



## HIGHLAND CITY

# HIGHLAND CITY COUNCIL BRIEF

Tuesday, November 13, 2018

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

### 6:00 PM REGULAR SESSION *(CITY COUNCIL CHAMBERS)*

Call to Order – Mayor Rod Mann

Invocation – Council Member Scott L. Smith

Pledge of Allegiance – Mayor Rod Mann

### 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.)

*There were none*

### 2. PRESENTATIONS

#### a. YOUTH CITY COUNCIL – Youth Council Mayor Miranda Mugelston

*Youth City Council Mayor Miranda Mugelston reviewed past events and announced their plans for a Sub for Santa. Those wishing to donate can obtain a Christmas ornament for a desired gift and bring the gift to City Hall by December 17, 2018.*

#### b. RECOGNITION OF RECENT LIBRARY DONORS – Library Director Donna Cardon

*Library Director Donna Cardon thanked the Bank of American Fork announcing that the Library would be displaying a plaque in honor of their generous donation.*

#### c. SURFACE WATER UPDATE – Ernie John

*President and Water Master of American Fork Irrigation Ernie John reported that on October 15, 2018 Governor Herbert declared a state of emergency due to drought conditions. He informed the Council that they were seeing the lowest water flow they have seen in 85 years. He asked Council to educate the residents of Highland and require mandatory water restrictions.*

#### d. WATER ADVISORY BOARD RECOMMENDATIONS – Tavis Timothy

*Water Advisory Board Chair Tavis Timothy provided recommendations regarding water conservation. He recommended landscaping alternatives in the parkstrips, promoting xeriscaping and smart controllers, public education, review of ordinances and regulations, and encouraged that staff look into grants for metering. He also provided recommendations regarding the Dry Creek pressurized water storage; that the City negotiate with Lehi towards a mutual understanding regarding Highland City tail water rights.*

### 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 October 2, 2018 and October 16, 2018

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

**b. ACTION/ORDINANCE: Approval of the 2019 City Council Annual Meeting Schedule - PASSED**

City Council will consider the 2019 City Council Annual Meeting Schedule. Regular meetings are typically held on the first and third Tuesdays of each month excluding holidays. The Council will take appropriate action.

*Next step: Approved Annual Meeting Schedule will be posted on the Public Notice and City website.*

**c. ACTION: Ratifying the Mountain Ridge Park Board Appointments - PASSED**

City Council will consider ratifying the appointment of Brad Pace, Lorna Reid, Ron Campbell, Scott Irwin, Dustin Eaton, Audrey Wright and City Council Member Brian Braithwaite to serve on the Mountain Ridge Park Board. The Council will take appropriate action.

*Next step: Brad Pace, Lorna Reid, Ron Campbell, Scott Irwin, Dustin Eaton, Audrey Wright and Council Member Brian Braithwaite will begin serving on the Mountain Ridge Park Board.*

**d. ACTION: Ratifying the Market Analysis Technical Advisory Committee Appointments - PASSED**

City Council will consider ratifying the appointment of John Stevens, Chris Kemp, Larry Mendenhall, Shauna Smith, Melissa Wright and Council Members Ed Dennis and Kurt Ostler to serve on the Market Analysis Technical Advisory Committee. The Council will take appropriate action.

*Next step: John Stevens, Chris Kemp, Larry Mendenhall, Shauna Smith, Melissa Wright and Council Members Ed Dennis and Kurt Ostler will begin serving on the Market Analysis Technical Advisory Committee.*

**e. ACTION: Ratifying the Library Board Appointments - PASSED**

City Council will consider ratifying the appointment of Natalie Reed (Seat 8) to serve a two-year term expiring June 30, 2020 and Doug Cortney (Seat 9) to serve a three-year term expiring June 30, 2021 on the Library Board. The Council will take appropriate action.

*Next step: Natalie Reed and Doug Cortney will begin serving on the Library Board.*

**f. ACTION: Approval of a Contract for the Design of Mountain Ridge Park - PASSED**

City Council will consider approving a contract with blū line design, Inc. for the design of Mountain Ridge Park. The Council will take appropriate action.

*Next step: Staff will work with blū line design, Inc. for the design of the Mountain Ridge Park.*

**g. ACTION/RESOLUTION: A Request by Utah Valley Dispatch to Amend the Interlocal Agreement to Provide Dispatch Services to Nephi City and Juab County - PASSED**

City Council will consider adopting the resolution amending the existing Interlocal Agreement with Utah Valley Dispatch to add Nephi City and Juab County. The Council will take appropriate action.

*Next step: The Interlocal Agreement with Utah Valley Dispatch will be amended to provide dispatch services to Nephi City and Juab County.*

**4. PUBLIC HEARING/RESOLUTION: DESIGNATION OF OPEN SPACE PROPERTY FOR DISPOSAL IN THE WIMBLETON SUBDIVISION - WITHDRAWN**

**\*\*\*PLEASE NOTE\*\*\*** The application for Open Space disposal was withdrawn by the applicant. The Council will hold a public hearing but take no action.

*Alicia Gray, Derric Rykert, Karlee Pettit, Wade Hadlock felt concerned with the maintenance of open space and trails. They would like to see improved maintenance and keep the open space and trails.*

*Julia Nelson felt that it would be irresponsible to build another park so close to an already existing park that she felt was not being properly maintained.*

*Alicia Gray and Marie Pavich voiced concern with paying a \$20 fee for maintenance that they felt was not being done properly.*

*Kye Tanner, Boyd Timothy and Angelique Jensen preferred the option of purchasing the open space and maintaining it themselves.*

*Kelly Spafford asked to be notified of any meetings where decisions could be made regarding open space and trails.*

## **5. PUBLIC HEARING/RESOLUTION: DISPOSAL OF 12 ACRES OF CITY OWNED PROPERTY - PASSED**

City Council will hold a public hearing and consider the disposal of 12 acres of property located approximately at 10029 N 6300 W. The Council will take appropriate action.

*Next step: The property will be sold and staff will work through the design and engineering process for the development of the property.*

## **6. PUBLIC HEARING: APPROVAL OF FEE FOR INTERLIBRARY LOANS - PASSED**

City Council will hold a public hearing and consider an Interlibrary Loan Fee of \$3 per item beginning December 1, 2018. The Council will take appropriate action.

*Next step: The Library will begin charging \$3 per interlibrary loan beginning December 1, 2018.*

## **7. PUBLIC HEARING: NON-RESIDENT CARD FEE INCREASE - PASSED**

City Council will hold a public hearing and consider an increase to the Library Non-Resident Card Fee from \$40 to \$70 beginning January 1, 2019. The Council will take appropriate action.

*Next step: The Library will begin charging \$70 for non-resident Library cards beginning January 1, 2019.*

## **8. PRESENTATION: GENERAL FUND FISCAL ANALYSIS REPORT - Fred Philpot, Lewis Young Robertson & Burningham, Inc.**

City Council will receive an update from Fred Philpot regarding the General Fund Fiscal Analysis Report.

*Fred Philpot provided a report regarding the general fund. He recommended increasing property taxes in order to sustain operations and maintenance costs. Based on Council Member feedback he will prepare comparisons for a tax increase every year, an increase every other year, and an increase every three years. He will provide it to the Council for review.*

## **9. MAYOR/COUNCIL AND STAFF DISCUSSION AND COMMUNICATION ITEMS**

### **a. Open Space Encroachment Issues - City Engineer Todd Trane**

*City Engineer Todd Trane oriented the Council with an issue regarding property owners that have encroached on City property. He provided several example where property owners had installed sprinkler systems, grass, landscaping, fire pits, and even trampolines on City property. Many property owners were encroaching in platted conservation areas. Some property owners had filled in ditches and channels altering the grade which was creating flooding concerns. Property owners are utilizing pressurized irrigation that they do not pay for. The system was not designed for the demand they are creating. Council Members*

*recommended that each property owner receive a letter from the City Attorney requiring them to stop and inform them of the consequences of the encroachment.*

## **10. FUTURE MEETINGS**

### **a. Future Meetings**

- November 14, Market Study Kickoff, 7:30 am, City Hall
- November 15, Mountain Ridge Park Open House, 7:00 pm, City Hall
- November 27, Planning Commission Meeting, 7:00 pm, City Hall
- December 4, City Council Meeting, 7:00 pm, City Hall
- December 5, Mountain Ridge Park Open House, 7:00 pm, City Hall

## **ADJOURNMENT**

# COUNCIL VOTING REPORT - NOVEMBER 13, 2018

		APPROVE CONSENT ITEMS A-G	APPROVE DISPOSAL OF 12 ACRES OF CITY OWNED PROPERTY	APPROVE FEE FOR INTERLIBRARY LOANS	APPROVE NON-RESIDENT CARD FEE CHANGES
First Name	Last Name	3	5	6	7
Brian	Braithwaite	Yes	Yes	Yes	Yes
Ed	Dennis	Yes	Yes	Yes	Yes
Tim	Irwin	Yes	Yes	Yes	Yes
Kurt	Ostler	Yes	Yes	Yes	Yes
Scott	Smith	Yes	Yes	Yes	Yes
<b>Total Voters</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>

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

November 13, 2018



## 6:00 PM REGULAR SESSION

Call to Order – Mayor Rod Mann

Invocation – Council Member Scott L. Smith

Pledge of Allegiance – Mayor Rod Mann



## 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 City Council – *Youth Council Mayor Miranda Mugelston*
- Item 2b. – Recognition of Recent Library Donors – *Library Director Donna Cardon*
- Item 2c. – Surface Water Update – *Ernie Johns*
- Item 2d. – Water Advisory Board Recommendations – *Tavis Timothy*



## CONSENT ITEMS

- Item 3a. – Approval of Meeting Minutes October 2, 2018 and October 16, 2018
- Item 3b. – Approval of the 2019 City Council Annual Meeting Schedule
- Item 3c. – Ratifying the Mountain Ridge Park Board Appointments
- Item 3d. – Ratifying the Market Analysis Technical Advisory Committee Appointments
- Item 3e. – Ratifying the Library Board Appointments
- Item 3f. – Approval of a Contract for the Design of Mountain Ridge Park
- Item 3g. – Request to Amend the Interlocal Agreement with Utah Valley Dispatch

Library Board Genealogy

Seat	Current Board Member	Appointed	Term Expiration	Notes
1 (City Council)	Ed Dennis	2/2016	6/2020	Ed was appointed to fill the seat vacated by Tim Irwin which expired in 6/2017. In 2/2018, Ed Dennis was asked to continue to serve on the Board.
2	Nancy Passaretti	9/2016	6/2019	Filled an expired seat which was occupied by Marlene Brooks.
3	Lisa Bullington	12/2017	6/2019	Filling the unexpired term of Sue Carey.
4	Claude Jones	7/2018	6/2021	Filled the expired term of Tiffany Whiting.
5	Michael Burns	7/2018	6/2021	Filled the expired term of Cindy Jonsson.
6	Roger Dixon	9/2018	6/2019	Appointed to serve a one year term to better stagger expiration dates. Previously filled the expired term of Andrea Fuller from 10/2015 – 06/2018.
7	Jessica Anderson	9/2018	6/2020	Filled the expired term of Claudia Stillman.
8	Natalie Reed	11/2018	6/2020	Expired term of Janeen Ashcraft. Seat was never filled.
9	Doug Courtney	11/2018	6/2021	Expired term of Blythe Shupe in 6/2017. Seat was never filled.

## LIBRARY BOARD TERMS

Seat	Current Term	Future Term
1 (City Council)	2017-2020	2020-2023
2	2016-2019	2019-2022
3	2016-2019	2019-2022
4	2018-2021	2021-2024
5	2018-2021	2021-2024
6	2018-2019	2019-2022
7	2018-2020	2020-2023
8	2018-2020	2020-2023
9	2018-2021	2021-2024



## WITHDRAWN

## DESIGNATION OF OPEN SPACE PROPERTY FOR DISPOSAL IN THE WIMBLETON SUBDIVISION

Item 4 - Public Hearing / Resolution  
Presented by - Nathan Crane, AICP  
City Administrator, Community Development Director



## DISPOSAL OF 12 ACRES OF CITY OWNED PROPERTY

Item 5 - Public Hearing / Resolution  
Presented by - Nathan Crane, AICP  
City Administrator, Community Development Director

## Dilemma

- How to build a park with limited to no funding?
- City has about 29 acres of undeveloped park land for new parks
  - Cost \$4-\$8 million - depending on programming
    - Spring Creek - \$2.6 million for just fields
  - Also need to complete Beacon Hills Park
- Options
  - Bond
    - Current bond expires in 2027
    - Payment increases by \$134,000 to \$528,000 next Fiscal Year
  - Tax Increase
  - Impact Fees
  - Save Over Time
    - \$220,000 which does not address emergencies or other needs

## Vicinity Map



## Background

- Property is approximately 12 acre in size
  - Purchased on October of 2007
- Designated for an Athletic Complex
  - Primary purposes is fields for scheduled sporting activities
- Not an Ideal Location for an Athletic Complex
  - Poor Access
  - Surrounding Residential Land Uses
- Good Location for a Neighborhood Park



## Proposal

- Sell the Spring Creek land to a Developer
- Developer builds a Neighborhood Park
- Proceeds go to building Mountain Ridge Park
  - Opportunity to partner with private originations that will assist in fundraising for park improvements

## Concept



## Next Steps

- Council will consider declaring the property surplus at the November 13<sup>th</sup> City Council Meeting.
- **Developer Meeting on November 15<sup>th</sup>**
- **Bids Due December**
- **Bid Selection January**



## APPROVAL OF A FEE FOR INTERLIBRARY LOANS

Item 6 - Public Hearing / Resolution  
Presented by - Donna Cardon, Library Director

## Interlibrary Loans

- Highland citizens can request items that the Library does not own through the State Library's Interlibrary Loan service.
- The State Library finds the items in a different library and mails them to the Highland Library who checks them out to the patron.
- When the patron returns the item, the Library mails the item back to the State Library.

## Fee

- The Highland Library is responsible to pay the postage to return the ILL items.
- We have been covering the cost because we had a limited collection.
- Now that we are part of the Co-op, patrons have access to more items for free.
- We believe it is time to start charging for ILL.

## What do other libraries charge?

Entity	Fee
American Fork Library	\$3
Pleasant Grove Library	\$3
Eagle Mountain Library	\$3
Lehi Library	\$5
Saratoga Springs Library	\$3
Provo Library	\$3
Orem Library	Actual shipping costs



## NON-RESIDENT CARD FEE INCREASE

Item 7 - Public Hearing / Resolution  
Presented by - Donna Cardon, Library Director

## Library Non-resident Fees

- The Library has been charging \$40 for non-residents to get a Highland Library Card. Most of our non-resident library users are from Alpine and Cedar Hills.
- Highland Citizens pay on the average about \$65 per year in taxes to support the Library.
- When we attained full membership in the Library Co-op, they asked if we could make our non-resident fee more consistent with other Co-op members.

## Other Co-op Non-resident fees

American Fork	\$70
Eagle Mountain	\$80
Lehi	\$80
Pleasant Grove	\$80
Saratoga Springs (Junior Member)	\$20

## Alpine and Cedar Hills Reimbursement

- Currently both Alpine and Cedar hills reimburse their citizens \$40 of the non-resident fee.
- Both cities will continue to reimburse at that rate for the immediate future, requiring that their citizens pay \$30 out of pocket.
- The Highland Library card now gives them access to all the Co-op libraries.

## Proposed Non-resident Fees

- A non-resident fee of \$70 would be more consistent with other Co-op libraries and with what Highland Citizens pay for Library services.
- Because Saratoga Springs is a junior Co-op member its citizens are eligible for reduced non-resident fee according to the Co-op agreement.
- Other Co-op members charge junior member \$40 for non-resident cards. It would be appropriate to do the same.



## GENERAL FUND FISCAL ANALYSIS REPORT

Item 8 - Presentation  
Presented by - Fred Philpot, Lewis Young Robertson &  
Birmingham, Inc.



## MAYOR/COUNCIL AND STAFF DISCUSSION COMMUNICATION ITEMS

- Item 9a. - Open Space Encroachment Issues - *City Engineer  
Todd Trane*



## FUTURE MEETINGS

- Item 10a. - Future Meetings
  - November 14, Market Study Kickoff, 7:30 am
  - November 15, Mountain Ridge Park Open House, 7:00 pm
  - November 27 - Planning Commission Meeting, 7:00 pm
  - December 4 - City Council Meeting, 7:00 pm
  - December 5 - Mountain Ridge Park Open House, 7:00 pm