



# 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**

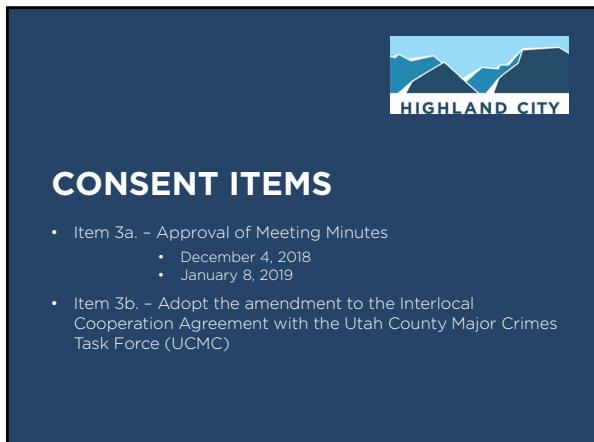
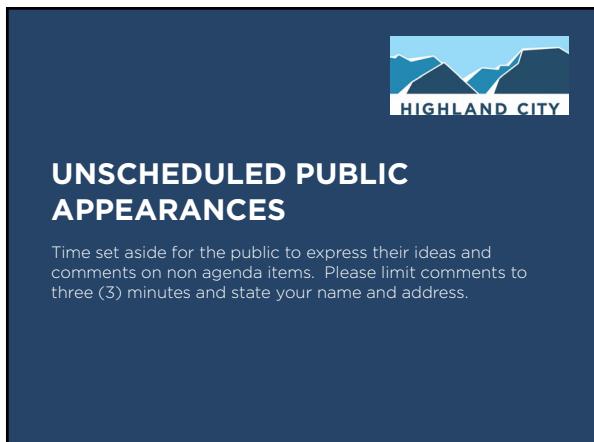
- January 29, Planning Commission Meeting, 7:00 pm, City Hall
- February 5, City Council Meeting, 7:00 pm, City Hall

## **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								
<b>Total Voters</b>		<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>								
<b>Pass/Fail</b>		Pass	Pass	Pass	Pass	Pass	Pass	Fail	Pass								

## **STAFF PRESENTATIONS**



## 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 or 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

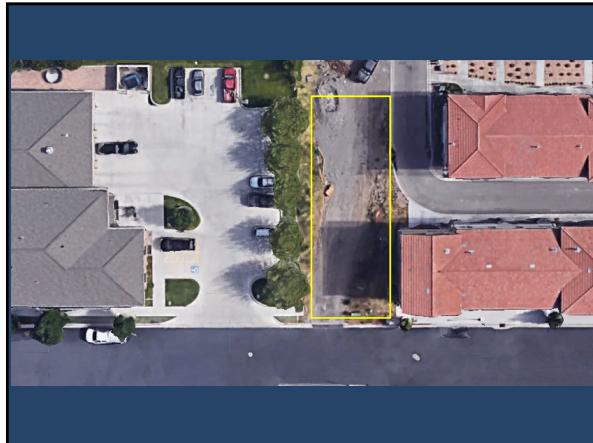
Item 6 - Action  
Presented by – Ashlee Udall, Beautification Committee Chair & Erin Wells, Assistant City Administrator

## 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



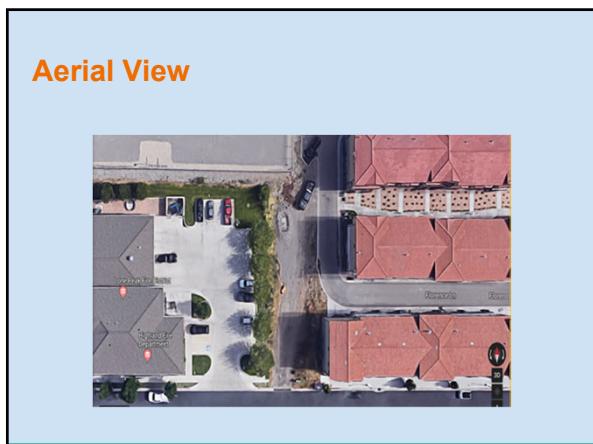
## Finances

- 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



## 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