



HIGHLAND CITY

## HIGHLAND CITY COUNCIL BRIEF

Tuesday, October 2, 2018

**\*Amended October 1, 2018**

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

### **7:00 PM REGULAR SESSION** (CITY COUNCIL CHAMBERS)

Call to Order – Mayor Rod Mann

Invocation – Council Member Brian Braithwaite

Pledge of Allegiance – Council Member Kurt Ostler

### **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.)

*Wayne Tanaka reported on the success of the 10 Year Anniversary for the Library. He offered thanks to the Interim Library Director Erin Wells and library staff. He reported that there were approximately 300 in attendance. He offered thanks to Claudia Stillman for preparing a brief History of the Library. He invited people to attend a play at BYU called “A Play – the World’s Strongest Librarian” and suggested that the author of the play could be a future visiting author at the Library.*

*Amy Curtin addressed the Council to make them aware of seven homes that were affected by a sewage blockage on September 24, 2018. She thanked Council Member Kurt Ostler for coming out to tour their homes. She wanted the Council to know the difficult time of those affected by the incident. She felt very frustrated and felt confused with how to proceed with restoration of her home. She asked for help from the City to take care of the incident.*

*Vicki Okerlund was also affected by the sewer incident and explained that all of her basement rooms would need to be replaced. She felt bad for those who were unable to live in their homes during the clean-up. She offered appreciation to Council Member Kurt Ostler and City Engineer Todd Trane for the time they had spent on the behalf of those that had been affected. She felt strongly that due to the negligence of the contractor restitution should be granted. She felt frustrated with the situation and her perception that the City was not offering more support.*

*Council Members discussed the sewer incident and asked for an update on the progress of the cleanup from City Engineer Todd Trane. Council shared their concern with those affected. They directed staff to work with the insurance companies.*

### **2. PRESENTATIONS**

#### **a. YOUTH COUNCIL UPDATE** – Youth City Council Member

*Youth City Council Member Laura Mabey provided an update regarding the efforts of Youth Council Members in helping with Library staff for their 10 Year Anniversary. She reported on the success of the Town Hall event with John Curtis and indicated they would be having more events like this in the future. She invited the Council to attend the Senior Dinner which was planned for October 25, 2018 at 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 September 4, 2018

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

**b. ORDINANCE: Adoption of the Revised Personnel Policies and Procedures Manual - PASSED**

City Council will consider adopting revisions to the Personnel Policies and Procedures Manual for Section 5: Unlawful Discrimination, Harassment (including Sexual Harassment) and Retaliation, Section 7: Discipline, Section 8: Grievances, and a new Section 9: Whistleblower Protection Policy. The Council will take appropriate action.

*Next step: The Personnel Policies and Procedures Manual will be updated and dispersed to employees. Approved revisions will become part of the Highland Municipal Code.*

### 4. ACTION: AUTHORIZE THE PURCHASE OF A VAC TRUCK - PASSED

The City Council will consider authorizing the purchase of a Vac Truck. The Council will take appropriate action.

*Next step: Staff will work with Vector to purchase the proposed Vac Truck which will become part of the Highland City fleet.*

### 5. ACTION: APPROVAL OF A CONTRACT WITH LEWIS, YOUNG, ROBERTSON & BURNINGHAM, INC. FOR THE HIGHLAND CITY MARKET ANALYSIS - APPROVED

The Council will consider approving a contract with Lewis, Young, Robertson & Burningham, Inc. for a not to exceed amount of \$30,550 for the Highland City Comprehensive Financial Sustainability Plan. The Council will take appropriate action.

*Next step: Staff will work with Lewis Young Robertson & Burningham, Inc. to complete the Highland City Comprehensive Financial Sustainability Plan.*

### 6. \*ACTION: ADOPTING THE BUILDING USE POLICY\* - APPROVED

*\*The Council will consider adopting a Building Use Policy. The Council will take appropriate action.\**

*Next step: Staff will implement the revised Building Use Policy beginning immediately.*

### 7. PRESENTATION: REPUBLIC SERVICES INCREASED COSTS OF RECYCLING

*Reece Demille reported of an increase to recycling disposal costs and asked for help with the increased cost. Council directed staff to bring the item back to a future meeting for vote.*

### 8. MAYOR/COUNCIL AND STAFF DISCUSSION AND COMMUNICATION ITEMS

**a. Council Chambers Display Options – Assistant City Administrator Erin Wells**

*Assistant City Administrator Erin Wells reported of her efforts to work with the City IT contractor to get the projector and displays in the Council Chambers functioning properly. Council felt it was a critical need and directed her to proceed with rewiring the system. Wells reported bid costs of \$2,000 but with some additional unknowns. She indicated she would bring the item back to City Council if costs ended up exceeding \$4,000.*

## **9. FUTURE MEETINGS**

### **a. Future Meetings**

- October 16, City Council Meeting, 7:00 pm, City Hall
- October 23, Planning Commission Meeting, 7:00 pm, City Hall

## **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, Mayor and staff held a closed session to discuss pending or reasonable imminent litigation, and the purchase, exchange, or lease of real property as provided by Utah Code Annotated § 52-4-205.*

## **ADJOURNMENT**

# COUNCIL VOTING REPORT - OCTOBER 2, 2018

		APPROVAL OF SEPTEMBER 4, 2018 MEETING MINUTES	ADOPTION OF REVISED PERSONNEL POLICIES AND PROCEDURES MANUAL	APPROVAL OF THE VAC TRUCK PURCHASE	APPROVAL OF THE COMPREHENSIVE FINANCIAL SUSTAINABILITY PLAN	APPROVAL OF THE UPDATED BUILDING USE POLICY
First Name	Last Name	3a	3b	4	5	6
Brian	Braithwaite	Yes	Yes	Yes	Yes	Yes
Ed	Dennis	Yes	Yes	Yes	Yes	Yes
Tim	Irwin	Yes	Yes	Yes	Yes	Yes
Kurt	Ostler	Yes	Yes	Yes	Yes	Yes
Scott	Smith	Yes	Yes	Yes	Yes	Yes
	<b>Total Voters</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
	<b>Pass/Fail</b>	<b>Pass</b>	<b>Pass</b>	<b>Pass</b>	<b>Pass</b>	<b>Pass</b>

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

October 2, 2018



## 7:00 PM REGULAR SESSION

Call to Order – Mayor Rod Mann

Invocation – Council Member Brian Braithwaite

Pledge of Allegiance – Council Member Kurt Ostler



## 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. – Youth Council Update – *Youth City Council*



## CONSENT ITEMS

- Item 3a. – Approval of Meeting Minutes from September 4, 2018
- Item 3b. – Adoption of the Revised Personnel Policies and Procedures Manual

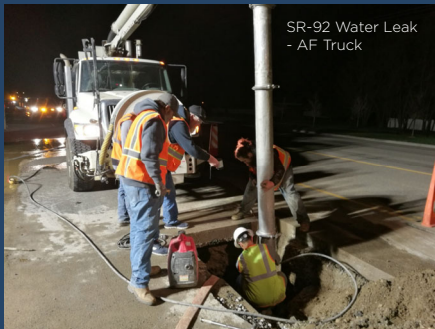


## AUTHORIZE THE PURCHASE OF A VAC TRUCK

Item 4 – Action

Presented by – Todd Trane, City Engineer

## Recent Needs for a Vac/Jet Truck



SR-92 Water Leak  
- AF Truck

## Recent Needs for a Vac/Jet Truck

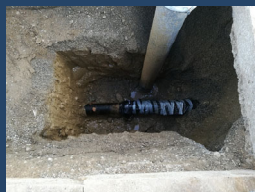


6000 West Sewer Backup - TSSD Truck

## Vac Truck Uses

### DAILY USES (40 HOURS A WEEK)

- Cleaning sewer lines and Manholes (20 hours a week)
- Cleaning Storm Drain lines and Structures (20 hours a week)



### EMERGENCY USES (AS NEEDED)

- Sewer backups
- Culinary and PI water leaks
- Flood relief
- Bypass pumping at our sewer lift stations
- Spill clean up
- Cleaning valve stands (Culinary and PI)
- Cleaning out meter cans and PI services
- Potholing utilities
- Hydro excavation to protect other utilities
- Cleaning sediment from the flume diversion points at the mouth of the canyon
- Jet clean storm drain pipes
- Flush irrigation culverts
- Clean roads and curbs as needed
- Cleaning of wash out bays and collection pit at the public works shop

## Vac Truck Bids

### VACTOR

Truck - \$302,945.80  
Chassis - \$108,363.00  
Total - \$411,308.80

### VACALL

Truck and Chassis - \$395,890.00



### VACTOR EXTRAS

- Fully customized to Highland's needs
- Superior hydro-ex kit
- Extra Vacuum tubes with rubber end
- 2 sets of tubes (Separate for sewer and SD)
- Easier and safer controls
- Superior Washout system
- Customized locations of equipment storage and by-pass pump discharge

## Vac Truck Funding

Item	Description	Amount
1	Pressurized Irrigation	\$100,427
2	Sanitary Sewer	\$100,427
3	Storm Drain	\$100,427
4	Culinary Water	\$100,427
5	Total	\$401,708.00
6	Sale of the Sweeper	\$14,000
7	Total Funding	\$415,708.00

Pressurized Irrigation  
\$100,427

Sanitary Sewer  
\$100,427  
Storm Drain  
\$100,427  
Culinary Water  
\$100,427  
Total  
\$401,708.00

Sale of the Sweeper  
\$14,000

Total Funding  
\$415,708.00



## APPROVAL OF A CONTRACT WITH LEWIS, YOUNG, ROBERTSON & BURNINGHAM, INC. FOR THE HIGHLAND CITY MARKET ANALYSIS

Item 5 - Action  
Presented by - Nathan Crane, AICP  
City Administrator, Community Development Director

## Revisions

- The total hours have been increased from 122 to 351. As a result, the fee has increased from \$15,150 to \$30,550.
- Addition of 6 project coordination meetings. These will be meetings between staff, a council advisory committee, and the consultant.
- Increased scope of work on the scenario/cost benefit analysis

## Survey

- Separate Company
- Phase 2
- Cost Estimate: \$15,000 to \$20,000
- Coordination with General Plan Update



## APPROVAL OF REVISED BUILDING USE POLICIES

Item 6 - Action  
Presented by - Erin Wells, Assistant City Administrator

## History

- Adopted March 2016
- Updated June 2017
- Recent rental request is in conflict with individual electioneering policy
  - Possible legal concerns with that policy

## Summary of Proposed Changes

1. Eliminates restrictions on individuals candidates using Council Chambers to electioneer
  - A. Limited to one rental per month in Council Chambers
2. Updated rental hours base on shortened library hours
3. Grammatical/clarity updates



## REPUBLIC SERVICES

Item 6 - Presentation  
Presented by - Reece Demille





## MAYOR/COUNCIL AND STAFF DISCUSSION COMMUNICATION ITEMS

- Item 7a. – Council Chambers Display Options – *Assistant City Administrator Erin Wells*



## FUTURE MEETINGS

- Item 9a. – Future Meetings
  - October 16 – City Council Meeting, 7:00 pm
  - October 23 – Planning Commission Meeting, 7:00 pm



## CLOSED SESSION

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