



HIGHLAND CITY

HIGHLAND CITY COUNCIL BRIEF

Tuesday, June 6, 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 – TRAFFIC CALMING TOOLBOX

Jared Searle, with Wall Consultant Group, reviewed a draft of the Traffic Calming Toolbox document. The document includes several traffic calming measures, both passive as well as active, and proposed appropriate types of locations for those measures. Council Members made several suggestions and requested that this item be brought back at a later meeting.

7:00 PM REGULAR SESSION

Call to Order – Mayor Kurt Ostler

Invocation – Council Member Timothy A. Ball

Pledge of Allegiance – Council Member Scott L. Smith

1. UNSCHEDULED PUBLIC APPEARANCES

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

John Redman expressed his displeasure about the Traffic Calming Toolbox study and requested that noise pollution be considered as part of the study. Mr. Redman discussed adding drain depressions to the list of active traffic calming measures.

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 (Kim Rodela was absent)**

Regular City Council Meeting – April 18, 2023

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

3. ACTION/PUBLIC HEARING: PHYLLIS SMITH ANNEXATION *Land Use (Legislative)* Kellie Smith, Planner & GIS Analyst **PASSED 3:1 (Kim Rodela was absent; Scott L. Smith voted no)**

The City Council will hold a public hearing to consider a request by Shaun Athey, representing Phyllis and Trent Smith, to annex approximately 1.13 acres of property located at 7015 W 9600 N. The City Council will take appropriate action.

Next step: Staff will work with Shaun Athey through the agreement and annexation process.

- 4. PUBLIC HEARING/ORDINANCE: GENERAL PLAN AMENDMENT - PARKWAY DETAIL** *General Plan Update (Legislative) - Kellie Smith, Planner & GIS Analyst* **PASSED 4:0 (Kim Rodela was absent)**
The City Council will hold a public hearing to consider a proposal by City Staff to amend the parkway detail of the Transportation Element in the General Plan to require that it be xeriscape, and also update parkway detail regulations relating to drainage, fence height, and setbacks. The City Council will take appropriate action.
Next step: The Transportation Element in the General Plan will be updated to include the requirements of xeriscape as well as the regulations relating to drainage, fence height, and setbacks.
- 5. ACTION/RESOLUTION: INTERLOCAL COOPERATION AGREEMENT WITH UTOPIA** *General City Management - Rob Patterson, City Attorney* **PASSED 3:2 (Kim Rodela was absent, Sarah D. Petersen & Scott L. Smith voted no, Mayor Kurt Ostler voted yes to break the tie)**
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: Staff will work with UTOPIA to finalize the agreement. UTOPIA will have access to install fiber optic cable in Highland City streets and right-of way.
- 6. ACTION: SAFE ROUTES TO SCHOOL GRANT - HIGHLAND ELEMENTARY** *General City Management - Andy Spencer, City Engineer/Public Works Director* **PASSED 4:0 (Kim Rodela was absent)**
The Council will consider approving a federal-aid agreement for sidewalk improvements associated with City-owned streets in the vicinity of Highland Elementary. The Council will take appropriate action.
Next step: Staff will work with UDOT to complete sidewalks along 6000 W, 10680 N, and 6150 W.
- 7. ACTION: ROAD WIDENING PROJECT AT KNIGHT AVENUE/OLE BISH LANE AND NORTH COUNTY BOULEVARD** *General City Management - Andy Spencer, City Engineer/Public Works Director* **PASSED 4:0 (Kim Rodela was absent)**
The Council will consider awarding a construction contract with Acme Construction, Inc. for the Knight Ave/Ole Bish Lane improvements at North County Boulevard to accommodate a forthcoming traffic signal that will be installed by UDOT.
Next step: Staff will work with Acme Construction, Inc. to complete the road widening project at Knight Ave/Ole Bish Lane to accommodate a UDOT traffic signal.
- 8. EXPEDITED**
a. RESOLUTION: Personnel Policy Amendment for Bereavement Leave *General City Management (Legislative) Jay Baughman, Assistant City Administrator* **PASSED 4:0 (Kim Rodela was absent)**
The City Council will discuss draft updates to the City's Personnel Policies in order to adopt rules and procedures required by Utah Code 10-3-1103. The Council will take appropriate action.
Next step: The Highland City Personnel and Policies Manual will be updated to include miscarriages and stillborns to be covered under the bereavement policy.
- 9. DISCUSSION: POTENTIAL FENCE REPLACEMENT ALONG ALPINE HIGHWAY** *General City Management - Andy Spencer, City Engineer/Public Works Director*

The City Council will review and discuss a received bid from a contractor to complete the fence replacement project along Alpine Highway. The Council will take no action as this will be a discussion item only.

The City Council discussed the condition of the theme wall along Alpine Highway, including listening to citizen comments. Council Members Scott L. Smith and Brittney P. Bills agreed to participate in a citizen's committee to suggest possible solutions. Staff will bring back bids for the cost of the fence.

10. 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. FY24 Budget Updates: Sales Tax & Planning Commission Salaries** – Tyler Bahr, Finance Director & Jay Baughman, Assistant City Administrator/Community Development Director

Tyler Bahr, Finance Director, gave a summary of the sales tax revenue collected up to this point and suggested that more tax typically comes in during the last 6 months of the year. Jay Baughman, Assistant City Administrator/Community Development Director, provided information concerning Planning Commissioner salaries in neighboring cities. The Council requested to increase Planning Commissioner salaries from \$56/meeting to \$80/meeting.

- b. Fee Schedule Update: Garbage, Cemetery** – Tyler Bahr, Finance Director & Jay Baughman, Assistant City Administrator/Community Development Director

Tyler Bahr, Finance Director, and Jay Baughman, Assistant City Administrator/Community Development Director, highlighted upcoming changes in the Highland City Fee Schedule. This item will be brought back for final consideration.

- c. Fraud Risk Assessment: FY23 Report and Steps for Next Year-** Tyler Bahr, Finance Director

This item will be brought back during the June 20, 2023 City Council Meeting.

- d. Highland Glen Pond Water Management Plan** - Andy Spencer, City Engineer/Public Works Director

This item will be brought back during the June 20, 2023 City Council Meeting.

- e. Active Transportation Plan** – Kellie Smith, Planner & GIS Analyst

Jay Baughman, Assistant City Administrator/Community Development Director, informed Council that they will be receiving this Plan in the next couple of days and requested Council to read through the lengthy document. It will be discussed at the June 20th City Council meeting.

- f. Flooding Update** - Andy Spencer, City Engineer/Public Works Director

Andy Spencer, City Engineer/Public Works Director, reported that the worst of the potential flooding is over. Mayor thanked staff for their efforts.

- g. Alpine Food Storage Update** – Kurt Ostler, Mayor

Mayor Kurt Ostler reported that Alpine Food Storage is targeted to move from their Highland location to their American Fork location during the middle to end of June.

- h. Future Meetings**

- June 14, Lone Peak Public Safety District Board Meeting, 7:30 am, City Hall
- June 20, City Council Work Session & Meeting, 6:00 pm, City Hall
- 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

11. 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