



HIGHLAND CITY COUNCIL BRIEF

Tuesday, June 5, 2018
***Amended June 4, 2018**

Highland City Council Chambers, 5400 West Civic Center Drive, Highland Utah 84003

7:00 P.M. REGULAR SESSION (CITY COUNCIL CHAMBERS)

Call to Order – Mayor Rod Mann

Invocation – Council Member Tim Irwin

Pledge of Allegiance – Council Member Ed Dennis

1. UNSCHEDULED PUBLIC APPEARANCES

Time has been set aside for the public to express their ideas, concerns, and comments. (Please limit comments to three minutes per person. Please state your name and address.)

Natalie Ball voiced concern regarding the process for the trail buy back system required by the city. She requested that more detailed information be required for the signature packets. She also requested that the City Council reinvest money from sale of properties be invested into the neighborhood where the sale took place.

Colleen Eggett, Utah State Librarian and recent Library Director of American Fork offered her compliments to Highland City Library and City Council for the successful growth of the library. She shared several benefits of a library and how the community members often utilize those benefits and resources. She noted that the Northern Utah Library Commission was a valuable resource and encouraged them to work to obtain full membership.

Claudia Stillman, Library Board Member informed the council of an award received by Highland City Library recognizing them as a Quality Library. She offered compliments to library staff for carrying out wonderful programs that bring the community together.

Kristi Seely, President of the Northern Utah County Library Cooperative (NUCLC) attended City Council meeting in an effort to respond to council, staff, and others while they were all together to answer the many questions she had recently received.

Amber Daley requested that the City provide doggie waste stations around the splash pad park. She also suggested creating a dog park in the open space on the corner of Town Center Parkway and Town Center East.

Wayne Tanaka reported that doggie waste stations would be installed in the Toscana development and one station would be directly across from the splash pad park. He encouraged the City to add doggie waste stations at the splash pad park.

2. PRESENTATIONS

a. PLANNING COMMISSION UPDATE – Chair Chris Kemp

Planning Commission Chair Chris Kemp reported about the members on the Planning Commission, their backgrounds and area of the city where they reside. He provided an update of recent proposals brought to the commission and shared the views of Highland City residents who want the City to remain

the way it has been developed. Residents also announced no interest in further commercial developments and were strongly opposed to the R-1-20 zone. He conveyed that commission members had a very good working relationship.

b. YOUTH COUNCIL UPDATE - Youth City Council Member

Highland Youth City Council Member Mina Brunson reported to the Council of recent events and upcoming events. The Youth City Council decorated a pig for the County Fair that is currently on display in the lobby of City Hall.

3. CONSENT ITEMS

Items on the consent agenda are of a routine nature or have been previously studied by the City Council. They are intended to be acted upon in one motion. Council members may pull items from consent if they would like them considered separately.

a. Action: Approval of Meeting Minutes - PASSED

Regular City Council Meeting April 17, 2018 and May 15, 2018

Next step: Approved minutes will become part of the permanent record.

b. Action: Ratifying the Mayor's Appointment to the Library Board

~~The City Council will ratify the Mayor's appointment to serve on the Library Board. The Council will take appropriate action.~~

c. Action: Approve and Authorize a Surface Treatment Contract with Morgan Paving - PASSED

City Council will consider the authorization of a contract with Morgan Paving to proceed with the application of ONYX Frictional Mastic Seal on City Roads for a total of \$43,135.02. The Council will take appropriate action.

Next step: Staff will work with Morgan Paving for the application of ONYX Frictional Mastic Seal on City roads beginning in July.

d. Action: Approve and Authorize a Surface Treatment Contract with M&M Asphalt Services - PASSED

City Council will consider the authorization of a contract with M&M Asphalt Services to proceed with the application of a slurry seal on city roads for a total of \$22,826. The Council will take appropriate action.

Next step: Staff will work with M&M Asphalt Services for slurry seal applications beginning in July.

e. Action/Resolution: Adopt Resolution for Common Boundary adjustment with American Fork City - PASSED (excluding the area east of SR74)

City Council will consider adopting a resolution indicating the intent of Highland City to adjust a common boundary with American Fork City. The Council will take appropriate action.

Next step: Staff will work with American Fork to move forward on boundary alignment request.

4. PUBLIC HEARING/RESOLUTION: ADOPTING THE FINAL HIGHLAND CITY BUDGET FOR FISCAL YEAR 2018-2019 - CONTINUED to JUNE 19, 2018

City Council will consider adopting a resolution approving the Final Budget for Fiscal Year 2018-2019. The Council will take appropriate action.

Next step: Staff will revise the budget and bring back further detail at the City Council meeting on June 19.

5. ACTION/RESOLUTION: INCREASING THE FEE FOR A NON-RESIDENT LIBRARY CARD - CONTINUED

City Council will consider adopting a resolution to increase to the fee for a non-resident library card from \$40.00 to \$60.00. The Council will take appropriate action.

Next step: Staff will work with the Library Board to relay the suggestion from the Council to have the library become members of NUCLC before raising the non-resident library card fee.

6. ACTION/RESOLUTION: ADOPTING THE HIGHLAND CITY COMPREHENSIVE FEE SCHEDULE FOR FISCAL YEAR 2018-2019 – PASSED (with an exception to leave the non-resident library card fee at \$40)

City Council will consider adopting a resolution approving the Highland City Comprehensive Fee Schedule for Fiscal Year 2018-2019. The Council will take appropriate action.

Next step: Staff will update the Comprehensive Fee Schedule. Fees will become effective on July 1, 2018.

7. ACTION/RESOLUTION: PUBLIC ENTITY RESOLUTION FOR PUBLIC TREASURERS’ INVESTMENT FUND (PTIF) SIGNATORIES – CONTINUED TO JUNE 19, 2018

City Council will consider adopting a resolution authorizing three individuals from Highland City to make changes to the city’s PTIF accounts. The Council will take appropriate action.

Next step: Staff will prepare an outline of how they plan to handle the process for PTIF signatories and protect the City against fraud.

8. MAYOR/COUNCIL AND STAFF DISCUSSION AND COMMUNICATION ITEMS

a. Dry Creek Lake and Soil Depository – City Council Member Kurt Ostler

City Council Member Kurt Ostler informed the City Council of an option to move sand in the dry creek lake area to cover weeds, to partially level the area, and the creation of park amenities. The sand will come from a nearby construction project and will be hauled in by the contractor over that job free of charge. Council consensus was to move forward with this opportunity, to have discussions with Lehi to plan out the beautification of the area and adjust boundary lines.

9. FUTURE MEETINGS/UPCOMING EVENTS

a. Future Meetings

- June 19 – City Council Meeting, 7:00 pm
- June 26 – Planning Commission Meeting, 7:00 pm

b. Upcoming Events

- June 13 – Meet the Mayor, 7:00 pm at the Library
- June 21 – Summer Fun at Town Center, 2:00 – 11:15 pm

10. CLOSED SESSION

The Highland City Council may temporarily recess the City Council meeting to convene in a closed session to discuss the character, professional competence, or physical or mental health of an individual, pending or reasonable imminent litigation, and the purchase, exchange, or lease of real property, as provided by Utah Code Annotated §52-4-205

City Council and Mayor held a closed session to discuss the character, professional competence, or physical or mental health of an individual; as provided by Utah Code Annotated § 52-4-205.

ADJOURNMENT

COUNCIL VOTING REPORT - JUNE 5, 2018

| | | APPROVAL OF CONSENT AGENDA A, C & D | APPROVAL OF CONSENT AGENDA ITEM E (excluding the area east of SR74) | CONTINUE THE INCREASE OF THE FEE FOR A NON- RESIDENT LIBRARY CARD (include \$60 in the budget) | CONTINUE THE ADOPTION OF THE FINAL HIGHLAND CITY BUDGET FOR FISCAL YEAR 2018-2019 TO JUNE 19, 2018 | ADOPT THE HIGHLAND CITY COMPREHENSIVE FEE SCHEDULE FOR FISCAL YEAR 2018-2019 (with the exception to leave non-resident library card at \$40) | CONTINUE THE PUBLIC TREASURERS' INVESTMENT FUND (PTIF) SIGNATORIES AUTHORIZATION |
|---------------------|-------------|--|--|---|---|--|---|
| First Name | Last Name | 3a, c & d | 3e | 5 | 4 | 6 | 25 |
| Brian | Braithwaite | Yes | Yes | Yes | Yes | Yes | Yes |
| Ed | Dennis | Yes | Yes | Yes | Yes | Yes | Yes |
| Tim | Irwin | Yes | Yes | Yes | Yes | Yes | Yes |
| Kurt | Ostler | Yes | Yes | Yes | Yes | Yes | Yes |
| Scott | Smith | Yes | Yes | Yes | Yes | Yes | Yes |
| Total Voters | | 5 | 5 | 5 | 5 | 5 | 5 |
| Pass/Fail | | Pass | Pass | Pass | Pass | Pass | Pass |

For a voting history of all council motions in 2018 please go here: <http://bit.ly/HC-CC-Voting-History>

STAFF PRESENTATIONS

Welcome to the Highland City Council Meeting

June 5, 2018



7:00 PM REGULAR SESSION

Call to Order - Mayor Rod Mann
 Invocation - Council Member Tim Irwin
 Pledge of Allegiance - Council Member Ed Dennis

UNSCHEDULED PUBLIC APPEARANCES

Time set aside for the public to express their ideas and comments on non agenda items. Please limit comments to three (3) minutes and state your name and address.

PRESENTATIONS

- Item 2a. - Planning Commission Update - *Chris Kemp*
- Item 2b. - Youth City Council Update - *Youth City Council Member*

CONSENT ITEMS

- Item 3a. - Approval of Meeting Minutes from April 17, 2018 and May 15, 2018
- Item 3b. - Ratifying Mayor's Appointment to the Library Board **CANCELLED**
- Item 3c. - Approve and Authorize a Surface Treatment Contract with Morgan Paving
- Item 3d. - Approve and Authorize a Surface Treatment Contract with M&M Asphalt Services

CONSENT ITEMS

- Item 3e. - Adopt a Resolution for a Common Boundary Adjustment with American Fork City



INCREASING THE FEE FOR A NON-RESIDENT LIBRARY CARD

Item 4 – Action/Resolution

Presented by – Presented by – Erin Wells, Interim Library Director

Statistics

- Current nonresident card holders
 - 1,029
 - Includes accounts that have not been renewed in the last FY
- Renewed or new card holders for current FY
 - 352
 - Supported by Library and Accounting software
- Additional revenue or a decrease in expenses is needed to balance the

Financial Overview

- Request by Library Board to increase fee from \$40 to \$60
- Result in \$7,040 of new revenue
 - $\$352 \times 20$

| Total Budget Comparison | | | |
|---------------------------------|-----------|--------------|------------|
| | Revenue | Expenditures | Difference |
| FY 17/18 (forecasted) | \$298,617 | \$315,000 | \$(16,383) |
| FY 18/19 (with fee increase) | \$304,780 | \$312,512 | \$(7,732) |
| FY 18/19 (without fee increase) | \$297,740 | \$312,512 | \$(14,772) |

Balancing the Budget

- FY19 shortfall due to previously overestimated revenue and underestimated expenses
- Options:
 - General Fund supplement
 - New fees or taxes
 - Decrease the book budget
 - Reduce the number of books that could be purchased
 - Delay reaching minimum NUCLC collection requirement
 - Supplement the book budget by Friends of

Considerations

- NUCLC Membership allows for patrons to check out items from any Library. Programs such as summer reading must be done at their home Library.
- Once a full NUCLC member nonresident cards fees are the same between member cities

Considerations

- Unsure what the consequence will be to raising the fees.
- May not see a drop in card holders due to the special services offered by the Library and the devoted patrons.
- Increasing the fee also has the potential to result in fewer nonresident card holders
 - Current reimbursement rates for Alpine and Cedar Hills is \$40
 - Increase would mean \$20 out of pocket expense
 - Limited population growth in Alpine and

Considerations continued

- Increasing the fee has the potential to result in fewer nonresident card holders
 - Non-resident uses Highland as home library gets NUCLC card from full-member library
 - Current - \$80
 - Fee Increase
 - \$100 for both if we stay their home library
 - \$80 for them to switch to a full-member being their home library.
 - Library Staff reports this is a small number
 - Non-resident only gets Highland card
 - \$60 - Fee Increase
 - \$80 use a full-member Library as their home Library and still be able to use us as well as all

NUCLC Considerations

- An additional 1,890 items are needed
- Library Staff estimate is December 2018 at the earliest
 - Donations and Purchases
 - This will be influenced based on book budget

ADOPTING THE FINAL HIGHLAND CITY BUDGET FOR FISCAL YEAR 2018-2019

Item 5 – Public Hearing and Resolution
Presented by – Gary LeCheminant, Finance Director



Budget Assumptions

- Salaries--3% merit increase
- Medical premiums--8% increase
- Dental premiums-- 1%
- Property Tax collections-- up 1.6%
- Sales Tax collections-- up 4%
- Estimate 85 building permits

General Fund Summary

- Revenue---\$9,005,430
- Expense---\$8,983,254
- Net Income---\$22,176

General Fund Changes

- Lone Peak Cap. Exp. Down \$20K
- Library new FTE is in budget
- Library non-resident charge is at \$20K
- 6800 West \$100K in FY2018 Forecast
- Previous Year Revenue (Carryover) at \$187K
 - \$125K Salt Shed, \$42K Fire one-time capital

Enterprise Funds

- Sewer
 - Revenue---\$2,279,033
 - Expense---\$2,506,000
 - Net---(\$226,967)
- Pressurized Irrigation
 - Revenue---\$2,499,477
 - Expense---\$2,440,315
 - Net---\$59,162

Enterprise Funds

- Storm Sewer
 - Revenue---\$542,194
 - Expense---\$592,343
 - Net---(\$50,149)
- Culinary
 - Revenue---\$934,139
 - Expense---\$1,355,288
 - Net---\$(421,149)

ADOPT THE HIGHLAND CITY COMPREHENSIVE FEE SCHEDULE FOR FISCAL YEAR 2018-2019

Item 6 - Action/Resolution
Presented by - Gary LeCheminant, Finance Director

Fee Schedule Changes

- TSSD Impact Fee from \$2,475 to \$1,708
- Cemetery plot, resident, from \$1,015 to \$1,045
- Cemetery plot, non-resident, from \$1,416 to \$1,458
- Facility Rentals, Building or Pavilion, Refundable Deposit from \$0 to \$150

Fee Schedule Changes

- Canyon Oaks Campground
 - Resident \$25 for 24 hours
 - Non-Resident \$50 for 24 hours
- Highland Fling non-sponsor ads, decreased
- Library Non-Resident Fee from \$40 to \$60
- No changes in Planning & Zoning Fees

PUBLIC ENTITY RESOLUTION FOR PUBLIC TREASURERS' INVESTMENT FUND (PTIF) SIGNATORIES

Item 7 - Action/Resolution
Presented by - Gary LeCheminant, Finance Director





MAYOR/COUNCIL AND STAFF DISCUSSION COMMUNICATION ITEMS

- Item 8a. – Dry Creek Lake and Soil Depository – *City Council Member Kurt Ostler*



CLOSED SESSION

The Highland City Council may temporarily recess the City Council meeting to convene in a closed session to discuss the character, professional competence, or physical or mental health of an individual, pending or reasonable imminent litigation, and the purchase, exchange, or lease of real property, as provided by Utah Code Annotated §52-4-205



FUTURE MEETINGS/UPCOMING EVENTS

- Item 9a. – Future Meetings
 - *June 12 – Work Session, 7:00 pm*
 - *June 19 – City Council Meeting, 7:00 pm*
 - *June 26 – Planning Commission Meeting, 7:00 pm*
- Item 9b. – Upcoming Events
 - *June 13 – Meet the Mayor, 7:00 pm at the Library*
 - *June 21 – Summer Fun at Town Center, 2:00 – 11:15 pm*