**  
39

40 **3.1 Comprehensive Annual Financial Report – Mr. Russell D. Olsen.**  
41

42 3.1.1 Russell D. Olsen, CPA from Larson & Company, PC, presented the City's Comprehensive  
43 Annual Financial Report (CAFR). Work performed as part of the audit was described.  
44 Mr. Olsen reported that their opinion is that the financial statements present fairly, in all  
45 material respects, the City's financial position in terms of governmental activities, each major  
46 fund, and aggregate remaining fund information. The Government Auditing Standards Report  
47 was reviewed. Mr. Olsen indicated that they have looked at and considered the City's internal  
48 controls and compliance. There was not a full audit of such controls, but rather a review to

1 be sure the procedures are being performed. The next report pertained to Utah law. Mr.  
2 Olsen reported that they found that in all material respects the City complies with State law.  
3 The Management Letter communicates issues discovered while performing the audit or  
4 findings that need to be reported. He noted that there were no issues. Mr. Olsen complimented  
5 staff for their performance and appreciated their open communication.  
6

7 3.1.2 Mayor Cullimore commended Finance Director, Dave Muir, for his efforts preparing the  
8 financial statement package and for a job well done. He also acknowledged the role of our  
9 Finance Director, Dean Lundell.  
10

#### 11 **4.0 STANDING MONTHLY REPORTS**

##### 12 **4.1 Monthly Financial Report – Finance Director, Dean Lundell.**

13  
14  
15 4.1.1 Finance Director, Dean Lundell, thanked Mr. Muir for his efforts preparing the CAFR and  
16 acknowledged the significant work Dave does to have accurate and timely financial  
17 statements. Dean presented the monthly financial report for the month of November 2017.  
18 He reported that the sales tax figures were slightly low. Expenditures were in line and under  
19 budget.  
20

21 Mayor Cullimore pointed out that based on the 2017 financial statements, the city ended up  
22 with an unassigned fund balance of approximately \$3.128 million, of which \$1.2 million  
23 represents the 6% set aside. This is a very healthy fund balance even though about \$500K  
24 was set aside for use in the 2018 budget.  
25

##### 26 **4.2 Unified Fire Report – Assistant Chief, Mike Watson.**

27  
28 4.2.1 Assistant Fire Chief, Mike Watson, presented the Unified Fire Report for the month of  
29 November 2017 and stated that Station 110 closed with 24 fire calls and 87 medical calls.  
30 Station 116 closed with 17 fire calls and 44 medical calls. Top medical calls by type included  
31 falls, sick person, and traffic accidents. Top fire calls included alarms, smoke investigations,  
32 barbecue, and miscellaneous trash fires. Station 110 had 39 Advanced Life Support (ALS)  
33 calls, of which 21 resulted in transports and 48 Basic Life Support (BLS), of which 25 resulted  
34 in transports. It was reported that Station 116 no longer has an ambulance which will affect  
35 the data reporting. The Station 116 crew attended the sendoff of the Thanksgiving Day 5K  
36 and gave two tours to 22 people. Station 110 gave three tours to 59 people. The safety  
37 message addressed hypothermia issues, cooking and heating for the holidays, and stressed the  
38 importance of holiday candle safety.  
39

40 4.2.2 Assistant Chief Watson expressed his gratitude to Councilman Tyler for his service to the City  
41 and his support for Mayor-Elect Peterson. He presented an engraved commemorative  
42 remembrance to Mayor Cullimore thanking him for his service, insight, and leadership as a  
43 member of the Unified Fire Authority Board of Trustees. He offered his personal thanks to  
44 the Mayor for never giving up on the UFA. He believed that what they are today is the result  
45 of Mayor Cullimore's courage and service.  
46

47 4.2.3 Mayor Cullimore commented that serving on the UFA Board was one of the highlights of his  
48 time serving as Mayor. He commented that the UFA is an incredible agency and provides an

1 opportunity to be involved in something bigger than the City. He made friends and learned a  
2 great deal about fire and the importance of good ethics in government. He offered his gratitude  
3 to Chief Watson for his service and friendship.  
4

5 **5.0 ACTION ITEMS**

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7 **5.1 Consideration of Ordinance 287 Amending Code Sections 2.140.104 and 2.140.602**  
8 **Concerning Terms of Service and Advisory Committee Members.**  
9

10 5.1.1 Mayor Cullimore reported that the above Ordinance amends the Code concerning terms of  
11 service and appointments to the Advisory Committee. The proposed changes will allow  
12 flexibility to appoint people who are willing to serve longer than the original maximum  
13 number of terms, particularly in situations where they have special talents, abilities, or the city  
14 is having difficulty recruiting a replacement.  
15

16 **5.1.2 MOTION:** Councilman Bracken moved to approve Ordinance 287. The motion was  
17 seconded by Councilman Shelton. Vote on motion: Councilman Shelton-Aye, Councilman  
18 Bracken-Aye, Councilman Peterson-Aye, Councilman Tyler-Aye, and Mayor Cullimore-Aye.  
19 The motion passed unanimously.  
20

21 **5.2 Consideration of Resolution 2017-66 Consenting to Reappointments to the Cottonwood**  
22 **Heights Historic Committee.**  
23

24 5.2.1 Mayor Cullimore reported that the above Resolution consents to four-year reappointments to  
25 the Cottonwood Heights Historic Committee.  
26

27 **5.2.2 MOTION:** Councilman Peterson moved to approve Resolution 2017-66. The motion was  
28 seconded by Councilman Tyler. Vote on motion: Councilman Shelton-Aye, Councilman  
29 Bracken-Aye, Councilman Peterson-Aye, Councilman Tyler-Aye, and Mayor Cullimore-Aye.  
30 The motion passed unanimously.  
31

32 **6.0 CONSENT CALENDAR**  
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34 **6.1 Approval of the City Council Business Minutes Meetings of November 14 and 28, 2017.**  
35 **Also, approval of the Minutes for the City Council Work Session of November 28 and**  
36 **December 12, 2017.**  
37

38 **6.1.1 MOTION:** Councilman Tyler moved to approve the City Council Business Meeting minutes  
39 of November 14 and 28, 2017 and the minutes of the City Council Work Session of November  
40 28 and December 12, 2017. The motion was seconded by Councilman Shelton. The motion  
41 passed with the unanimous consent of the Council.  
42

43 6.1.2 Councilman Tyler thanked staff, his fellow elected officials, and the two great chiefs. He  
44 commented that he has enjoyed the last eight years and paid tribute to his wife for her support.  
45

46 6.1.3 Councilman Peterson stated that both Councilman Tyler and Mayor Cullimore will be  
47 recognized appropriately on January 4, 2018 at 4:00 p.m.  
48

1 6.1.4 Mayor Cullimore stated that it has been an honor and privilege to serve the community of  
2 Cottonwood Heights for the last 13 years. He has spoken too many about how rewarding it  
3 has been for him personally. Among those rewards has been the relationships built over the  
4 years with so many great people. He commented that it is very rare to build a new city from  
5 scratch, but it isn't done alone, and it has required a great team. He stated that it has been an  
6 honor and privilege to serve and he could not have done this without his wife, Laurie. Serving  
7 as Mayor has been a large part of his life and it will be difficult to walk away. He further  
8 remarked that the City is blessed with great City officials and staff. He leaves knowing the  
9 city is in good hands.

10

11 **7.0 ADJOURN BUSINESS MEETING AND RECONVENE WORK SESSION**

12

13 **7.1 MOTION:** Councilman Bracken moved to adjourn the Business Meeting. The motion was  
14 seconded by Councilman Shelton. The motion passed with the unanimous consent of the  
15 Council.

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17 7.2 The meeting adjourned at 7:48 p.m.

1 *I hereby certify that the foregoing represents a true, accurate and complete record of the Cottonwood*  
2 *Heights City Council Business Meeting held Tuesday, December 19, 2017.*

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10 Teri Forbes  
11 T Forbes Group  
12 Minutes Secretary  
13  
14 Minutes approved: January 23, 2018