



# HIGHLAND CITY COUNCIL BRIEF

Tuesday, March 7, 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](mailto:council@highlandcity.org)

## 7:00 PM REGULAR SESSION

Call to Order – Mayor Kurt Ostler

Invocation – Council Member Kim Rodela

Pledge of Allegiance – Mayor Kurt Ostler

### 1. UNSCHEDULED PUBLIC APPEARANCES

Please limit comments to three minutes per person. Please state your name.

### 2. PRESENTATIONS

- a. **Department Presentation: Human Resources** - Jess Andra, Pam Stagg, and Sherrie Nielsen

City Council will hear a report from the Human Resources Department. Jess Andra will introduce herself as the new HR Generalist.

*Jess Andra, new HR Generalist, gave a brief introduction of herself. Staff and Council thanked Pam Stagg, Sherrie Nielsen, and Jess Andra for their work in the HR Department.*

- b. **Legislative Updates**

Highland City Legislators will present an update highlighting recently passed legislation which may affect Highland City.

*Mike Kennedy and Brady Brammer reported on the recent legislative session. They discussed bills involving issues such as taxes, housing, education, school safety, and homelessness.*

### 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 4:0 (Brittney P. Bills was absent)**

Regular City Council Meeting – January 17, 2023

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

**4. PUBLIC HEARING/ORDINANCE: TEXT AMENDMENT - SIGNS** *Development Code Update (Legislative) - Kellie Smith, Planner & GIS Analyst* - **PASSED 5:0**  
The City Council will hold a public hearing to consider a proposal by Highland City Staff to amend Article 7 Signs in the Development Code to update several regulations regarding temporary signage in residential and commercial zones. The City Council will take appropriate action.  
*Next step: The Development Code will be updated to reflect the amendment relating to temporary signs in both commercial and residential zones. Individuals who desire to display a temporary sign will need to comply with the new regulations.*

**5. PUBLIC HEARING/ORDINANCE: PERFORMANCE ASSURANCE CODE UPDATES** *General City Management - Rob Patterson, City Attorney* - **PASSED 5:0**  
The City Council will hold a public hearing to consider a proposal by Highland City Staff to amend Chapter 6 Guarantee of Performance to establish a minimum term length for performance guarantees, require warranty assurances to be cash deposits, and clarify and update related regulations. The City Council will take appropriate action.  
*Next step: The Development Code will be updated to reflect the amendment relating to performance assurance. Developers will be required to bring in either warranty assurance or completion assurance, as stipulated with the new code. These funds are held to ensure that the developer completes the required public improvements.*

**6. ORDINANCE: CEMETERY CODE UPDATE** *General City Management - Stephannie Cottle, City Recorder* - **PASSED 5:0**  
The City Council will consider an amendment to the Highland City Municipal Code Chapter 13.48 City Cemetery Policies and Regulations. The Council will take appropriate action.  
*Next step: The Municipal Code will be updated to reflect the changes in the Cemetery Code, such as a headstone setting fee, holidays the cemetery is closed for burials, headstone setting times, and other changes to clarify the code.*

**7. PUBLIC HEARING/RESOLUTION: FEE SCHEDULE UPDATE - HEADSTONE SETTING FEE** *General City Management - Stephannie Cottle, City Recorder* - **PASSED 5:0**  
The City Council will hold a public hearing to consider an amendment to the Highland City Fee Schedule to include a headstone setting fee in the Highland City cemetery. The Council will take appropriate action.  
*Next step: The Highland City Fee Schedule will be updated to include a \$50.00 headstone setting fee. This fee will be charged to monument companies at the time the headstone placement request is made.*

**8. ACTION: HIGHLAND CITY TRAIL MAINTENANCE 2023** *General City Management - Andy Spencer, City Engineer/Public Work Director* - **PASSED 5:0**  
The City Council will consider approving a contract with Kilgore Contracting for the asphalt Trail Maintenance 2023 project. The Council will take appropriate action.  
*Next step: Staff will work with Kilgore Contracting to complete the Trail Maintenance 2023 Project.*

**9. ACTION: AWARDING OF ARCHITECTURAL CONTRACT FOR THE NEW PARKS BUILDING** *General City Management - Andy Spencer, City Engineer/Public Works Director* - **PASSED 5:0**  
The City Council will consider awarding a bid for the Architectural design of the new Parks Maintenance Building to Pontis Architectural Group. The Council will take appropriate action.

*Next step: Staff will work with Pontis Architectural Group to create the architectural design for the new Parks Maintenance Building. This design will be brought back to Council for their further consideration.*

## **10. EXPEDITED**

### **a. ACTION: Approval of Special Recognition and Naming Rights Agreement**

*General City Management - Erin Wells, City Administrator - PASSED 5:0*

The City Council will hold a public meeting to consider approving the Special Recognition and Naming Rights Agreement with Kurt and VaLayne Ostler for the large pavilion at Mountain Ridge Park. The Council will take appropriate action.

*Next step: Staff will work with Kurt and VaLayne Ostler to ensure the agreement is signed and the funds received. The pavilion will be named the Veteran's Pavilion.*

## **11. 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. Fees: Pleasant Grove Court Decision - Erin Wells, City Administrator**

*Rob Patterson, City Attorney, explained that the court ruled in favor of Pleasant Grove's road fee. He cited three important take-aways from the ruling. 1. Cities can charge fees for services for general welfare. 2. Cities have discretion on how they finance projects. 3. If the person who is paying for the fee is receiving the benefit, then the fee is valid, regardless of others who may receive that same benefit without paying the fee.*

### **b. Open Space Update - Kellie Smith, Planner & GIS Analyst**

*Erin Wells, City Administrator, stated that the City is working in the Highland Hollow subdivision to correct encroachment issues. The next proposed subdivision will be Canterbury North. A map showing subdivisions with encroachment issues will be brought back to Council for their discussion.*

### **c. Alpine Food Storage Update - Kurt Ostler, Mayor**

*Mayor Kurt Ostler reported that Alpine Food Storage is working to transition from their home business location in Highland to a new location in American Fork. They have started transferring inventory; however, there is still a lot of work to be done before they are fully operating.*

### **d. Financial Report - Tyler Bahr, Finance Director**

*Tyler Bahr, Finance Director, presented a financial report including updates on property and sales tax, ARPA funds, open space sales, and Park tax revenues.*

### **e. Future Meetings**

- March 14, City Council Work Session, 7:00 pm, City Hall
- March 15, Lone Peak Public Safety District Meeting, 7:30 am, City Hall
- March 21, City Council Meeting, 7:00 pm, City Hall
- March 28, Planning Commission Meeting, 7:00 pm, City Hall
- March 30, City Council Work Session, 6:00 pm, City Hall

## **12. 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**