



HIGHLAND CITY

HIGHLAND CITY COUNCIL BRIEF

Tuesday, January 22, 2019

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 Kurt Ostler

Pledge of Allegiance – Council Member Brian Braithwaite

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.)

No comments were made.

2. PRESENTATIONS

a. HOUSING AFFORDABILITY – Brynn Mortensen

Brynn Mortensen, Public Policy & Special Projects Manager with the Salt Lake Chamber oriented the Council with a presentation regarding housing affordability. She encouraged the Council to be part of the solution to make housing affordable.

b. FY 17/18 AUDIT PRESENTATION – Steve Rowley, Keddington & Christensen

Steve Rowley with Keddington & Christensen presented the Council with the Audit Report for Fiscal Year 2017/2018. He congratulated the Council on being compliant with state laws and receiving no findings or deficiencies.

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 December 4, 2018 and January 8, 2019

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

b. ACTION/RESOLUTION: Adopt the amendment to the Interlocal Cooperation Agreement with the Utah County Major Crimes Task Force (UCMC) - **PASSED**

City Council will consider approving an amendment to the Interlocal Cooperation Agreement with Utah County Major Crimes Task Force (UCMC). The Council will take appropriate action.

Next step: The amendments to the Interlocal Agreement will be updated and Highland City through Lone Peak Police District will continue their participation in the UCMC Task Force.

4. ACTION/RESOLUTION: APPROVE A RESOLUTION TO CREATE A LIBRARY FUND - **PASSED**

City Council will consider approving a resolution to create a Library Fund in accordance with Utah Code Annotated 9-7-401. The Council will take appropriate action.

Next step: Library staff will make the necessary changes to the library budget and track revenue and expenses through the library fund.

5. PUBLIC HEARING/ACTION: MID-YEAR BUDGET ADJUSTMENTS FOR FISCAL YEAR 2019 - PASSED

City Council will consider approving mid-year budget adjustments as recommended by the Finance Director for fiscal year 2019. The Council will take appropriate action.

Next step: Staff will revise the budget as passed and bring back an amended Library budget at the City Council meeting on February 19, 2019.

6. ACTION: APPROVE BEAUTIFICATION COMMITTEE REQUEST TO BEGIN A COMMUNITY GARDEN - PASSED

City Council will consider approving the request from the Beautification Committee to begin a Community Garden and determine how the amount of funding to allocate to the project. The Council will take appropriate action.

Next step: Staff will work with the Beautification Committee in the creation of a Community Garden next to Toscana. The City will provide a water connection and the Beautification Committee will seek donations to purchase the needed materials. The garden will be done as a trial for 3 years.

7. ACTION: APPROVE A REAL ESTATE PURCHASE CONTRACT WITH MILLHAVEN DEVELOPMENT LLC - PASSED

City Council will consider approving a real estate purchase contract with Millhaven Development, LLC for 12 acres of City owned property located at approximately 10029 N 6300 W. The Council will take appropriate action.

Next step: Staff will work through the design and engineering process for the development of the property.

8. ACTION/RESOLUTION: ADOPT A RESOLUTION FOR A MORATORIUM ON THE REMOVAL OF NEIGHBORHOOD OPTION TRAILS - FAILED

City Council will consider adopting a resolution for a moratorium on the removal of neighborhood option trails. The Council will take appropriate action.

Council can continue to receive requests for removal of neighborhood option trails.

9. ACTION: ADOPT THE INTERLOCAL AGREEMENT TO PARTICIPATE IN THE ETHICS COMMISSION - PASSED

City Council will consider adopting an Interlocal agreement to participate in the Ethics Commission with nearby municipalities. The Council will take appropriate action.

Next step: Staff will work through the design and engineering process for the development of the property.

10. MAYOR/COUNCIL AND STAFF DISCUSSION AND COMMUNICATION ITEMS

a. Open Space Encroachment

City Engineer Todd Trane provided Council with an update regarding the open space encroachment issue. Council directed staff to deliver a general notice letting residents know that the City is aware that encroachment is happening and it will be addressed. In addition, Council directed staff to deliver a stop order type letter to those who have created a safety issue and then customize the letter based on each situation for the remaining issues.

11. FUTURE MEETINGS

a. Future Meetings

- January 29, Planning Commission Meeting, 7:00 pm, City Hall
- February 5, City Council Meeting, 7:00 pm, City Hall

ADJOURNMENT

COUNCIL VOTING REPORT - JANUARY 22, 2019

		APPROVAL OF MEETING MINUTES DECEMBER 4, 2018 & JANUARY 8, 2019	ADOPT AMENDMENT TO THE INTERLOCAL COOPERATION AGREEMENT WITH UCMC TASK FORCE	APPROVE CREATION OF THE LIBRARY FUND	APPROVE MID-YEAR BUDGET ADJUSTMENTS	APPROVE COMMUNITY GARDEN	APPROVE CONTRACT WITH MILLHAVEN DEVELOPMENT, LLC	APPROVE MORATORIUM ON THE REMOVAL OF NEIGHBORHOOD OPTION TRAILS	ADOPT THE INTERLOCAL AGREEMENT TO PARTICIPATE IN THE ETHICS COMMISSION
First Name	Last Name	3a	3b	4	5	6	7	8	9
Brian	Braithwaite	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Ed	Dennis	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
Tim	Irwin	Yes	No	Yes	Yes	Yes	Yes	No	Yes
Kurt	Ostler	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Scott	Smith	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
	Total Voters	5	5	5	5	5	5	5	5
	Pass/Fail	Pass	Pass	Pass	Pass	Pass	Pass	Fail	Pass

STAFF PRESENTATIONS

Welcome to the Highland City Council Meeting

January 22, 2019



7:00 PM REGULAR SESSION

Call to Order – Mayor Rod Mann

Invocation – Council Member Kurt Ostler

Pledge of Allegiance – Council Member Brian Braithwaite

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. – Housing Affordability – *Bryn Mortensen*
- Item 2b. – FY 17/18 Audit Presentation – *Steve Rowley, Keddington & Christensen*

CONSENT ITEMS

- Item 3a. – Approval of Meeting Minutes
 - December 4, 2018
 - January 8, 2019
- Item 3b. – Adopt the amendment to the Interlocal Cooperation Agreement with the Utah County Major Crimes Task Force (UCMC)



APPROVE A RESOLUTION TO CREATE A LIBRARY FUND

Item 4 – Action / Resolution
Presented by – Donna Cardon, Library Director

Library Fund

- The Library is funded through designated property tax
- State code 9-7-401 requires the creation of a separate Library fund
- The Library revenues and expenses will no longer be part of the General Fund.

Cross Charges

- The General Fund has been subsidizing the library by covering the cross charges.
- To continue this, funds will have to be transferred from the General Fund into the Library Fund to cover these charges.
- The cross charges=\$77,336
 - Rent: \$44,707
 - Other: \$32,629

Options

1. The General Fund continues to subsidize the total cross charges of \$77,336.
2. The Rent cross charge (\$44,707) is removed and the General Fund stops subsidizing the remaining cross charges of \$32,629.

Impact to the Library

- Option #1: Cross Charges and Subsidy Continue
 - \$15,750 increase in expenses
 - Replace copier
 - 10 years old
 - Purchase laptops for coding and other science/technology classes
 - Improve the summer reading and other programs
 - Keep up with population growth and encourage greater participation
 - Purchase more e-books
 - Increasing trend. This will allow exclusive access to Highland card holders
 - Purchase needed basic supplies

Impact on the Library

- Option #2: Rent eliminated and Library covers cross charges
 - \$32,629 increase in expenses
 - Planned purchases of equipment and expanded programs would be canceled or delayed
 - Book budget cut by 6%
 - Elimination of one staff position or elimination of plans to bring staff closer to market level wages



MID-YEAR BUDGET ADJUSTMENTS FOR FISCAL YEAR 2019

Item 5 - Public Hearing/Action
Presented by - Gary LeCheminant, Finance Director

General Fund

- Revenue from \$9.00 M to \$9.23 M
- Expenses from \$8.98 M to \$9.23 M
- Factors Impacting Revenue
 - Building Permits
 - Original Budget Estimated 85 permits
 - Mid-Year Budget Estimates 65 permits

General Fund

- Building Permit Reduction Impact
- Decreased Revenue from
 - Building Permit Fees (\$50,000)
 - Park Impact Fees (\$87,530)
 - PSD Impact Fees (22,332)
 - Impact Fee Decrease Causes
 - Bond Payment Increase of \$55,000

General Fund

- Other Revenue Reductions
 - Lack of development applications
 - Civil Review Fee (\$10,000)
 - Miscellaneous Revenue (\$15,000)

General Fund

- Factors Impacting Expenses
 - Council Approved
 - Update General Plan \$75,000
 - Econ Dev./ Mkt. Study \$32,500
 - Miscellaneous
 - Legal Fees \$10,000
 - Bldg. Maintenance \$18,000

General Fund

- Library- Was in Gen. Fund now a Separate Fund
- One Fund Effect
 - Tax & Other Revenue offset by Expense
 - Indirect Revenue Account 10-39-11 offset by library cross charges in accounts 10-50-6X
 - Net effect basically zero on Gen. Fund

General Fund

- Library- Separate Fund Impact
- Library Fund cannot have a negative fund balance
- Cross Charges drive the fund to a negative balance
- Transfer of \$77,000 from Gen. Fund covers Cross Charges
- Gen. Fund loses \$77,000 in revenue
- Gen. Fund loses \$24,000 from Motor Vehicle Tax

General Fund

- Total Impact on General Fund Budget
- Original Budget
 - Used \$195K of previous year's funds
- Mid-Year Budget
 - Uses \$458K of previous year's funds
- Net Effect
 - Increase of \$263K of previous year's funds

Other Funds

- Building Permit Reduction Effect
- Impact Fees Reduced in
 - Road (\$56,855)
 - Sewer (\$42,500)
 - PI (\$114,840)
 - Storm Permit Fees (\$15,000)
 - Culinary Connection Fee (\$10,760)

Enterprise Funds

- PI Fund—increase revenue \$395K for \$\$ received for water shares to various developments
- Sewer fund salary and benefits expense decrease by \$49,000
- PI fund salary and benefits expense increase by \$49,000



APPROVAL OF BEAUTIFICATION COMMITTEE REQUEST TO BEGIN A COMMUNITY GARDEN

Item 6 – Action

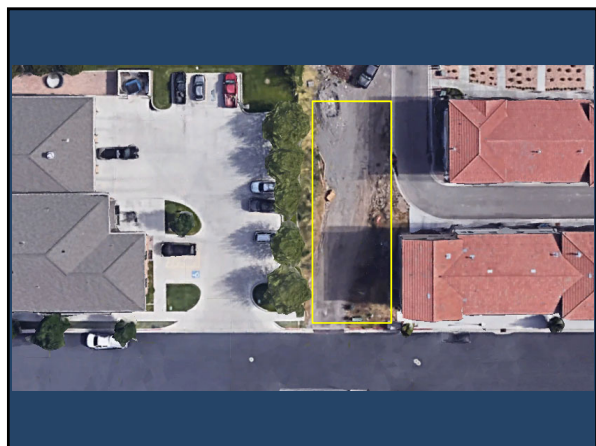
Presented by – Ashlee Udall, Beautification Committee Chair
& Erin Wells, Assistant City Administrator

Introduction

- Ashlee Udall, Beautification Committee Chair would like to start a Community Garden
- Gravel area between Tuscano and Fire Station
- 12 growing boxes with fencing
- Individuals from surrounding communities would “rent” box for growing season
- Fire Department concerns
 - Restroom use & parking at station
 - Could be managed

Utilities

- Connections available at Fire Department on southwest and northwest corners
 - Would require some excavation, digging, and trenching
- Privately owned ditch underneath property that would have to be accessed in case of an emergency



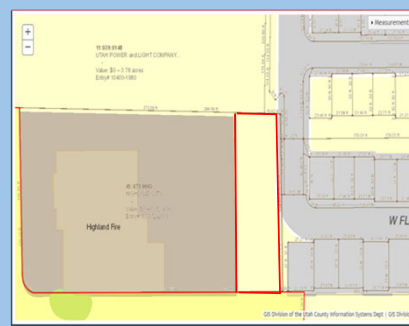
Finances

- Potential Donations
- 501(c)3
 - Highland Foundation
- \$7,000 estimated in upfront costs
- \$40 rent per grow box per season
 - \$480 per year

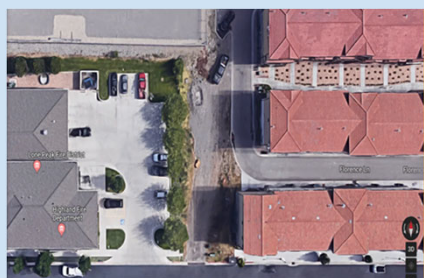
Community Garden

Beautification Committee
Ashlee Udall - Chair

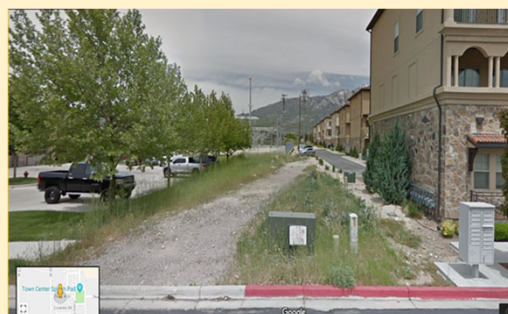
Utah County Parcel Map



Aerial View



Street View



Can be...



APPROVE A REAL ESTATE PURCHASE CONTRACT WITH MILLHAVEN DEVELOPMENT, LLC

Item 7 - Action
Presented by - Nathan Crane, AICP
City Administrator / Community Development Director

Background

- 12 acres located at 10029 N 6300 W
- November 2018 authorized the disposal of the property
- Development
 - Up to 12 Lots
 - 2.34 acre park

Development Plan November 1, 2018



Offer Summary

Bidder	Purchase Price	Park Size (Acres)	Number of Lots	Notes
David Gifford	\$1,350,000	1.89 acres	12	Includes the cost of the park. Subdivision to include 12 lots with the park in the center of the subdivision.
Millhaven Homes	\$1,915,000	2.34 acres	11	Excludes the cost of the park. Subdivision to be consistent with the City prepared concept plan.

REPC

- Developed in accordance with City prepared plan
 - 11 lots and a 2.34 acre park
- Closing 30 days of a approved final plat for recordation
- \$10,000 earnest money deposit
- PI water shares provided by the City
- Section 5.1
 - “This does not waive any impact fee, connection fee, or other fee charged at time of building permit.”

Park Costs

- City or developer will build the park
- Park cost excluded from the purchase price if built by developer
- City Council to set budget for park
- Working on cost estimates now
 - 30 Days Developer cost and final plan
- Construction begin in conjunction with the development of the lots;

Questions



ADOPT A RESOLUTION FOR A MORATORIUM ON THE REMOVAL OF NEIGHBORHOOD OPTION TRAILS

Item 8 - Action/Resolution
Presented by - Brian Braithwaite, Council member



ADOPT AN INTERLOCAL AGREEMENT TO PARTICIPATE IN THE ETHICS COMMISSION

Item 9 - Action
Presented by - Tim Merrill, City Attorney



MAYOR/COUNCIL AND STAFF DISCUSSION COMMUNICATION ITEMS

- Item 10a. - Open Space Encroachment - *Todd Trane, City Engineer*



FUTURE MEETINGS

- Item 11a. – Future Meetings
 - January 29 – Planning Commission Meeting, 7:00 pm
 - February 5 – City Council Meeting, 7:00 pm