



COTTONWOOD HEIGHTS CITY COUNCIL AGENDA

Notice is hereby given that the Cottonwood Heights City Council will hold a Business Meeting beginning at **7:00 p.m. on Tuesday, December 20, 2011**, at Cottonwood Heights City Council Chamber located at 1265 East Fort Union Blvd., Suite 300, Cottonwood Heights, Utah.

7:00 p.m. 1.0 WELCOME/PLEDGE/ACKNOWLEDGEMENTS

2.0 CITIZEN COMMENTS

(Please note: In order to be considerate of everyone attending the meeting and to more closely follow the published agenda times, public comments will be limited to three minutes per person per item. A spokesperson who has been asked by a group to summarize their concerns will be allowed five minutes to speak. Comments which cannot be made within these limits should be submitted in writing to the City Recorder prior to noon the day before the meeting)

3.0 REPORTS/PRESENTATIONS/PROCLAMATIONS

3.1 Recognition of Neal Stowe

(The Council will recognize Neal Stowe for his contributions to the City as a member of the Architectural Review Committee)

3.2 Administration of Oath of Office to Reserve Police Officer

(Damien Olsen will be sworn in as a Reserve Police Officer)

3.3 Recognition of Gordon Thomas as an Outgoing Councilmember

(Councilman Thomas will be recognized for seven years of service as a Cottonwood Heights city councilman)

3.4 Financial Reporting

1. Government Finance Officers Association Distinguished Budgeting Award

(For the fifth consecutive year, Cottonwood Heights is being recognized by the GFOA for excellence in budgeting)

2. Presentation of Fiscal Year 2011 Financial Report

(The city auditors, Larson & Rosenberger, will present their audit findings and comments on the city's financial statements for the year ending June 30, 2011, which must be filed with the State Auditor's office by the end of December.)

3.5 Standing Monthly Reports

1. Monthly Financial Report – Finance Director Steve Fawcett

The finance department will provide a report of the city budget as of November 30, 2011)

2. Unified Fire Report – Assistant Chief Mike Watson

(Report by Assistant Chief Watson of medical and fire calls responded to by Cottonwood Heights stations during the month of November as well as other informational items from the Unified Fire Authority)

3. November Police Report – Sheila Jennings, Police Support Specialist

(Review of the Police Department statistics for the month of November)

4. Monthly Public Works Report – Public Works Director Mike Allen

(Presentation of the monthly public works report detailing the status of various public works and capital projects throughout the City)

4.0 ACTION ITEMS

4.1 Consideration of Ordinance No. 185 Adopting the Annual Meeting Schedule for 2012

(The city is required to adopt and publish an annual meeting schedule each year. This resolution meets that requirement for calendar year 2012)

- 4.2 Consideration of **Resolution No. 2011-50** Declaring Police K-9 “Maggie” Surplus and Authorizing Sale to Ken Eatchel for Nominal Value
(The city K-9, Maggie, is no longer serviceable and will be declared surplus and sold)
- 4.3 Consideration of **Resolution No. 2011-51** Approving an Interlocal Cooperation Agreement with Holladay City for Fire Services
(Cottonwood Heights provides fire protection and medical services for a portion of Holladay. This agreement will memorialize the terms of that service)
- 4.4 Consideration of **Resolution No. 2011-52** Ratifying Entry into a Contract with Arnell-West, Inc. in the Amount of \$89,375 for the Mountview Park Restroom Project
(This resolution will approve the contract for construction of the restroom facilities at Mountview Park)
- 4.5 Consideration of **Resolution No. 2011-53** Approving an Interlocal Cooperation Agreement for Multi-Jurisdictional Mutual Aid for Police Services
- 4.6 Consideration of **Resolution No. 2011-54** Declaring Property Surplus
- 5.0 **ADJOURN BUSINESS MEETING AND RECONVENE WORK SESSION IN ROOM 250**

PUBLIC COMMENT PROCEDURE

At each City Council Business Meeting 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 citizen comment period shall request recognition by the Mayor and upon recognition, approach the microphone and state their name and address the body. Any person wishing to comment shall limit their comments to no more than three (3) minutes, unless additional time is authorized by the Mayor. Citizen groups will be asked to appoint a spokesperson, who shall limit their comments to no more than five (5) minutes. All comments shall be directed to the Mayor and 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 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.

On Monday, December 19, 2011, at 2:30 p.m. a copy of the foregoing notice 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 Agenda was also posted on the City's website at www.cottonwoodheights.utah.gov and the State Public Meeting Notice website at <http://pmn.utah.gov>

DATED THIS 19TH DAY OF DECEMBER

Linda W. Dunlavy, City Recorder, CMC

Council Members may participate in the meeting via telephonic communication. If a Council Member does participate via telephonic communication, the Councilmember will be on speakerphone. The speakerphone 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 Linda Dunlavy, City Recorder, at 944-7021 at least 24 hours prior to the meeting. 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 ldunlavy@cottonwoodheights.utah.gov



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 6:00 p.m. on Tuesday, **December 20, 2011**, in the Cottonwood Heights City Council Conference Room located at 1265 East Fort Union Blvd., Suite 250, Cottonwood Heights, Utah

- 6:00 p.m.**
1. **Review of Business Meeting Agenda (5:00)**
 2. **Public Relations Specialist Report (20:00)**
 - a. Media Coverage
(Public Relations Specialist, Stephanie Archibald, will provide a report on media coverage of city events)
 - b. Valley Journal
(A review of the final proof of the Valley Journal for January will be reviewed along with a discussion of content for future editions)
 3. **Public Works Report (10:00)**
 - a. Big Cottonwood Canyon Trail
(Council will be provided with a progress report on completing the final segment of the BCC Trail)
 - b. University of Utah Mountview Park Bioretention Proposal
(The University of Utah is seeking USGS 104b research funds to study the hydrologic impact of bioretention facilities in urban environments in semiarid climates, such as Utah. As part of the project, they will provide demonstration, education and outreach engagements. The funding sponsor requires an in-kind contribution from the city to allow use of the storm water detention at Mountview Park and installation of gravel media, plants and wells. This project will help the city meet NPDES requirements as well as mitigate storm water flows from the park, Fort Union and the surrounding neighborhood)
 4. **Planning Department Report (40:00)**
 - a. Planning Commission Meeting
(Staff will update the Council on the December Planning Commission meeting)
 - b. Liljenquist Meeting
(Staff will update the Council on a meeting with the Liljenquist family which was held December 13 to discuss ways the city can cooperatively work together with them on marketing and securing new tenants)
 - c. Mountview Park
(Staff will provide an progress report on Mountview Park construction)
 - d. Cottonwood Partners Neighborhood Meeting
(Staff will report on the Cottonwood Partners open house for the neighborhood adjacent to their proposed development of the undeveloped Blue Cross/Blue Shield property and provide an update on development plans for the project)
 5. **Public Safety Reports (15:00)**
 - a. Unified Fire Authority
(Report from Assistant Chief Mike Watson on events of the week)
 - b. Police Department
(Report from Chief Russo on noteworthy events of the week)

6. **City Attorney Report (60:00)**
 - a. Discussion of Council Protocols
(The City Attorney will lead a discussion on several protocols to obtain guidance from the Council for updating certain policies and procedures)
 1. Management of Volunteers
 2. Policy on City Provided Communication Devices
 3. City Council Rules and Procedures Refinements
 4. Arts Council By-Laws
7. **City Manager's Report (20:00)**
 - a. Salt Lake Valley Homeland Security Grants council Meeting
(City Manager Liane Stillman will update the Council on the meeting held December 15)
 - b. Update on Scholarship Process and Criteria
(The City Manager will discuss the proposed process for scholarship application for Brighton High seniors)
 - c. Establishment of City Appeals Committee
(The city has an established Appeals Committee to hear appeals from employees on disciplinary actions. Although this committee has never been convened, the City Manager and City Attorney will review the appeals process with the Council)
8. **Mayor/City Council Reports (60:00)**
 - a. UFA Finance Committee Report – Mayor Cullimore
(Mayor Cullimore is chair of the Unified Fire Authority Finance Committee. He will report on their meeting held on December 12th)
 - b. Meeting with Holladay – Mayor Cullimore
(Mayor Cullimore and Manager Liane Stillman held a coordination meeting with Holladay City and will report on the substance of that meeting)
 - c. Conference of Mayors – Mayor Cullimore
(Cottonwood Heights hosted the Conference of Mayors meeting December 15 and Mayor Cullimore will report on the substance of that meeting)
 - d. Utah Legislative Policy Committee Meeting – Councilman Tyler
(Councilman Tyler will report on the meeting held December 19)
 - e. South Salt Lake County Mosquito Abatement District Board Meeting – Councilman Tyler
(Councilman Tyler will report on the recent meeting of the mosquito abatement district)
 - f. Enchanted Hills Neighborhood Meeting – Mayor Cullimore & Tee Tyler
(At the request of neighbors, Mayor Cullimore and Councilman Tyler – along with Brian Berndt, Shane Topham and Jody Burnett – met with neighbors in the Enchanted Hills area concerned about the Sober Living Home being established in their neighborhood.)
 - g. Report on Events
 1. Winter Music Fest sponsored by the Arts Council on December 10th
 2. City Employee Christmas Party held on December 13th
 3. Cottonwood Heights Recreation Center Ribbon Cutting held December 14th
 - h. Discuss Council Committee Assignments for 2012
(Council will review the revised proposed committee assignments for 2012)
9. **Calendar of Events (10:00)**
 - a. Swearing in of Newly Elected Councilmembers – January 4th at 4:00 p.m.
10. **Closed Meeting to Discuss Litigation, Property Acquisition and the Character and Professional Competence or Physical or Mental Health of an Individual**
11. **ADJOURN**