



# HIGHLAND CITY COUNCIL BRIEF

**Tuesday, September 15, 2020**

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

This meeting will be held as outlined by the State of Utah's guidelines for the Low Risk phase for the COVID-19 pandemic. Individuals, especially those in a high-risk category, are strongly encouraged to participate in the meeting virtually via YouTube live at <http://bit.ly/HC-youtube>. If individuals participating electronically would like to make a comment during the Unscheduled Public Appearances section of the agenda or during one of the Public Hearings, they may call 1-346-248-7799 and use the Meeting ID: 839 0515 0725. Comments may also be emailed to [council@highlandcity.org](mailto:council@highlandcity.org) prior to the meeting.

## **7:00 PM REGULAR SESSION (CITY COUNCIL CHAMBERS)**

Call to Order – Mayor Rod Mann

Invocation – Council Member Timothy A. Ball

Pledge of Allegiance – Council Member Kim Rodela

### **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.)

*Council Member Brittney P. Bills thanked City Engineer Todd Trane for his work with the View Point Flood Control Project. The residents are very grateful for his hard work and extra effort to complete the project.*

*Mayor Rod Mann thanked City Planner & GIS Specialist Tara Tannahill for her excellent work with Highland City. Tara has accepted another position; her last day was 9/15/2020.*

### **2. PRESENTATIONS**

**a. Waste Management – Blake Leonelli**

*This item was cancelled due to the windstorm, and will be brought back on the October 6, 2020 agenda.*

**b. 2020 Fling Review –Corrine Prestwich, Civic Events Coordinator**

*Corrine Prestwich, Civic Events Coordinator, gave a brief overview of the 2020 Highland Fling. She highlighted activities including the baby celebration, disc golf tournament, reverse parade, food drive for Tabitha's Way, drive-in movie, fireworks, and Highland games. Many positive comments were received from participants. She also highlighted the budget. The expenses came in at about \$23,500 and the revenue at \$15,000 for a net expense of about \$8,500. The original net expense budget was \$16,000. She also previewed the Senior Appreciation Dinner which is Thursday, 9/17/2020.*

### **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** *Administrative*

Regular City Council Meeting - August 18, 2020 and September 1, 2020

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

**b. ACTION: James Loveland is requesting Preliminary Plat Approval for a 14-lot subdivision. The property is approximately 15.215 acres and is located at 11020 N 5500 W *Administrative***

The City Council will consider a request by James Loveland for a Preliminary Plat approval for property located approximately at 11020 N 5500 W. The City Council will take appropriate action.

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

**4. PUBLIC HEARING/ORDINANCE: A REQUEST BY HIGHLAND CITY STAFF TO AMEND SEVERAL SECTIONS IN THE DEVELOPMENT CODE RELATING TO NONCONFORMING USES (TA-20-15) *Legislative***

The City Council will hold a public hearing and consider a request by Highland City Staff to amend several sections of the Highland City Development Code relating to Nonconforming Uses. The City Council will take appropriate action.

*Next step: The approved amendments to several Sections in the Development Code relating to nonconforming uses will become part of the Highland City Development Code.*

**5. ACTION: MILLHAVEN DEVELOPMENT IS REQUESTING PRELIMINARY PLAT APPROVAL FOR A 69 LOT SUBDIVISION. THE PROPERTY IS 64.46 ACRES AND IS LOCATED AT 10250 NORTH 6531 WEST *Administrative***

The City Council will consider a request by Jeremy Ackley representing Millhaven Development for Preliminary Plat approval for a 69 lot subdivision known as The Hollows located approximately at 10250 N 6531 W. The City Council will take appropriate action.

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

**6. ~~RESOLUTION: DECLARING THE INTENT TO ANNEX 36.95 ACRES LOCATED APPROXIMATELY NORTH OF 6204 W SUTHERLAND DRIVE (ANNEX-20-03)~~ *Legislative***

The City Council will hold a public meeting to consider a request by Gordon Crofts of GCII LLC, to annex approximately 36.95 acres of property located approximately North of 6204 W Sutherland Drive. The City Council will take appropriate action. *Applicant has withdrawn this item.*

**7. ORDINANCE: A REQUEST BY MAYOR ROD MANN TO AMEND SEVERAL SECTIONS OF THE DEVELOPMENT CODE TO PROHIBIT TEMPORARY SIGNS ON PUBLIC PROPERTY (TA-20-06) *Legislative***

The City Council will consider a request by Mayor Rod Mann to amend to amend several sections of the Highland City Development Code to prohibit temporary signs on public property. The City Council will take appropriate action.

*Next step: the approved amendments to several sections of the Development Code prohibiting temporary signs on public property will become part of the Highland City Development Code. Those wishing to display temporary signs will need to comply with these new amendments.*

**8. RESOLUTION: APPROVAL TO PURCHASE WINDOW REPLACEMENTS TO ADDRESS VENTILATION NEEDS ASSOCIATED WITH PANDEMIC MITIGATION** *Administrative*

The City Council will consider the purchase of window replacements and repair services to address ventilation needs associated with pandemic mitigation at three City facilities: City Hall, Justice Center, and Public Works. The Council will take appropriate action.

*Next step: Staff will work with Jones Paint & Glass to complete window replacement project.*

**9. RESOLUTION: APPROVAL TO AWARD A CONTRACT WITH ROD LEWIS CONSTRUCTION FOR \$46,376 FOR THE CITY HALL FRONT COUNTER AND COURT CLERK REMODEL** *Administrative*

City Council will consider a request to approve a bid with Rod Lewis Construction for \$46,376 for the City Hall Front Counter and Court Clerk Remodel. The Council will take appropriate action.

*Next step: Staff will work with Rod Lewis Construction to complete the Court Clerk Remodel project. Staff will prepare different designs for the City Hall Front Counter Remodel and bring to Council for their approval on October 6, 2020.*

**10. APPOINTMENT OF NEW LIBRARY BOARD MEMBER** *Administrative*

City Council will consider approving the appointment of Becky Lewis to the Highland City Library Board.

*Next step: Becky Lewis will take her seat on the Highland City Library Board and begin to fulfill her responsibilities in that capacity.*

**11. MAYOR/COUNCIL AND STAFF COMMUNICATION ITEMS**

**a. Future Meetings**

- September 22, Planning Commission Meeting, 7:00 pm, City Hall
- October 6, City Council Meeting, 7:00 pm, City Hall
- October 13, City Council Work Session, 7:00 pm, City Hall
- October 20, City Council Meeting, 7:00 pm, City Hall
- October 27, Planning Commission Meeting, 7:00 pm, City Hall

**b. Council Meeting Broadcast**

*Erin Wells, Assistant City Administrator, presented 3 options for continuing to broadcast meetings. Option 1: purchase our own equipment and pay a staff member to assist with the broadcast. Option 2: Hire Jon Hart to broadcast meetings. Option 3: Continue using ZOOM to livestream the presentation and discussion to YouTube. Council preferred Option 2, if possible. If not, then Option 1.*

**c. CARES ACT Funding Update**

*Nathan Crane, City Administrator/Community Development Director, gave an overview on the items that will be or have been purchased using CARES Act Funds. These items include: PPE, donation of water fountains and Plexiglas to schools, park restrooms, trucks for Public Works, HVAC upgrades, windows, court clerk remodel, eBooks for library, sliding door for library, cleanable furniture for City Hall and Police Station, shower and restroom for Public Works. He also discussed the possibility of a grant program for Highland businesses.*

**d. Public Works Expansion**

*Todd Trane, City Engineer, presented a plan to build a lean-to building on the side of the Public Works building. This area will be used to store parks equipment during the winter and snow plows during the summer.*

## **ADJOURNMENT**

## **COUNCIL VOTING REPORT – SEPTEMBER 15, 2020**

		CONSENT ITEM A		CONSENT ITEM B		
First Name	Last Name	3A	3B	4	5	6
Timothy A.	Ball	Yes	Yes	Yes	Yes	
Brittney P.	Bills	Yes	Yes	Yes	Yes	
Kim	Rodela	Yes	Yes	Yes	Yes	
Kurt	Ostler	Yes	Yes	Yes	Yes	
Scott L.	Smith	Yes	Yes	Yes	Yes	
<b>Total Voters</b>		<b>5</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>	<b>PASS</b>	<b>WITHDRAWN</b>

A REQUEST BY MAYOR ROD MANN TO AMEND SEVERAL SECTIONS OF THE DEVELOPMENT CODE TO PROHIBIT TEMPORARY SIGNS ON PUBLIC PROPERTY (TA-20-06)	APPROVAL TO PURCHASE WINDOW REPLACEMENTS TO ADDRESS VENTILATION NEEDS ASSOCIATED WITH PANDEMIC MITIGATION	APPROVAL TO AWARD A CONTRACT WITH ROD LEWIS CONSTRUCTION FOR THE COURT CLERK REMODEL AND CONTINUE FRONT COUNTER REMODEL (PENDING DESIGN)	APPOINTMENT OF NEW LIBRARY BOARD MEMBER
First Name	Last Name	7	8
Timothy A.	Ball	No	Yes
Brittney P.	Bills	Yes	Yes
Kim	Rodela	Yes	Yes
Kurt	Ostler	Yes	Yes
Scott L.	Smith	No	Yes
<b>Total Voters</b>		<b>5</b>	<b>5</b>
<b>Pass/Fail</b>	<b>PASS</b>	<b>PASS</b>	<b>PASS</b>