



HIGHLAND CITY

# HIGHLAND CITY COUNCIL BRIEF

Tuesday, June 20, 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)

## 6:00 PM WORK SESSION – ACTIVE TRANSPORTATION PLAN

*Alexis Verson and Matt Seipold gave a brief presentation regarding the Active Transportation Plan which suggests routes for human powered transportation, including horseback riding. These proposed routes would increase connectivity throughout Highland, Alpine, and Cedar Hills. This plan will be brought back to Council for additional consideration.*

## 7:00 PM REGULAR SESSION

Call to Order – Mayor Kurt Ostler

Invocation – Council Member Brittney P. Bills

Pledge of Allegiance – Mayor Kurt Ostler

## 1. UNSCHEDULED PUBLIC APPEARANCES

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

*Michelle Lines introduced herself as the new representative from the American Fork Chamber/Lone Peak Business Alliance and said she was here to answer any questions.*

*Doug Cortney and Lynn Ritchie expressed their concerns about the removal of the open space fee. Lynn Ritchie asked that 3 letters previously sent to Council be made public documents.*

## 2. 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)**  
City Council Work Session – April 24, 2023 and City Council Work Session & Regular Meeting – May 2, 2023

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

- b. **ACTION: Final Plat – Hawks Landing** Land Use (Administrative) – Kellie Smith, Planner & GIS Analyst – **PASSED 4:0 (Brittney P. Bills was absent)**

The City Council will consider a request by Mike Hawkins for final plat approval of a 7-lot subdivision located at approximately 11210 N Alpine Hwy. The City Council will take appropriate action.

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

**3. PUBLIC HEARING & RESOLUTION: FY2023 FINAL BUDGET AMENDMENTS** *General City Management – Tyler Bahr, Finance Director – PASSED 5:0*

The City Council will consider final amendments to the FY 2022-2023 budget. The Council will take appropriate action.

*Next step: Staff will make the approved final amendments to the 2022-2023 budget.*

**4. RESOLUTION: REPEAL OF OPEN SPACE FEE** *General City Management (Legislative) – Rob Patterson, City Attorney – PASSED 5:0*

The Highland City Council, in their capacity as the governing board of the Highland City Open Space Special Service District, will consider the repeal of the open space fee. The Board will discuss and take appropriate action.

*Next step: The \$20 Open Space fee will be removed from the fee schedule. Those residents who were being charged this fee will see the fee removed from their utility bill, beginning July, 2023.*

**5. PUBLIC HEARING & RESOLUTION: FY2023-2024 OPEN SPACE BUDGET** *General City Management – Tyler Bahr, Finance Director – PASSED 5:0*

The City Council will consider the FY2024 budget for the Highland Open Space Special Service District. The Council, acting as Highland Open Space Special Service District Board, will take appropriate action.

*Next step: Staff will finalize the approved budget for FY2023-2024 for the Open Space Special Service District.*

**6. PUBLIC HEARING & RESOLUTION: ADOPTING FY2024 FEE SCHEDULE** *General City Management - Candice Linford, City Treasurer & Tyler Bahr, Finance Director – PASSED 5:0*

The City Council will hold a public hearing and consider adopting the FY2024 Consolidated Fee Schedule. The Council will take appropriate action.

*Next step: Staff will finalize the FY2024 fee schedule. The new fee schedule will be available on the City website.*

**7. PUBLIC HEARING & RESOLUTION: INTERFUND TRANSFER FROM THE PRESSURIZED IRRIGATION FUND TO THE GENERAL FUND** *General City Management – Tyler Bahr, Finance Director – PASSED 5:0*

The City Council will hold a public hearing to consider the adoption of a resolution allowing a transfer of \$108,000 from the Pressurized Irrigation Fund to the General Fund for Fiscal Year 2023-2024. The Council will take appropriate action.

*Next step: Staff will transfer \$108,000 from the Pressurized Irrigation Fund to the General Fund to pay for the pressurized irrigation water used to water City property.*

**8. RESOLUTION: ADOPTING THE FISCAL YEAR 2023-2024 CERTIFIED TAX RATE** *General City Management – Tyler Bahr, Finance Director – PASSED 5:0*

The City Council will adopt the Certified Tax Rate for the FY 2023-2024 budget. The proposed rate does not include a tax increase. The Council will take appropriate action.

*Next step: The City will adopt the new tax rate of .000794.*

- 9. PUBLIC HEARING: FY2023-2024 (FY2024) BUDGET ADOPTION** *General City Management - Tyler Bahr, Finance Director - PASSED 5:0*  
The City Council will consider the FY2024 budget for adoption. The Council will take appropriate action.  
*Next step: Staff will finalize the adopted 2023-2024 budget for Highland City.*
- 10. ACTION/DISCUSSION: LONE PEAK FIELDS AGREEMENTS** *General City Management - Jay Baughman, Assistant City Administrator*  
The Council will hold a public meeting to consider the proposal by Utah Surf Soccer Club for priority access to Lone Peak Fields and take appropriate action based on the information provided and the discussion thereof.  
*This item was moved to the July 18, 2023 City Council Meeting.*
- 11. CONTRACT: CONTRACT WITH ECKLES PAVING FOR 10400 N PULVERIZE AND REPAVING** *General City Management - Andy Spencer, City Engineer/Public Works Director - PASSED 5:0*  
The City Council will consider the award of a contract to Eckles Paving for roadway paving on 10400 N. from approximately 6500 W. to 6800 W. The Council will take appropriate action.  
*Next step: Staff will work with Eckles Paving to complete the paving on 10400 N.*
- 12. CONTRACT: PURCHASE AUTHORIZATION FOR A NATIVE-AREA TRACTOR/MOWER** *General City Management - Andy Spencer, City Engineer/Public Works Director - PASSED 5:0*  
The City Council will consider approval for the purchase of a new native-grass area tractor and mowing assembly. The Council will take appropriate action.  
*Next step: Staff will proceed with the purchase of a native-area tractor/mower from Bonneville Equipment Company for use in the City's Public Works Department.*
- 13. ACTION: APPROVE THE PURCHASE OF THREE 2023 CHEVROLET SILVERADO PICKUP TRUCKS** *General City Management - Andy Spencer, City Engineer/Public Works Director - PASSED 5:0*  
The City Council will consider a request to approve the purchase of (3) 2023 Chevy Silverado 2500HD 4WD crew-cab, diesel pickup trucks for the Public Works Department as approved in the Tentative FY24 City Budget.  
*Next step: Staff will proceed with the purchase of 3 2023 Chevrolet Silverado trucks to be used in the Public Works Department.*
- 14. ACTION: CONSIDERATION REGARDING A UDOT MASTER LANDSCAPE MAINTENANCE AGREEMENT** *General City Management - Andy Spencer, City Engineer/Public Works Director - PASSED 5:0*  
The City Council will consider approval of a Master Landscape Maintenance Agreement with the Utah Department of Transportation (UDOT). The Council will take appropriate action.  
*Next step: Staff will work with developments along UDOT roads to ensure their landscaping complies with the criteria of this agreement.*
- 15. 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. Property disposal – Parcel A Dry Creek Highlands** – Andy Spencer, City Engineer/Public Works Director  
*Andy Spencer, City Engineer/Public Works Director, discussed a parcel located in Dry Creek Highlands. A resident has requested to purchase this parcel which is adjacent to his property. This item will be brought back to Council for consideration.*
- b. Code Amendment: Trailers as a Dwelling Unit** – Rob Patterson, City Attorney  
*Rob Patterson, City Attorney, informed Council of several complaints regarding individuals living in trailers and the difficulty of enforcing this situation. Code will be drafted and brought back to Council for their consideration.*
- c. Mountain Ridge Park Playground Fencing** – Andy Spencer, City Engineer/Public Works Director  
*Andy Spencer, City Engineer/Public Works Director, proposed that a fence be placed at the playground at Mountain Ridge Park. The fence will provide additional safety for the children on the playground.*
- d. Highland Glen Water Management Plan** – Andy Spencer, City Engineer/Public Works Director  
*Andy Spencer, City Engineer/Public Works Director presented several options for cleaning the water at Highland Glen Pond. The Council's preference was to limit the duck population and look into the cost of additional bubblers. Council Member Brittney P. Bills will also reach out to the Utah Lake Commission for their suggestions.*
- e. New Water Superintendent** – Andy Spencer, City Engineer/Public Works Director  
*This item will be discussed at a later meeting.*
- f. Flooding Update** – Andy Spencer, City Engineer/Public Works Director  
*Andy Spencer, City Engineer/Public Works Director explained that most of the flooding risk has passed. Ernie John is still working at the mouth of the canyon for a couple more weeks. Mayor expressed his appreciation for the extra work that staff has done to keep property safe.*
- g. Fraud Risk Assessment** – Tyler Bahr, Finance Director  
*Tyler Bahr, Finance Director, explained that insurance companies are requiring City's to have a score of at least 356 on the Fraud Risk Assessment. To achieve this score, staff recommended the following: create an audit committee, Council members complete their fraud training, implement a quarterly audit plan, make policy revisions, and complete licensing and certification requirements.*
- h. Finance Report: April** – Tyler Bahr, Finance Director  
*Tyler Bahr, Finance Director, reviewed the finance report for the month ending April, 2023. His report included tax revenue, and licensing and permit revenue. He also discussed expenditures such as snow removal and flood mitigation.*
- i. Alpine Food Storage** – Kurt Ostler, Mayor  
*Mayor Kurt Ostler reported that he visited the new location for Alpine Food Storage in American Fork. There is still a lot of work to be completed in the new location; however, they plan on opening July 5, 2023.*
- j. November City Council Meeting: November 7, 2023** – Stephannie Cottle, City Recorder  
*Stephannie Cottle, City Recorder, suggested to the Council that they hold their November meeting on November 7th, instead of November 14th. This change is due to the change in election dates from November 7th to November 21st.*

**k. Future Meetings**

- June 27, Planning Commission Meeting, 7:00 pm, City Hall
- July 12, Lone Peak Public Safety District Board Meeting, 7:30 am, City Hall
- July 18, City Council Meeting, 7:00 pm, City Hall
- July 25, Planning Commission Meeting, 7:00 pm, City Hall

**16. 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.

*There was no closed session.*

**ADJOURNMENT**