

MINUTES OF THE CITY COUNCIL MEETING HELD DECEMBER 18, 2007, AT 7:05 P.M., IN THE COTTONWOOD HEIGHTS CITY COUNCIL CHAMBER

MEMBERS PRESENT: Mayor Kelvyn Cullimore, Councilman Don Antczak, Councilman Scott Bracken, Councilman Bruce Jones, Councilman Gordon Thomas

STAFF PRESENT: City Manager Liane Stillman, City Attorney Shane Topham, Deputy City Manager Kevin Smith, Public Relations Specialist Bob Warnick, Planning Director Michael Black, City Treasurer Gary Harmer, Finance Director David Muir

OTHERS PRESENT: Mike Watson, Dan Bartlett, Corbett Ford, Larry & Beverly Jensen and guests, Ron Fullmer, Stephanie Archibald, Don Machin, Mike Peterson, Geri Larsen, Bruce Jorgensen

**1.0 WELCOME/PLEDGE/ACKNOWLEDGEMENTS**

1.1 Mayor Cullimore opened the business meeting at 7:07 p.m. and welcomed those attending.

1.2 The Pledge of Allegiance was led by Councilman Gordon Thomas.

**2.0 CITIZEN COMMENTS**

2.1 Don Machin, expressed concern about the bicycle lanes being added on Wasatch Blvd. because of the traffic. He asked the Council if the City could start snow plowing in his area since there is more snow on the benches.

Deputy City Manager Kevin Smith explained the priority schedule that was set by the Council and sent to the County. The schedule included starting in the eastern area and working down.

**3.0 REPORTS/PRESENTATIONS**

**3.1 Presentation of Audit Report for FY07**

3.1.1 Geri Douglas, Larson & Co. presented the audit report for 2007. Larson and Co. has audited the financial statements of Cottonwood Heights in accordance with generally accepted auditing standards and believes the financial statements present fairly the financial position of the City. The assets of the City totaled \$53,494,000. The majority of the assets are capital infrastructure such as roads, land and bridges. The report includes breakouts of each government fund and footnotes to the financial statements, which are an integral part and explain the background for many of the numbers.

Government auditing standards require the auditor to report on compliance and internal controls. There were no instances of non-compliance in the audit testing in accordance with government auditing standards. The auditor is also required to look at the controls of the city to determine the testing that needs to be done. There are several new Statements on Auditing Standards which have added to the management letter points that are new this year. Findings based on the audit of internal controls are categorized as either material weaknesses or significant deficiencies. These represent potentially serious non-conformities. No such findings were established in the audit this year.

Control deficiencies are observations associated with the design of internal control procedures. These are considered minor non-conformities that should be considered in improving the internal controls of the city finances. Some cannot be avoided because of the size of the City. The control deficiencies were reviewed with the City Council and it was noted that in each case the financial officers of the city had proposed corrective actions.

Ms. Larsen said that there should be documentation of policies and procedures which formalizes an accounting and processing standard. She also recommended that the City adopt the personnel policy and make all of the employees aware of the code of conduct and fraud policy through training. A procedure for reviewing journal entries should be established. A monthly review by the City Treasurer was recommended. Currently the fixed assets are added to an Excel spreadsheet at the end of the year. The auditor is recommending this be done quarterly. She explained that the spreadsheet could be simplified so it is not so difficult to audit. An engineering estimate of road conditions and improvements should also be added. The auditor recommended that to help segregate some functions the city consider hiring additional staff.

### 3.2 **November Financial Report**

- 3.2.1 Finance Director David Muir reviewed the November financial report. He stated that the property taxes are soon to be fully collected. This is the last month of Animal Control Services through Salt Lake County and the city will begin providing those services January 1, 2008. The fund balance in the General Fund is \$1.2 million or 7.9 percent of annual revenues.

### 3.3 **Unified Fire Report**

- 3.3.1 Chief Watson reviewed the statistics for the month of November 2007. There were 70 fire calls compared to 67 last year and 152 medical calls compared to 150 a year ago.

Chief Watson reminded everyone in his safety message to have furnaces inspected and serviced by a reputable company; and to purchase and install carbon monoxide detectors or replace those that are more than five years old. He also said that Christmas trees need to be kept watered and that candles need to be out of the reach of children.

- 3.3.2 Chief Watson reviewed the customer service message for Station 110 and Station 116.

### 3.4 **Public Works Report**

- 3.4.1 Deputy City Manager Kevin Smith reviewed current public works projects. The Ridgecrest Elementary sidewalk project and the Caballero storm drain project have both been completed. Salt Lake County looked at the Kings Hill Drive flooding issue and is scheduling the project for construction. Mr. Smith said that a new project designed to install decorative lighting along with banner poles for the Park Centre Drive area is underway and the developer has already contributed funds for this project. A copy of the report is available to the public.

### 3.5 **Presentation of Park Inventory within Cottonwood Heights**

- 3.5.1 Bruce Jorgensen, consultant with GSBS presented the park inventory within Cottonwood Heights. The inventory was divided into parks, school parks, private parks, unimproved public

lands, unimproved private lands, and public open space/sensitive lands. Mr. Jorgensen explained that the National Recreation and Parks Association standards state that there should be six acres of neighborhood and community parks per one thousand population which would be 222 acres for Cottonwood Heights. He said that the canyons along the Wasatch Front could ostensibly be considered for meeting the demand for regional park activities since they offer hiking, skiing, camping and picnicking opportunities. He noted that the Recreation Center takes care of facilities such as ice skating, volleyball, racquet ball, workout facilities, hockey and track.

Mr. Jorgensen commented that the inventory did not take into account some of the bordering parks such as Willow Creek Park off of 20<sup>th</sup> East which serves part of the Cottonwood Heights residents; and noted there is a lack of community parks in the southeast corner of the city.

- 3.5.2 Regarding private parks, Mr. Jorgensen said that there is a nine acre parcel of property which is owned by Blue Cross Blue Shield of Utah. It has the potential for commercial development and is now planted in grass for dust control.

Mike Peterson, Cottonwood Heights Parks and Recreation, said that he met with Blue Cross Blue Shield four years ago and they were not receptive to using the property for soccer fields.

- 3.5.3 Mr. Jorgensen will provide a corrected copy of the report to the Mayor and Council

#### 4.0 **ACTION ITEMS**

##### 4.1 **Consideration of Resolution No. 2007-49 Approving an Interlocal Cooperative Easement Agreement with the City of Holladay for the Big Cottonwood Canyon Trail**

- 4.1.1 Councilman Antczak moved to approve Resolution No. 2007-49 approving an Interlocal Cooperative Easement Agreement with the city of Holladay for the big Cottonwood Canyon Trail. The motion was seconded by Councilman Bracken and passed unanimously on a roll call vote.

#### 5.0 **CONSENT CALENDAR**

##### 5.1 **Approval of November 27, 2007 Minutes**

- 5.1.1 The minutes of November 27, 2007 were approved.

#### 6.0 **ADJOURN BUSINESS MEETING AND RECONVENE WORK SESSION**

- 6.1 Councilman Bracken moved to adjourn the business meeting and reconvene the work session. The motion was seconded by Councilman Jones and passed unanimously on a voice vote. The business meeting adjourned at 8:40 p.m.

**Approved: January 8, 2008**

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Kelvyn Cullimore, Jr., Mayor

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Don Antczak, Councilman

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Scott Bracken, Councilman

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Bruce Jones, Councilman

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Gordon Thomas, Councilman