



# HIGHLAND CITY COUNCIL BRIEF

## Tuesday, February 19, 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 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.)

*Jake Ernest and Rebecca Lambert, dressed in period costumes to announce the performance of the upcoming Arts Council play, The Importance of Being Ernest which begins February 28, 2019 at the Community Center.*

*Jason Alleger was considering moving to Highland and wondered if he was able to subdivide a lot available for sale in Highland.*

### **2. PRESENTATIONS**

**a. USDC PROPERTY DEVELOPMENT UPDATE** – Spencer Moffat, Boyer Company

*Spencer Moffat with the Boyer Company provided an updated concept plan based on feedback received at a recent public open house. That information can be found at <http://bit.ly/HC-develop-projects>. Boyer is planning on requesting a rezone from Planning Commission and City Council this spring.*

### **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 January 22, and February 5, 2019

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

### **4. PUBLIC HEARING/RESOLUTION: DESIGNATION OF OPEN SPACE PROPERTY FOR DISPOSAL AND REMOVAL OF NEIGHBORHOOD OPTION TRAILS IN THE CANTERBURY NORTH SUBDIVISION - DENIED**

City Council should conduct a public hearing and determine whether or not the property should be disposed and the neighborhood option trails removed. The Council will take appropriate action.

*Next step: Council requested that staff look at amending fencing restrictions and a funding mechanism for the maintenance of trails.*

## **5. PUBLIC HEARING/ACTION: CONDITIONAL USE PERMIT FOR PARK MAINTENANCE BUILDING – PASSED**

City Council should conduct a public hearing, accept the findings, and consider approving a conditional use permit as recommended by the Planning Commission for a Park Maintenance Building located at approximately 5600 West 10400 North. The Council will take appropriate action.

*Next step: Staff will go through the design and engineering process. Construction will likely begin late spring.*

## **6. ACTION: JUSTICE CENTER SECURITY – PASSED**

City Council will consider security upgrades for the front lobby of the Highland Justice Center. The Council will take appropriate action.

*Next step: Staff will work with Chief Gwilliam to complete the upgrades. Council requested that staff reach out to Alpine to encourage them to cover a percentage of the cost incurred.*

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

### **a. INDIRECT CHARGES FOR THE LIBRARY**

*Finance Director Gary LeCheminant oriented the council with the current cost allocation process and an alternative cost allocation method. Council suggested that staff continue to use the current cost allocation method this fiscal year and switch to the alternative method beginning July 1, 2019.*

## **8. FUTURE MEETINGS**

### **a. Future Meetings**

- February 26, Planning Commission Meeting, 7:00 pm, City Hall
- March 5, City Council Meeting, 7:00 pm, City Hall

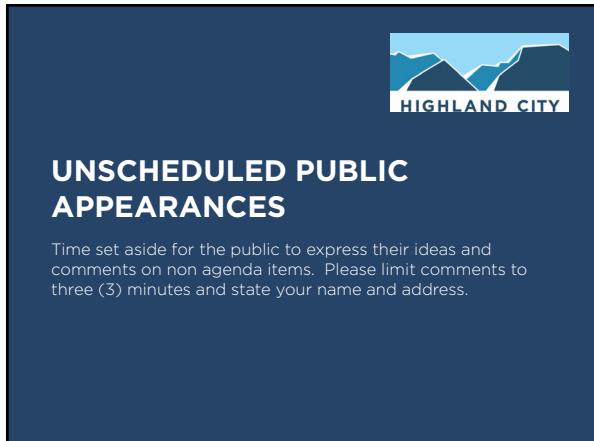
## **ADJOURNMENT**

## COUNCIL VOTING REPORT - FEBRUARY 19, 2019

		APPROVAL OF MEETING MINUTES JANUARY 22 AND	DENY THE APPLICATION TO REMOVE NEIGHBORHOOD OPTION TRAILS IN THE CANTERBURY NORTH SUBDIVISION	APPROVE CONDITIONAL USE PERMIT FOR A PARK MAINTENANCE BUILDING AT 5600 W 10400 N	APPROVE SECURITY UPDATES FOR THE HIGHLAND CITY JUSTICE CENTER LOBBY
First Name	Last Name	3a	4	5	6
Brian	Braithwaite	Yes	Yes	No	Yes
Ed	Dennis	Yes	No	Yes	Yes
Tim	Irwin	Yes	Yes	Yes	Yes
Kurt	Ostler	Yes	Yes	No	Yes
Scott	Smith	Yes	No	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 please go here: <http://bit.ly/HC-CC-Voting-History>

## **STAFF PRESENTATIONS**



## Proposal



- Proposed trail to be purchased will be divided in half by property owners.
- Property to be purchased for \$3.21 per square foot.
- No City financing is being proposed.

## Constraints



- Main PI line connection point for the sprinkler line to the trail starts at Canterbury North Park.
- Another connection point at Canterbury Place: Could cost \$15,000
  - Connection into the main PI Line
  - New sprinkler box
  - New sprinkler clock
  - Power supply hookup
  - Asphalt for the road

## Petition Results

- 61% of property owners within the subdivision. Exceeds the 60% minimum requirement.
- 87% of adjacent property owners. Exceeds the 70% minimum requirement.

## Public Notice and Comment

- Public Notice:
  - Mail notice to Canterbury North subdivision residents February 4, 2019
  - Published in the Daily Herald February 3, 2019
  - Sign posted on trail February 8, 2019
- Emails:
  - Five opposed

## Council Options

- Approve as proposed
- Approved with conditions
  - Ex. Purchase price, removing the sprinkler line, removing asphalt, etc
- Continue with a request for specific information
  - Ex. Purchase price, cost associated with reconnecting the sprinkler line, etc



# CONDITIONAL USE PERMIT FOR PARK MAINTENANCE BUILDING

Item 5 – Public Hearing/Action  
Presented by – Nathan Crane, City Administrator/Community Development Director

## Background

- The City Council has been looking for a site for a Park Maintenance Building since 2014.
- A Conditional Use Permit was considered and withdrawn by the Council for the Town Center Site.
- Council direction to include as part of the Mountain Ridge Park Design

## Background

- Canal Boulevard Construction
- Shell and Site Improvements by November 1, 2019
  - 60 days for construction plan preparation and bidding documents
  - 180 days to construct
- A site needs to be selected by the beginning of March at the latest
- There has not been community support of any of the locations that have been discussed

## Park Master Plan



## Building Site Plan



## Floor Plan and Elevations



## Planning Commission Action

- Public Hearing on January 29, 2019
  - Two residents spoke in opposition to this location
  - Included emails and cards from the various open houses
- Voted 6-0 to recommend approval of the location

## Council Action

- Approve as recommended by the Planning Commission
- Withdraw the site and specify the location of the facility



## JUSTICE CENTER SECURITY

Item 6 - Action  
Presented by - Brian Gwilliam, Chief, Lone Peak Police Department



## MAYOR/COUNCIL AND STAFF DISCUSSION COMMUNICATION ITEMS

- Item 7a. - Indirect Charges for the Library



## COST ALLOCATION METHODS FOR OVERHEAD OR INDIRECT CHARGES

Presented by - Gary LeCheminant, Finance Director

## Cost Allocation Principles

- OMB-Circular A-122- determining costs of grants, contracts & agreements with the Fed. Gov't
- Tailored to fit each organization
- Result in an equitable distribution of costs
- Consider benefits received, materiality of the cost, time and cost to perform the allocation

## Library Current Method

- Admin. Budget Items Allocated to Library based on original council direction in May 2015
- Five Specific Expense Items Allocated
  - Telephone
  - IT Support
  - Bldg. Maintenance
  - Bldg. Utilities
  - Property/Liability Insurance Charge

## Library Current Method

- How Allocated?
- Phone-% of total phones at City Hall
- IT-% of FTE's at City Hall
- Bldg. Maint.-% of total sq. ft. at City Hall
- Bldg. Util.-% of total sq. ft. at City Hall
- Insurance-% of total property ins. sq. ft.
- True-Up budget to actuals

## Alternate Allocation Method

- This method is how costs are allocated now for Open Space and the Enterprise Funds
- 1<sup>st</sup> Step--Total all non-payroll/benefits expense from the following depts.
  - Council, Administration
  - Finance, Audit
  - Treasurer, Engineer
  - Planning, Attorney
  - Recorder
- Multiply above total by 40%
- Equals overhead amount to be allocated

## Alternate Allocation Method

- 2<sup>nd</sup> Step-Total all budgeted expenses for the following:
  - Library
  - Cemetery
  - Open Space
  - Culinary
  - Sewer
  - Storm Sewer
  - Pressurized Irrigation

## Alternate Allocation Method

- 3<sup>rd</sup> Step-Calculate the percent each fund's expenses are to the total expenses of all funds
- 4<sup>th</sup> Step-Multiply the percent in step 3 by the total amount of budget expense to be allocated
- True Up budget to actuals

## Alternate Allocation Method

- Total of all non-payroll/benefits expense = \$500,000
- \$500,000 X 40% = \$200,000
- Total of all budget expenses for stated funds = \$1,000,000
- Library Expense = \$100,000
- Library expense percent = 10%
- 10% X \$200,000= \$20,000

## Questions to Answer

- Which allocation to use?
- True-Up or not?
- If changing method, when does it start?



## FUTURE MEETINGS

- Item 8a. - Future Meetings
  - February 26, Planning Commission Meeting, 7:00 pm
  - March 5, City Council Meeting, 7:00 pm