

1 **MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL BUSINESS MEETING**  
2 **HELD TUESDAY, NOVEMBER 29, 2016 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 Scott Bracken, Councilman Mike  
7 Shelton, Councilman Mike Peterson, Councilman Tee Tyler  
8

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

15 **1.0 WELCOME/PLEDGE/ACKNOWLEDGEMENTS**  
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17 1.1 Mayor Kelvyn Cullimore called the meeting to order at 7:05 p.m. and welcomed those in  
18 attendance.  
19

20 1.2 Mayor Cullimore introduced Emerson Deaver of Scout Troop 822 with the Wasatch Stake.  
21

22 1.3 Scout Emerson Deaver led the Pledge of Allegiance.  
23

24 **2.0 CITIZEN COMMENTS**  
25

26 2.1 Terry Putnam reported that he has spoken to Councilman Tyler several times about his desire  
27 to build a garage in his backyard. After finding a builder to complete the project, he  
28 discovered that a moratorium had been placed on accessory buildings. He was opposed to the  
29 City's 11-foot setback and believed that such an area will become a place for people to store  
30 junk. He was in favor of a three-foot setback to allow for better access to the garage. And he  
31 was hopeful to see the moratorium lifted soon.  
32

33 2.2 Mayor Cullimore apologized for the inconvenience and explained the reasoning behind the  
34 moratorium. He was interested in reviewing Mr. Putnam's design and referencing it when  
35 considering the setbacks. He asked Mr. Putnam to work with staff to better understand how  
36 the proposed revised ordinance might affect his plans.  
37

38 2.3 Jon Middlemiss gave his address at Summerhill Drive and expressed concern with the use of  
39 Deaf Smith Canyon. He explained that there is a trail that starts from an empty lot on Golden  
40 Oak Drive and asked where the trail access will be located when a home is built on the  
41 property. Councilman Tyler took Mr. Middlemiss' number and suggested that they visit the  
42 location together.  
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1 **3.0 PROCLAMATION**

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3 **3.1 Proclamation of Mr. and Mrs. Bollinger for Good Neighbor Award.**

4  
5 3.1.1 The Good Neighbor Award nomination for Kelly and Ted Bollinger came to the Mayor from  
6 neighbors of the Bollingers, one of whom is the Attorney General for the State of Utah, Sean  
7 Reyes. The Bollingers are great contributors to the community and were early participants in  
8 the formation of the city with Kelley serving on the Cottonwood Heights Community Council.  
9 They were recognized in the neighborhood for being positive activists for community events  
10 and always having their home and property decorated for any holiday. A resolution was read  
11 and awarded by Mayor Cullimore and the City Council to the Bollingers. The Bollingers  
12 expressed appreciation for Cottonwood Heights Public Works and the wonderful work they  
13 do.  
14

15 **4.0 PUBLIC HEARING AND PUBLIC COMMENT**

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17 **4.1 Public Hearing on Proposed Amendment to 2016-2017 Budget.**

18  
19 4.1.1 Finance Director, Dean Lundell, explained that the purpose of the public hearing is to receive  
20 input on the proposed adoption of an amended budget for the current fiscal year. The proposed  
21 amendment relates to Capital Projects that were budgeted last year but not completed and need  
22 to be carried over to the current year. Related items included the Fort Union and Highland  
23 Drive project right-of-way acquisition, the Public Works site, which includes purchasing the  
24 land as well as completion of the salt shed, the Bengal Boulevard project, the Traffic Adaptive  
25 Control system, Wasatch Park & Ride, Prospector streetlights, the Hawk crosswalk signal on  
26 Fort Union, and road improvements to Creek Road and the Municipal Center.  
27

28 4.1.2 Mayor Cullimore opened the public hearing. There were no public comments. The public  
29 hearing was closed.  
30

31 **4.2 Public Comment on Proposed Mixed Use Amendments.**

32  
33 4.2.1 Mayor Cullimore explained that the public hearing is to receive input on the proposed  
34 adoption of amendments to the City's Zoning Code for Mixed Use Development.  
35

36 4.2.2 Mayor Cullimore opened the public hearing.  
37

38 4.2.3 Jan Peters asked if the proposal applies to low-density housing, particularly preschools and  
39 the number of students. Mayor Cullimore explained that a home daycare would be allowed  
40 as now provided in our code in the Mixed Use zone. There are residential elements in a Mixed  
41 Use zone so in that portion of the zone it would be allowed. But this does not address the low  
42 density residential zones such as are present in her neighborhood. There is another  
43 amendment the Council is considering that has not yet been brought forward that addresses  
44 residential zones. Ms. Peters recommended that home daycares rules limit the number of  
45 sessions per day and the number of allowed children in each session to restrict traffic impacts  
46 to neighborhoods. She thanked staff and the Council for their consideration.  
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48 4.2.4 There were no further comments. The public hearing was closed.

1 **5.0 STANDING MONTHLY REPORTS**

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3 **5.1 Monthly Financial Report – Finance Director Dean Lundell.**

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5 5.1.1 Finance Director, Dean Lundell, presented the Financial Report for October 2016. Sales taxes  
6 were expected to come in at approximately \$20,000 above budget. The Municipal Energy  
7 and Sales Use Tax also came in above budget due to conservative budgeting. Expenditures  
8 were similar to last year. It was noted that the Arts Grant is reflected on the report and shows  
9 a carryover of \$38,431.

10  
11 **5.2 Unified Fire Report – Chief Mike Watson.**

12  
13 5.2.1 Unified Fire Authority Acting Chief, Mike Watson, presented the Fire Report for October  
14 2016 and reported that Station 110 came in 11<sup>th</sup> and closed with a total of 86 calls. Station  
15 116 closed 16<sup>th</sup> with 22 fire calls, down from 46 in 2015. Canyon calls were next reviewed.  
16 The top three categories of calls from each station included falls, sick person, and traffic  
17 accidents. Station 110 transported 20 of their 31 Advanced Life Support (ALS) calls and 20  
18 of their 42 Basic Life Support (BLS) calls. Station 116 transported 18 of their 27 ALS calls  
19 and 11 of their BLS calls. Station 110 was trending downward in volume of calls with Station  
20 116 trending up. The Customer Service Report included Station 110 participating in Battalion  
21 training, hydrant and business inspections, and confined space assessment at the LDS church  
22 vaults in Little Cottonwood Canyon. The holiday safety message included how to preserve  
23 live Christmas trees and prevent them from drying out. It was noted that there was a recall of  
24 the Kidde brand smoke and carbon monoxide detectors.

25  
26 5.2.2 Chief Watson reported that a tentative offer for UFA Fire Chief has been made to Dan  
27 Peterson from Medford, Oregon. The contract was drafted and is in Mr. Peterson's  
28 possession. In person reference checks as well as background checks were underway. The  
29 recruiting process is 95% complete and could be finalized within the next 30 days.

30  
31 **6.0 ACTION ITEMS**

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33 **6.1 Resolution 2016-91 Amending a General Schedule of the Fees Charged by Wasatch**  
34 **Front Waste and Recycling District for Garbage and Recycling Collection Services and**  
35 **Other Fees.**

36  
37 6.1.1 Mayor Cullimore reported that the above resolution is for an amended fee schedule for the  
38 Wasatch Front Waste and Recycling District. As a member of that district Cottonwood  
39 Heights City Council is required to approve any increases to the fee schedule. Councilman  
40 Bracken explained that the governing body of the Wasatch Front Waste and Recycling District  
41 proposed an increase to the district's basic service charges, which are subject to approval of  
42 the majority of the governing bodies represented on the board. That new fee is assessed to  
43 new homeowners requesting service who will now be charged for the first delivery of their  
44 garbage can. This is not expected to affect many residents of Cottonwood Heights.

1 **6.1.2 MOTION:** Councilman Bracken moved to approve Resolution Number 2016-91. The  
2 motion was seconded by Councilman Shelton. Vote on motion: Councilman Shelton-Aye,  
3 Councilman Bracken-Aye, Councilman Peterson-Aye, Councilman Tyler-Aye, and Mayor  
4 Cullimore-Aye. The motion passed unanimously.  
5

6 **6.2 Resolution 2016-92 Adopting a Building Use Policy and Fee Schedule for Cottonwood**  
7 **Heights City Hall.**  
8

9 6.2.1 Mayor Cullimore reported that the above resolution involves the adoption of a Building Use  
10 Policy and Fee Schedule for non-City use of the Cottonwood Heights City Hall. He was  
11 pleased with the response from the community and commented that it is being reserved  
12 frequently. The policy was posted for the public to review since late October.  
13

14 **6.2.2 MOTION:** Councilman Peterson moved to approve Resolution Number 2016-92. The  
15 motion was seconded by Councilman Tyler. Vote on motion: Councilman Shelton-Aye,  
16 Councilman Bracken-Aye, Councilman Peterson-Aye, Councilman Tyler-Aye, and Mayor  
17 Cullimore-Aye. The motion passed unanimously.  
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19 **6.3 Resolution 2016-93 Approving an Interlocal Cooperation Agreement with Salt Lake**  
20 **County for Traffic Signal Maintenance.**  
21

22 6.3.1 Mayor Cullimore reported that the above resolution approves an interlocal agreement with  
23 Salt Lake County for traffic signal maintenance. Salt Lake County has been the provider for  
24 all traffic signals in the County and virtually every community contracts with them for that  
25 service.  
26

27 **6.3.2 MOTION:** Councilman Bracken moved to approve Resolution Number 2016-93. The  
28 motion was seconded by Councilman Tyler. Vote on motion: Councilman Shelton-Aye,  
29 Councilman Bracken-Aye, Councilman Peterson-Aye, Councilman Tyler-Aye, and Mayor  
30 Cullimore-Aye. The motion passed unanimously.  
31

32 **6.4 Resolution 2016-94 Awarding a Retiring Police Officer His Badge and Approving His**  
33 **Purchase of a Police Firearm.**  
34

35 6.4.1 Mayor Cullimore reported that the above resolution awards a retiring police officer his badge  
36 and approves the purchase of his police firearm for a nominal value as is customary and  
37 authorized by City Code. Chief Russo explained that Officer Anthony Kassapakis is retiring  
38 from the City's Police Department.  
39

40 **6.4.2 MOTION:** Councilman Shelton moved to approve Resolution Number 2016-94. The motion  
41 was seconded by Councilman Peterson. Vote on motion: Councilman Shelton-Aye,  
42 Councilman Bracken-Aye, Councilman Peterson-Aye, Councilman Tyler-Aye, and Mayor  
43 Cullimore-Aye. The motion passed unanimously.  
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1 **6.5 Resolution 2016-95 Approving Appointments to the Planning Commission.**

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3 6.5.1 Mayor Cullimore reported that the above resolution approves appointments of New Planning  
4 Commission Members to the Planning Commission. It was proposed that the Council approve  
5 the appointment of Christine Coutts to District 4 and Bob Wilde as Alternate at large for  
6 District 1.

7  
8 6.5.2 Ms. Coutts was present. Mayor Cullimore thanked her for her commitment to serve on the  
9 Planning Commission. Councilman Tyler thanked Ms. Coutts and Mr. Wilde for their  
10 willingness to serve and for the level of qualification they bring to the commission.

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12 **6.5.3 MOTION:** Councilman Tyler moved to approve Resolution Number 2016-95. The motion  
13 was seconded by Councilman Peterson. Vote on motion: Councilman Shelton-Aye,  
14 Councilman Bracken-Aye, Councilman Peterson-Aye, Councilman Tyler-Aye, and Mayor  
15 Cullimore-Aye. The motion passed unanimously.

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17 **6.6 Ordinance 259 Adopting an Amended Budget for the Period of 1 July 2016 through 30**  
18 **June 2017.**

19  
20 6.6.1 Mayor Cullimore reported that the above ordinance adopts an amended budget for the period  
21 of 1 July 2016 through 30 June 2017. To better assure the accuracy of the City's Annual  
22 Budget, the City Council reviews and amends the City's budget each calendar quarter of each  
23 fiscal year.

24  
25 **6.6.2 MOTION:** Councilman Bracken moved to approve Ordinance 259. The motion was  
26 seconded by Councilman Shelton. Vote on motion: Councilman Shelton-Aye, Councilman  
27 Bracken-Aye, Councilman Peterson-Aye, Councilman Tyler-Aye, and Mayor Cullimore-Aye.  
28 The motion passed unanimously.

29  
30 **6.7 Ordinance 260 Amending Chapter 9.65, Fire Code, of the Cottonwood Heights Code of**  
31 **Ordinances.**

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33 6.7.1 Mayor Cullimore reported that the above ordinance amends Chapter 9.65, Fire Code, of the  
34 Cottonwood Heights Code of Ordinances and adopts the current edition of the International  
35 Fire Code and to make other changes. City Attorney, Shane Topham, explained that the  
36 correction is needed to keep up with new legislative criteria put in place by the State regarding  
37 sprinkler systems in homes.

38  
39 **6.7.2 MOTION:** Councilman Shelton moved to approve Ordinance 260. The motion was  
40 seconded by Councilman Bracken. Vote on motion: Councilman Shelton-Aye, Councilman  
41 Bracken-Aye, Councilman Peterson-Aye, Councilman Tyler-Aye, and Mayor Cullimore-Aye.  
42 The motion passed unanimously.

- 1   **7.0    CONSENT CALENDAR**  
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3   **7.1.   Approval of Minutes for the October 25 and November 1, 2016 Work Sessions and the**  
4   **October 11, 2016 City Council Business Meeting.**  
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6   **7.2    MOTION:** Councilman Tyler moved to approve the Minutes for the October 25 and  
7           November 1 Work Sessions and the October 11 City Council Business Meeting. The motion  
8           was seconded by Councilman Peterson. Vote on motion: Councilman Shelton-Aye,  
9           Councilman Bracken-Aye, Councilman Peterson-Aye, Councilman Tyler-Aye, and Mayor  
10          Cullimore-Aye. The motion passed unanimously.  
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12   **8.0    ADJOURN BUSINESS MEETING AND RECONVENE WORK SESSION IN**  
13   **ROOM 250**  
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15   **8.1    MOTION:** Councilman Bracken moved to adjourn the Business Meeting and reconvene the  
16          Work Session. The motion passed with the unanimous consent of the Council.  
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18   **8.2    The Business Meeting adjourned at 8:00 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, November 29, 2016.*

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10 Teri Forbes  
11 T Forbes Group  
12 Minutes Secretary  
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14 Minutes approved: December 13, 2016