



## HIGHLAND CITY

# HIGHLAND CITY COUNCIL BRIEF

Tuesday, October 1, 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 Ed Dennis

Pledge of Allegiance – Council Member Tim Irwin

### 1. UNSCHEDULED PUBLIC APPEARANCES

*There were none.*

### 2. PRESENTATIONS (30 minutes)

#### a. MOUNTAINLAND ASSOCIATION OF GOVERNMENTS (MAG) REPORT – Jim Price

*Jim Price reported to the City Council regarding MAG, who they are, and what they do.*

#### b. LIBRARY ANNUAL REPORT – Library Director Donna Cardon

*Library Board Chair Roger Dixon provided an Annual Report to the Council regarding the Highland City Library and many of the successes for the past fiscal year.*

#### c. YOUTH COUNCIL REPORT – Youth Council Member

*Highland Youth City Council Member was absent*

### 3. CONSENT ITEMS (5 minutes)

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

Regular City Council Meeting August 6, 2019 – **PASSED 5:0**

Regular City Council Meeting September 3, 2019 – **PASSED 5:0**

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

#### b. ACTION: FINAL PLAT APPROVAL FOR ARABIAN MEADOWS – **PASSED 5:0**

City Council will consider a request from Sterling Gardner for a Preliminary/Final Plat Approval of a two-lot subdivision. The property is approximately 1.67 acres located at 10530 N 6000 W. The Council will take appropriate action.

*Next step: Staff will work with the applicant through the design and engineering process.*

#### c. ACTION: APPROVAL OF CONSTRUCTION BID WITH ROOTS LANDSCAPING – **PASSED 5:0**

The City Council will consider a request to approve a construction bid with Roots Landscaping for cobble stone lining in the Country French Detention Basin in the amount of \$37,200 and authorize the Mayor or City Administrator and City Clerk to execute the necessary documents. The Council will take appropriate action.

*Next step: Staff will work with Roots Landscaping for the cobble stone lining of the Country French Detention Basin.*

#### d. ACTION: APPROVAL OF CONSTRUCTION BID WITH FENCE SPECIALISTS – **PASSED 5:0**

The City Council will consider a request to approve a construction bid with Fence Specialist for the replacement of the portion of the cemetery fence along SR92 in the amount of \$48,263.70 and authorize the Mayor or City Administrator and City Clerk to execute the necessary documents. The Council will take appropriate action.

*Next step: Staff will work with Fence Specialists for the replacement of the cemetery fence along SR92.*

**e. RESOLUTION: RECERTIFICATION OF THE HIGHLAND CITY JUSTICE COURT - PASSED 5:0**

The City Council adopt a Resolution requesting the recertification of the Highland Justice Court. The Council will take appropriate action.

*Next step: Highland City will continue to meet the requirements set forth by the Judicial Council for the continued operation of the Justice Court for the next four years.*

**4. PUBLIC HEARING/RESOLUTION: ADOPTION OF A MUNICIPAL TRANSIENT ROOM TAX (10 minutes) - PASSED 4:1**

The City Council will hold a public hearing to consider the adoption of a 1% Municipal Transient Room Tax for short term rentals. The Council will take appropriate action.

*Next step: The one percent municipal transient room tax will now be required for all short term rentals.*

**5. PUBLIC HEARING/ACTION: AMEND THE R-P ZONING DISTRICT TO ALLOW RECEPTION AND EVENT CENTERS AS CONDITIONAL USES (20 minutes) continued from September 17, 2019**

A request from Cynthia Thorsen to amend the R-P Zoning District to allow Reception and Event Centers as Conditional Uses. (TA-19-07). The Council will take appropriate action.

*The applicant has withdrawn the request. No further action from the City on this request will take place.*

**6. ACTION: WATER EXCHANGE AGREEMENT WITH SARATOGA SPRINGS AND DR HORTON TO APPROVE AN EXCHANGE OF UTAH LAKE DISTRIBUTING WATER SHARES FOR LEHI IRRIGATION WATER SHARES. (20 minutes) - PASSED 5:0**

The City Council will consider a request by Saratoga Springs and DR Horton to approve an exchange of Utah Lake Distributing Water Shares for Lehi Irrigation Water Shares and authorize the Mayor or City Administrator and City Clerk to execute the necessary documents. The Council will take appropriate action.

*Next step: Staff will work with Saratoga Springs and DR Horton to exchange Utah Lake Distributing water shares for Lehi Irrigation water shares.*

**7. ACTION: APPROVE CONSTRUCTION OF CHOKERS ON 5500 W (15 minutes) - PASSED 5:0**

The City Council will consider a request to proceed with the construction of concrete chokers on 5500 West and authorize the City Administrator and City Clerk to execute the necessary documents to hire a contractor for a cost not to exceed \$12,000. The Council will take appropriate action.

*Next step: Staff will install chokers on 5500 West. Staff will also conduct traffic counts prior to and after the installation.*

**8. ACTION: APPROVE CONSTRUCTION BID WITH A & D QUALITY CONSTRUCTION, INC. AND FLATLINE CONSTRUCTION (15 minutes) - PASSED 5:0**

The City Council will consider a request to approve construction bids with A & D Quality Construction, Inc. for the footing and foundations for the amount of \$38,111.21 and Flatline Construction for the flat work for the amount of \$58,735 for the construction of the Salt

Building and authorize the Mayor or City Administrator and City Clerk to execute the necessary contract documents for the project. The Council will take appropriate action.

*Next step: Staff will work with A&D Quality Construction, Inc. for the footings and foundations and with Flatline Construction for the flat work of the Salt Storage Building.*

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

*Council Member Scott L. Smith noticed that the median strips along Alpine Highway had been weeded and looked wonderful. He thanked City Engineer Todd Trane for ensuring that was accomplished.*

## **10. FUTURE MEETINGS**

### **a. Future Meetings**

- October 10, Council Candidate Debate, 7:00 PM City Hall
- October 15, City Council Meeting, 7:00 pm, City Hall
- October 22, Planning Commission Meeting, 7:00 pm, City Hall

## **11. CLOSED SESSION**

The Highland City Council may temporarily recess the City Council meeting to convene in a closed session to discuss the pending or reasonable imminent litigation and the character, professional competence, or physical or mental health of an individual as provided by Utah Code Annotated §52-4-205.

*Mayor, City Council and staff held a closed session to discuss the pending or reasonable imminent litigation and the character, professional competence, or physical or mental health of an individual as provided by Utah Code Annotated § 52-4-205.*

## **ADJOURNMENT**

## COUNCIL VOTING REPORT – OCTOBER 1, 2019

		APPROVE MEETING MINUTES FROM AUG 6 AND SEPT 3, FINAL PLAT APPROVAL FOR ARABIAN MEADOWS, RECERTIFICATION OF THE JUSTICE COURT	APPROVAL OF CONSTRUCTION BID WITH ROOTS LANDSCAPING FOR COUNTRY FRENCH DETENTION BASIN AND APPROVAL OF CONSTRUCTION BID WITH FENCE SPECIALISTS FOR CEMETERY FENCING	APPROVAL OF THE MUNICIPAL TRANSIENT ROOM TAX	APPROVE THE WATER EXCHANGE AGREEMENT WITH SARATOGA SPRINGS AND DR HORTON FOR AN EXCHANGE OF UTAH LAKE DISTRIBUTING WATER SHARES FOR LEHI IRRIGATION WATER SHARES	APPROVE CONSTRUCTION OF CHOKERS ON 5500 W INCLUDING THE STIPULATION OF PLACING TRAFFIC COUNTERS BEFORE AND AFTER INSTALLATION	APPROVE CONSTRUCTION BIDS WITH A&D QUALITY CONSTRUCTION, INC FOR FOUNDATION AND FOOTINGS, AND WITH FLATLINE CONSTRUCTION FOR THE FLAT WORK OF THE SALT BUILDING AND AUTHORIZE THE MAYOR OR CITY ADMINISTRATOR AND CITY CLERK TO EXECUTE THE NECESSARY CONTRACT DOCUMENTS FOR THE PROJECT
First Name	Last Name	3A, B, & E	3C & 3D	4	6	7	8
Brian	Braithwaite	Yes	Yes	Yes	Yes	Yes	Yes
Ed	Dennis	Yes	Yes	Yes	Yes	Yes	Yes
Tim	Irwin	Yes	Yes	Yes	Yes	Yes	Yes
Kurt	Ostler	Yes	Yes	Yes	Yes	Yes	Yes
Scott	Smith	Yes	Yes	No	Yes	Yes	Yes
Total Voters		5	5	5	5	5	5
Pass/Fail		Pass	Pass	Pass	Pass	Pass	Pass

# Welcome to the Highland City Council Meeting

October 1, 2019



## 7:00 PM REGULAR SESSION

Call to Order – Mayor Rod Mann

Invocation – Council Member Ed Dennis

Pledge of Allegiance – Council Member Tim Irwin

## 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. – Mountainland Association of Governments (MAG) Report – *Shawn Seager/Jim Price*
- Item 2b. – Library Annual Report – *Library Director Donna Cardon*
- Item 2c. – Youth Council Report – *Tayt Godwin*

## CONSENT ITEMS (5 MINUTES)

- Item 2a. – Approval of Meeting Minutes
  - Regular City Council Meeting August 6, and September 3, 2019
- Item 2b. – Final Plat Approval for Arabian Meadows
- Item 2c. – Approval of Construction Bid With Roots Landscaping
- Item 2d. – Approval of Construction Bid with Fence Specialists
- Item 2e. – Recertification of the Highland City Justice Court



## ADOPTION OF A MUNICIPAL TRANSIENT ROOM TAX (10 MINUTES)

Item 4 – Public Hearing/Action  
Presented by – Tim Merrill, City Attorney



**AMEND THE R-P ZONING ORDINANCE TO ALLOW RESIDENTIAL AND EVENT CENTERS FOR COMMERCIAL AND SPECIAL USES**  
(20 MINUTES)  
*CONTINUED FROM SEPTEMBER 17, 2019*

**APPLICANT WITHDREW REQUEST**

Item 5 - Public Hearing/Action  
Presented by - Tara Tannahill, Planner and GIS Analyst



**WATER EXCHANGE AGREEMENT WITH SARATOGA SPRINGS AND DR HORTON TO APPROVE AN EXCHANGE OF UTAH LAKE DISTRIBUTING WATER SHARES FOR LEHI IRRIGATION WATER SHARES**  
(20 MINUTES)

Item 6 - Action  
Presented by - Todd Trane, PE, City Engineer

**Pressure Irrigation Water Shares**

- DR Horton
  - Developing in Saratoga Springs - Property came with 195 shares of Lehi Irrigation
  - Saratoga Springs cannot utilize Lehi Irrigation in their pressure irrigation system (Highland can)
- Highland City
  - Highland City owns 54 shares of Utah Lake Distributing Company (ULDC)
  - Highland cannot utilize ULDC water in the pressure irrigation system (Saratoga Springs can)

**Equal Trade (Acre-Foot)**

- DR Horton
  - 195 shares of Lehi Irrigation @ 2.60 acre-feet per share = 507 acre-feet
- Highland City
  - 54 shares of Utah Lake Distributing Company @ 5.11 acre-feet per share = 275.94 acre-feet
  - 231.06 Acre-feet of deficit
  - 47.74 shares of East Jordan Irrigation Company @ 4.84 acre-feet per share = 231.06 acre-feet



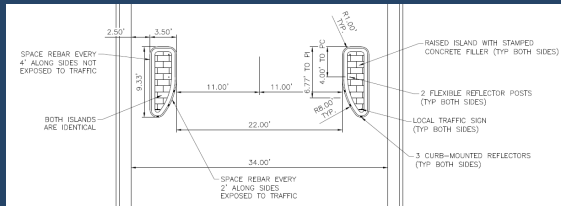
**APPROVE CONSTRUCTION OF CHOKERS ON 5500 W**  
(15 MINUTES)

Item 7 - Action  
Presented by - Todd Trane, PE, City Engineer

**City Council Direction**

- On April 18th, 2017, the City Council approved the dental office on the corner of SR-92 and 5500 West. As part of the approval stipulations, the City Council included the following pertaining to the subdivision directly north of the dental office:
  - 2) Signage entering the subdivision specify local traffic only.
  - 3) The road at the entrance of the subdivision be narrowed and parking prohibited.

## Proposed Design



- Current estimates for the construction costs would be \$2,000 to \$4,000

## Staff Concerns

- Public Safety – The Fire Department uses the full road right-of-way as they fight fires in the area.
- This may create more problems (street sweeping, snow plowing, and more costly utility and road reconstruction) and still not serve the purpose of reducing traffic.
- This may create a precedent for other residents that live along arterials to petition the council for the same treatment.



## APPROVE CONSTRUCTION BID WITH A & D QUALITY CONSTRUCTION, INC AND FLATLINE CONSTRUCTION (15 MINUTES)

Item 8 – Action  
Presented by – Todd Trane, PE, City Engineer



## Salt Storage Bids

- Originally requested combined costs for excavation, grading, and all concrete work (footing, foundation, and flat work).
- First bid came in at a combined \$163,500. (Budget of \$145,000)
- Remaining bidders would only bid specific portion of the project in line with their expertise.
- City Staff will keep excavation and grading in house to stay within budget

## Salt Storage Bid Results

- **Footings and Foundation**
  1. A & D Quality Construction, Inc. - \$38,111.21
  2. Q4 Construction & Excavation - \$49,800.00 (\$124,500.00 total)
  3. Watterson Brothers – Unresponsive
  4. Elite Construction – Unresponsive
- **Flat Work**
  1. Flatline Construction - \$58,735.00
  2. All Purpose Concrete, LLC - \$59,410.00
  3. Q4 Construction & Excavation - \$74,700.00 (\$124,500.00 total)



## MAYOR/COUNCIL AND STAFF DISCUSSION COMMUNICATION ITEMS



## FUTURE MEETINGS

- Item 10a. – Future Meetings
  - October 10, Council Candidate Debate, 6:30 pm, City Hall
  - October 15, City Council Meeting, 7:00 pm
  - October 22, Planning Commission Meeting, 7:00 pm



## CITY COUNCIL CLOSED SESSION

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# LIBRARY BOARD

REPORT TO HIGHLAND CITY COUNCIL  
2019 FISCAL YEAR



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## UTAH CODE

Utah Code § 9-7-406(1)

"The Library Board of directors shall provide an annual report to the city governing body on the condition and operation of the library, including a financial statement."

- Library condition and materials
- Library operations and statistics
- Library finances
- Library Board activities
- Overview of current long-range strategic plan

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## CONDITION AND MATERIALS

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## New Copier

Thanks,  
Foundation

4



## Children's Reference Desk

Thanks, Friends  
of the Library

5



## Reference Desk

6



### Early Literacy Magnet Board

Thanks to the Library Foundation

7



### Discovery Kits

Thanks to a LSTA Grant

8

Lots  
and lots  
and lots



of Books  
and AV  
Over  
50,000!

9

### NORTHERN UTAH COUNTY LIBRARY COOPERATIVE



American Fork  
Eagle Mountain  
Highland  
Lehi  
Pleasant Grove  
Saratoga Springs

YOUR LIBRARY CARD IS VALID  
AT ALL OF THESE LIBRARIES!

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## LIBRARY OPERATIONS AND STATISTICS

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### PROGRAMS

• Library patrons, primarily families, participated in fun and educational Library programs 17,367 times.  
Including.....

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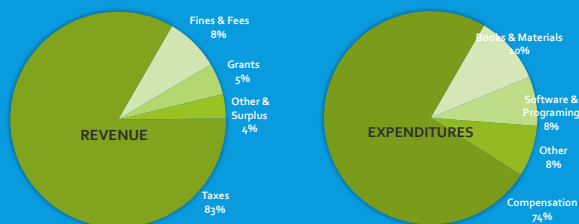


## MORE AWESOME STATISTICS FOR FY 2019

- 4,858 uses of public access computers at the library
- 56,000 patron visits to the library
- 50% increase in use of electronic materials like e-books and e-audiobooks
- 178,544 physical items circulated from the library
- **\$1.7 million** saved by library patrons (the cost of purchasing the materials themselves)

## LIBRARY FINANCES

## AT A GLANCE








## LIBRARY BOARD ACTIVITIES

## FY 2019 Board Activities

-  Recommended change from 7 members to 9
-  Assisted in hiring new library director
-  Celebrated library's 10 year anniversary
-  Joint work session with council
-  Created five standing committees

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## FY 2019 Board Activities

-  Painstakingly revised bylaws to comply with state and city laws
-  Created operating procedures
-  Attended training with other local library boards
-  Reviewed and revised library policies and board job description
-  Revised long-range strategic plan

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## LONG RANGE STRATEGIC PLAN

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