

**MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION  
HELD TUESDAY, NOVEMBER 28, 2017 AT 6:01 P.M. IN THE COTTONWOOD  
HEIGHTS CITY COUNCIL CONFERENCE ROOM LOCATED AT 2277 EAST  
BENGAL BOULEVARD, COTTONWOOD HEIGHTS, UTAH**

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

**Staff Present:** City Manager John Park, Assistant City Manager Bryce Haderlie, City Attorney Shane Topham, Finance Director Dean Lundell, Public Works Director Matt Shipp, Community Development Director Brian Berndt, Police Assistant Chief Paul Brennehan, Assistant Fire Chief Mike Watson, City Recorder Paula Melgar, Public Relations Dan Metcalf.

**Excused:** Police Chief Robby Russo

Mayor Kelvyn Cullimore called the meeting to order and welcomed those present.

**1. Canyons School District**

Ms. Nancy Tingey with Canyons School District provided the City Council with the Canyons School District monthly report. Ms. Tingey spoke mostly on the recent passed bond and plans for the use of such funds. Also discussed, were calendar items for next year.

**2. Review of Business Meeting Agenda**

Mayor Cullimore reviewed the upcoming Business meeting agenda with the City Council.

**3. Public Relations Report**

Public Relations Specialist, Mr. Dan Metcalf, reported on media coverage and city events. Some of the reports were:

- Fox 13 News: Push on repeal DUI .05 law
- Fox 13 News: Busy day for state liquor stores
- Fox 13 News: Avoiding package thefts

*At 6:53 p.m. the City Council took a break to start the City Council Business Meeting scheduled at 7 p.m. at the City Council Chambers. At 8:07 p.m. the City Council resumed the Work Session.*

**4. Community and Economic Development**

**a. Accessory Dwelling Unit Ordinance (ADU)**

Community Development Director, Mr. Brian Berndt, led a discussion on a proposed ordinance regulating Accessory Dwelling Units.

5. **Public Works Report**

a. Public Works Projects

Public Works Director Matt Shipp, reported on public works projects from the past week.

6. **Public Safety Reports**

a. Unified Fire Authority

UFA Assistant Fire Chief Mike Watson reported on events of the week.

b. Police Department

Police Assistant Chief Paul Brenneman reported on noteworthy events of the week.

1. Holiday DUI Saturation Report – Police Video Update

Police Assistant Chief Paul Brenneman reported on the Thanksgiving DUI activity.

7. **City Manager/Assistant City Manager Report**

a. Review of Staff Communications

*This report is available on the internet at [www.ch.utah.gov](http://www.ch.utah.gov). This agenda item is set aside to allow Council members to ask questions or for staff to bring Council up to date on any changes since the report was made.*

b. City Council Internal Policies

City Attorney Shane Topham and City Recorder Paula Melgar, presented on the proposed policy amendments for public comment in public meetings as well as other sections of the City Council Internal Policies.

**Walk-on by John Park:** Parking on Canyon Centre.

Mayor Cullimore asked for an update on the City Hall heating system.

8. **Mayor/City Council Reports**

a. “Light the Night” Tree-Lighting Ceremony and Gift Boutique Event – Councilman Mike Peterson

Councilman Peterson reported on the November 27 Tree-Lighting Ceremony and Gift Boutique Event.

Councilman Peterson reported briefly on the Thanksgiving 5K, with Mayor Cullimore.

9. **Calendar of Events**

Councilmember Schedules for the next week / 2017-2018 Calendar:

- a. **No City Council Meetings: Dec 5 & 26**
- b. November 1<sup>st</sup> through the 30<sup>th</sup> – Cottonwood Heights Business Association Donation Drive for The Road Home at Midvale Center
- c. December 5 – City Employees Christmas Party
- d. December 15 – Noon to 2:00 pm – Cottonwood Heights Business Association Sub For Santa Open House
- e. December 16 – 7 p.m. – “A Country Christmas” Holiday Concert, featuring Joshua Creek at Butler Middle School
- f. December 25 – City Hall will be closed for Christmas
- g. January 1 – City Hall will be closed for the New Year
- h. January 2, 2018 – Newly Elected Officials Swearing-in Ceremony
- i. January 4, 2018 – 4:00 – 8:00 p.m. Open House for Mayor Kelvyn Cullimore and Councilman Tee Tyler who are leaving office.
- j. January 24, 2018 – Local Officials Day at the Utah State Legislature
- k. January 27, 2018 – Volunteer Appreciation Dinner

10. **Closed Meeting to Discuss Litigation, Property Acquisition and the Character and Professional Competence or Physical or Mental Health of an Individual**

No closed session needed.

11. **ADJOURN**

Councilman Tyler moved to close the closed meeting, resume the Work Session and adjourn. Councilman Peterson seconded the motion. The motion passed unanimously.

The Work Session adjourned at 9:41 p.m.