

1 **MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL BUSINESS MEETING**  
2 **HELD TUESDAY, OCTOBER 25, 2016 AT 7:00 P.M. IN THE COTTONWOOD HEIGHTS**  
3 **CITY COUNCIL CHAMBERS LOCATED AT 2277 EAST BENGAL BOULEVARD,**  
4 **COTTONWOOD HEIGHTS, UTAH**  
5

6 **Members Present:** Mayor Kelvyn Cullimore, Councilman Scott Bracken, Councilman Mike  
7 Shelton, Councilman Mike Peterson, Councilman Tee Tyler  
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9 **Staff Present:** Community and Economic Development Director Brian Berndt, City Manager  
10 John Park, Finance Director Dean Lundell, Police Chief Robby Russo,  
11 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  
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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  
18 attending.  
19

20 1.2 Councilman Shelton led the Pledge of Allegiance.  
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22 **2.0 CITIZEN COMMENTS**  
23

24 2.1 There were no members of the public wishing to address the Council.  
25

26 **3.0 PUBLIC HEARING**  
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28 **3.1 Building Use Policy and Fee Schedule for Cottonwood Heights City Hall.**  
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30 3.1.1 The public hearing on the above item was postponed until Tuesday, November 8, 2016 at 7:00  
31 p.m. Mayor Cullimore explained that the policy governs the use City Hall by the public. The  
32 policy will be posted on the City's website for public review along with the accompanying  
33 study. Notice will also be posted on the Utah Public Notice Website.  
34

35 **4.0 REPORTS/PROCLAMATIONS/RECOGNITIONS.**  
36

37 **4.1 Recognition of Mr. Carlos Cardon and CHARC (Cottonwood Heights Amateur Radio**  
38 **Club).**  
39

40 4.1.1 Mayor Cullimore identified Mr. Cardon as the head of the Cottonwood Heights Amateur  
41 Radio Club (CHARC), which has been a key partner in the City for addressing emergency  
42 preparedness communication needs. The City has very pleased with the work Mr. Cardon's  
43 group has done and stated that they were recently recognized nationally.  
44

45 4.1.2 Mr. Cardon presented information about a recognition they received in a national publication  
46 highlighting their work with the City in Emergency Preparedness Communications. He noted  
47 that they were also recognized internationally. He thanked the City for its support. Mayor

1 Cullimore commended Mr. Cardon and his group for their work and presented them with a  
2 proclamation, which was read in its entirety.

3  
4 **4.2 Recognition of the 2016 DARE Officer of the Year, Officer M. Galieti.**

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6 4.1 Police Chief, Robby Russo, recognized Officer Michael Galieti, who has served for the past  
7 seven years as the City's D.A.R.E. Officer. Officer Galieti not only teaches and interacts with  
8 the children but they get to know him as a teacher, mentor, friend, police officer, and an  
9 individual. It was noted that Officer Galieti has impacted thousands of students over the years.  
10 Gratitude was expressed for Officer Galieti for the way he represents the City.

11  
12 4.2 Mayor Cullimore commented that many children he talks to tell him they know Officer  
13 Galieti. The Mayor considered Officer Galieti to be an excellent ambassador for the City. He  
14 commented that Officer Galieti has had and will continue to have a long-term impact on the  
15 lives of children in the community and their families.

16  
17 4.3 Officer Galieti introduced his family and commended Chief Russo for his efforts. He  
18 described some of his favorite experiences working as a D.A.R.E. officer. He felt that what  
19 they are doing is more important than ever. D.A.R.E. began in 1984 in Los Angeles as a drug  
20 abuse resistance education program. These days they talk about decision-making and bullying  
21 in addition to establishing relationships. Appreciation was expressed to Officer Galieti for his  
22 efforts.

23  
24 **5.0 Standing Monthly Reports.**

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26 **5.1 a. Monthly Financial Report – Finance Director, Dean Lundell.**

27  
28 5.1.1 Finance Director, Dean Lundell, presented the Monthly Financial Report. A copy of the report  
29 was attached and made part of the record by reference. Mr. Lundell stated that the sales tax  
30 report for August was received. It was less than last year and slightly lower than anticipated.  
31 He was not overly concerned and stated that he budgeted fairly conservatively this year.  
32 Mayor Cullimore commented that it may be helpful to include a linear graph showing the  
33 cumulative effect month by month.

34  
35 5.1.2 Mr. Lundell reported that the energy tax is coming in substantially higher than budgeted. He  
36 noted that the energy tax has a lot to do with the weather and commented that this summer  
37 was unusually hot. Both months were \$30,000 to \$40,000 more than originally budgeted.  
38 The expenditures by month were presented. Mr. Lundell stated that they are in line with where  
39 they would anticipate. He reported that they were on target with his estimates.

40  
41 5.1.3 Councilman Tyler asked Mr. Lundell if he was concerned by the delay of Class C Road Funds,  
42 which are paid bi-monthly but have been delayed due to pending legislative changes.  
43 Mr. Lundell was not concerned because the money was still being collected. The delay had  
44 to do with how the funds are distributed.

45  
46 5.1.4 Reference was made to the SEP Activity Report, which shows a negative balance.  
47 Mr. Lundell explained that it is a result of the matching grant having not been applied yet. He

1 explained that the budget needs to be adjusted and he estimated that there was at least \$30,000  
2 in carry forward.

3  
4 **5.2 b. Unified Fire Report – Chief Mike Watson.**

5  
6 5.2.1 UFA Acting Chief, Mike Watson, presented the September Fire Report and displayed a  
7 rendering showing where both stations fall in the UFA footprint. Station 110 slipped to  
8 number 9 and closed with 107 calls. Station 116 is in the 13<sup>th</sup> position and closed with 84  
9 calls. Both stations combined closed with 54 fire calls and 137 medical calls. The 12-month  
10 timeline for Station 110 was displayed, which closed with a total of 107 calls compared to the  
11 average of 121. Station 116 closed with 85 medical calls compared to the average of 95. Fire  
12 calls closed at 22 compared to the average of 25. Station 116 closed with a total of 84 total  
13 compared to the average of 76. There were 52 medical calls received compared to the average  
14 of 55. They closed with 32 fire calls, which was up significantly.

15  
16 5.2.2 A map was displayed with an overlay showing the fire zone line for response areas for both  
17 stations. The Little Cottonwood Canyon zones were identified. It was reported that the crews  
18 assisted with one call at Snowbird, which was not part of the total. The duties of each station  
19 in the canyon were compared.

20  
21 5.2.3 September medical calls by category were described with falls being first, sick persons  
22 second, and fainting episodes third. September fire calls by type were next described. Alarms  
23 were first, agriculture and outside fires were second, and smoke investigations were third.  
24 Ambulance transport data was next presented. Station 110 transported 44.7% of their calls  
25 consisting of 17 of the 38 Advanced Life Support (ALS) calls and 21 of the 47 Basic Life  
26 Support (BLS) calls. Station 116 transported 14 of their 28 ALS calls and 14 of their 26 BLS  
27 calls for a 54% transport percentage. The customer service report included road rescue  
28 training and school visits. The safety report included basic safety measures for Halloween  
29 safety. Their preference was to see children in makeup rather than wearing masks because  
30 masks can block vision.

31  
32 5.2.4 Mayor Cullimore asked if Station 116 continued to be the leading draw down station in UFA.  
33 Chief Watson confirmed that it was along with Taylorsville. At Station 116 when it is drawn  
34 down from four to three that means that the ambulance is browned out and all three are put on  
35 the engine. He was anticipating new recruits coming on board, which will increase their  
36 numbers by five people per day, which will be helpful. Chief Watson reported that the timeframe  
37 for submitting applications for the Chief position closed on October 19. There were 23  
38 applicants. Over the weekend the ad hoc committee scored the applicants and reduced the  
39 pool to seven. Phone interviews were to be conducted on October 31. Their goal is to present  
40 top notch qualified candidates to the Board. He was very pleased with the applications  
41 submitted. The members of the committee were identified. Two consultants were also  
42 involved who have been very helpful. Chief Watson stated that the goal of the ad hoc  
43 committee was to extend an offer by Thanksgiving and have the candidate on board by January  
44 1, 2017.

45  
46 5.2.5 Chief Watson commented that Operations Assistant Chiefs have reworked a new staffing  
47 model but he would like to vet some of the questions and consider using a software system

1 that deals with various situations. The staffing model they have worked on would require a  
2 department rebid. He was pleased with the work being done so far.

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4 **6.0 ACTION ITEMS**

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6 **6.1 Resolution 2016-87 Approving an Agreement with Salt Lake County for Tier II ZAP**  
7 **Funding.**

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9 6.1.1 Mayor Cullimore reported that the above resolution approves the agreement with Salt Lake  
10 County for Tier II ZAP funding in the amount of \$10,000 for the Arts Council.

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12 **6.1.2 MOTION:** Councilman Tyler moved to approve Resolution Number 2016-87. The motion  
13 was seconded by Councilman Bracken. Vote on motion: Councilman Shelton-Aye,  
14 Councilman Bracken-Aye, Councilman Peterson-Aye, Councilman Tyler-Aye, Mayor  
15 Cullimore-Aye. The motion passed unanimously.

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17 **6.2 Resolution 2016-88 Consenting to an Appointment to the Planning Commission.**

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19 6.2.1 Mayor Cullimore stated that the above resolution consents to the appointment of Jesse Allen  
20 from District 3 to serve as an at-large Member of the Planning Commission. Mr. Allen will  
21 replace Dennis Peters who recently resigned.

22  
23 **6.2.2 MOTION:** Councilman Peterson moved to approve Resolution Number 2016-88. The  
24 motion was seconded by Councilman Shelton. Vote on motion: Councilman Shelton-Aye,  
25 Councilman Bracken-Aye, Councilman Peterson-Aye, Councilman Tyler-Aye, Mayor  
26 Cullimore-Aye. The motion passed unanimously.

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28 **7.0 CONSENT CALENDAR**

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30 **7.1 Approval of Minutes for the September 20, 27, and October 4, 2016 City Council Work**  
31 **Sessions. Also, Approval of the Minutes of the September 27, 2016 City Council Business**  
32 **Meeting.**

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34 7.1.1 **MOTION:** Councilman Shelton moved to approve the consent agenda. The motion was  
35 seconded by Councilman Tyler. The motion passed with the unanimous consent of the  
36 Council.

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38 **8.0 ADJOURN BUSINESS MEETING AND RECONVENE WORK SESSION IN**  
39 **ROOM 250**

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41 **8.1 MOTION:** Councilman Peterson moved to adjourn the Business Meeting and reconvene the  
42 Work Session. The motion passed with the unanimous consent of the Council.

43  
44 8.2 The Business Meeting adjourned at 7:53 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, October 25, 2016.*

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10 Teri Forbes  
11 T Forbes Group  
12 Minutes Secretary  
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14 Minutes approved: November 8, 2016