HIGHLAND CITY COUNCIL BRIEF
Tuesday, January 17, 2023

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

VIRTUAL PARTICIPATION
▶ YouTube Live: http://bit.ly/HC-youtube
✉ Email comments prior to meeting: council@highlandcity.org

6:00 PM WORK SESSION – STRATA
Call to Order – Mayor Kurt Ostler
Tyler Rasmussen and Dave Tyler from Strata gave a presentation on the benefits of using Strata as a provider for city-wide fiber. Council agreed to partner with Strata to produce a citizen survey to determine resident needs and desires. The survey will be sent out to residents within the next month.

7:00 PM REGULAR SESSION
Call to Order – Mayor Kurt Ostler
Invocation – Council Member Scott L. Smith
Pledge of Allegiance – Council Member Sarah D. Petersen

1. UNSCHEDULED PUBLIC APPEARANCES
Please limit comments to three minutes per person. Please state your name.
Joseph Hunsaker expressed his desire to become more involved in public service and suggested that cities might use distributed ledger or blockchain technology.

2. PRESENTATIONS

a. Comcast – *Joseph Silverzweig*
Joseph Silverzweig will present updates regarding Comcast fiber.
Joseph Silverzweig from Comcast reported to Council that by end of year 2023, it is anticipated that 97.5% of Highland will have the ability to use Comcast. Customers also have the option to pay for 6G fiber to be brought to their homes through the Gigabit Pro plan.

b. Annual Open & Public Meeting Training – *Rob Patterson, City Attorney*
Rob Patterson will present a training on the Open and Public Meeting Act.
Rob Patterson, City Attorney, gave a brief training on the Open and Public Meeting Act, including what is a meeting, open meetings vs. closed meetings, public meetings vs public hearings, agendas and noticing requirements, record keeping for the meeting, and challenges and enforcement. This training is required annually for all public bodies.

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. **Approval of Meeting Minutes** *General City Management – Stephannie Cottle, City Recorder* **– PASSED 5:0**
Regular City Council Meeting – December 6, 2022
Next step: The approved minutes will become part of the permanent record.

b. **Action: Final Plat - Ridgeview Plat H** *Land Use (Administrative) – Kellie Smith, Planner & GIS Analyst* **– PASSED 5:0**
The City Council will hold a public meeting to consider a request by Boyer Ridgeview Commercial, LC for final plat approval for a 125-lot subdivision of townhome units located at approximately N County Blvd and Gallatin Way. The Council will take appropriate action.
Next step: Staff will work with Boyer Ridgeview Commercial, LC through the design and engineering process.

4. **ACTION: PRELIMINARY PLAT - HAWKS LANDING** *Land Use (Administrative) – Kellie Smith, Planner & GIS Analyst* **– PASSED 5:0**
The City Council will consider a request by Mike Hawkins for preliminary plat approval of a 7-lot subdivision located at approximately 11200 N and Alpine Highway. The City Council will take appropriate action.
Next step: Staff will work with Mike Hawkins through the design and engineering process.

5. **ACTION/RESOLUTION: INTERLOCAL COOPERATION AGREEMENT WITH UTOPIA** *General City Management – Andy Spencer, City Engineer/Public Works Director* **– CONTINUED 5:0**
The City Council will consider an Interlocal Cooperation Agreement with UTOPIA for the installation of fiber optic cable and other associated facilities within Highland City streets and other rights-of-way. The Council will take appropriate action.
Next step: The Interlocal Cooperation Agreement will be brought back for further discussion and consideration at the March 7, 2023 City Council meeting.

6. **ACTION: REVIEW OF PARKS DIVISION OPERATION BUILDING BID RESULTS** *General City Management – Andy Spencer, City Engineer/Public Works Director* **– FAILED 5:0**
The City Council will review the bids for the proposed City Parks Division operations building bid (parks building) and discuss alternative locations. The Council will take appropriate action.
Next step: Staff will investigate other options for the Parks Division Operations Building at the Community Center location, with the least impact on the existing Community Center use. This item will be brought back to Council at a future meeting for their consideration.

7. **EXPEDITED ITEMS**

a. **Action: Agreement for Grant Funding from the Governor's Office of Economic Opportunity** *General City Management – Andy Spencer, City Engineer/Public Works Director* **– PASSED 5:0**
The City Council will consider approving grant funding from the State of Utah, Governor's Office of Economic Opportunity. The Council will take appropriate action.

Next step: Staff will ensure the agreement is properly executed. The grant will be used to fund culinary water projects.

8. DISCUSSION

a. Council Procedures, Personnel Policy, and City Officers Update *General City Management / Municipal Code Update (Legislative) Rob Patterson, City Attorney*
The City Council will discuss draft updates to the Council's rules of procedure, the City's personnel policies, and sections of the Highland Municipal Code related to council meeting procedures and the appointment and removal of city officers. The Council will discuss and give direction to staff on any changes.

Rob Patterson, City Attorney, provided an overview of the proposed changes to Council's rules of procedure, personnel policies, and municipal code. Proposed changes include defining city officials, their appointment and removal process, the creation of a new city official (Finance Director), the process for adding and removing items on an agenda, and Council/Mayor/Staff interaction. This item will be brought back for consideration at a future meeting.

9. MAYOR/COUNCIL AND STAFF COMMUNICATION ITEMS

The City Council may discuss and receive updates on City events, projects, and issues from the Mayor, City Council members, and city staff. Topics discussed will be informational only. No final action will be taken on communication items.

a. Mountain Ridge Park Update – *Erin Wells, City Administrator & Kim Rodela, City Council Member*
Erin Wells, City Administrator & Kim Rodela, City Council Member reported they are working to get a sign placed at Mountain Ridge Park inviting residents to make donations; work is continuing on the creation of sponsorship packages. Council Member Rodela is speaking with Chad Christopherson regarding the baseball field.

b. Model Homes Code Update - *Kellie Smith, Planner & GIS Analyst*
Kellie Smith, Planner & GIS Analyst explained that currently, model homes require a conditional use permit which requires a $485 review fee and public hearings in both Planning Commission and City Council. Model homes are also subject to a maximum of 3 personnel, off street parking, 2-year maximum time, and inspections prior to conversion to residential use. Proposed change is to move this to a permitted use and allow staff to handle this use administratively rather than by Planning Commission or City Council. Model Homes are still required to have a business license. There was also discussion about truth in advertising. This item will be brought back to Council for consideration.

c. Future Meetings
- January 24, Planning Commission Meeting, 7:00 pm, City Hall
- February 7, City Council Meeting, 7:00 pm, City Hall
- February 8, Lone Peak Public Safety District Meeting, 7:30 am, City Hall
- February 21, City Council Meeting, 7:00 pm, City Hall
- February 28, Planning Commission Meeting, 7:00 pm, City Hall

10. CLOSED SESSION

The City Council may recess to convene in a closed session to discuss items, as provided by Utah Code Annotated §52-4-205.

ADJOURNMENT