



HIGHLAND CITY

# HIGHLAND CITY COUNCIL BRIEF

Tuesday, July 18, 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 – Council Member Sarah D. Petersen

## 1. UNSCHEDULED PUBLIC APPEARANCES

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

*Rob MacPherson expressed concerns regarding traffic cameras in Alpine, especially the camera on North County Blvd/Canyon Crest which looks into a private backyard.*

*Linda Walton encouraged City officials and residents to donate blood.*

*Chirine Wadsworth thanked Council for their patience as Alpine Food Storage moved to their new location in American Fork.*

*Helena Pockrus requested that tree limbs be trimmed along 6800 W.*

## 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 (Timothy A. Ball absent)**

Work Session & Regular City Council Meeting – May 16, 2023

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

- b. **Library Board Appointment** General City Management – Donna Cardon, Library Director – **PASSED 4:0 (Timothy A. Ball absent)**

The City Council will consider the re-appointment of Jessica Anderson and Kim Rodela to the Library Board. The Council will take appropriate action.

*Next step: Jessica Anderson and Kim Rodela will continue their service on the Highland City Library Board.*

- c. **ORDINANCE: Approval and Ratification of City Administrator Agreement** *General City Management – Rob Patterson, City Attorney – PASSED 4:0 (Timothy A. Ball absent)*

The City Council will hold a public meeting to consider adopting an ordinance approving and ratifying the City's existing contract with Erin Wells as City Administrator. The Council will take appropriate action.

*Next step: The approved ordinance and employment contract with Erin Wells will become part of the permanent record.*

3. **PUBLIC HEARING/ORDINANCE: TEXT AMENDMENT – PLANNING COMMISSION VOTING** *Development Code Update (Legislative) – Kellie Smith, Planner & GIS Analyst – PASSED 4:0 (Timothy A. Ball absent)*

The City Council will hold a public hearing to consider a proposal by Highland City Staff to amend Article 2 Planning Commission in the Development Code to add the requirement that the majority of the Planning Commission must be in favor in order for a motion to pass. The City Council will take appropriate action.

*Next Step: Article 2 of the Highland City Development Code will be updated to reflect that a majority of all Planning Commissioners must be in favor in order for all decisions to pass.*

4. **RESOLUTION/ACTION: COUNTRY FRENCH NO BUILD POLICY** *Land Use (Legislative) – Kellie Smith, Planner & GIS Analyst – PASSED 4:0 (Timothy A. Ball absent)*

The City Council will hold a public meeting to consider a request by Tim Frantzen in the Country French subdivision to allow for vertical construction in the 80' No Build Zone. This amendment would allow stairs attached to the main dwelling to be 65' from the back property line. The Council will take appropriate action.

*Next step: The policy related to the Country French No Build Zone will be updated to allow stairs attached to the main dwelling to be 65' from the back property line.*

5. **ORDINANCE: TEXT AMENDMENT – MOBILE HOMES AND TRAILERS** *Municipal Code Update (Legislative) Haley Bono, Code Compliance & Rob Patterson, City Attorney – PASSED 4:0 (Timothy A. Ball absent)*

The City Council will hold a public meeting to consider a proposal by Highland City Staff to amend Chapter 15.16.010 Mobile Homes and Trailers of the Municipal Code relating to the habitation of mobile homes and trailers. The City Council will take appropriate action.

*Next step: Chapter 15.16.010 of the Municipal Code will be updated to reflect that occupancy of mobile homes and trailers is prohibited, except during construction of a home, and limited to one-year.*

6. **ACTION/CONTRACT: FRANCHISE AGREEMENT WITH UTAH BROADBAND** *General City Management – Rob Patterson, City Attorney – PASSED 4:0 (Timothy A. Ball absent)*

The City Council will consider a franchise agreement with FIF UTAH, doing business as Utah Broadband, for the installation of fiber optic cable and associated facilities within Highland City streets and other rights-of-way. The City Council will take appropriate action.

*Next step: The agreement with Utah Broadband will be signed and Utah Broadband will be allowed to install conduit and cable within Highland City streets.*

## 7. EXPEDITED

- a. **ACTION: Maintenance Agreements – Canterbury North & Highland Hollow** *Land Use (Legislative) - Kellie Smith, Planner & GIS Analyst* - **PASSED 4:0 (Timothy A. Ball absent)**

The City Council will hold a public meeting to consider requests by Troy Stott, Brent Wallace, and Jeremy and Sara White to enter into open space maintenance agreements with the City for property adjacent to their lots in the Canterbury North and Highland Hollow subdivision. The Council will take appropriate action.

*Next step: The maintenance agreements will be signed by the property owners and recorded with each corresponding property at Utah County.*

- b. **ACTION: Personnel Policy Amendment for ACA Compliance** *General City Management – Rob Patterson, City Attorney* - **PASSED 4:0 (Timothy A. Ball absent)**

The City Council will consider amendments to the City's personnel policies that clarify and establish the City's tracking and measurement policies for non-benefitted employees in order to comply with the Affordable Care Act. The City Council will take appropriate action.

*Next step: The Highland City Personnel Policy Manual will be updated to reflect a section titled Affordable Care Act Requirements.*

- c. **ACTION: Plat Amendment – Highland Heights Plat B #24** *Land Use (Administrative) - Kellie Smith, Planner & GIS Analyst* - **PASSED 4:0 (Timothy A. Ball absent)**

The City Council will hold a public meeting to consider a request petitioned by Gregg and Susan Eyre of a plat amendment located at approximately 6113 Sunrise Drive. The purpose of this request is to adjust an existing storm drainage easement. The Council will take appropriate action.

*Next step: Staff will work with Gregg and Susan Eyre through the design and engineering process.*

**8. DISCUSSION: POTENTIAL SALE OF ADDITIONAL WIMBLETON OPEN SPACE PROPERTY** - *Land Use (Legislative) – Kellie Smith, Planner & GIA Analyst & Andy Spencer, City Engineer/Public Works Director*

The City Council will discuss staff recommendations on the potential of disposing of additional open space owned by Highland City in the Wimbledon subdivision. This item is for discussion only. Based on Council direction, a future action item may come to the City Council.

*Kellie Smith, Planner & GIS Analyst, reviewed the policy for selling open space and City Council discussed sewer easements, storm drains, existing landscaping, sprinkling, etc. This item will be brought back to Council for further consideration.*

**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. **Encroachment Enforcement Update - Canterbury North and Highland Hollow** - *Kellie Smith, Planner & GIS Analyst*

*Kellie Smith, Planner & GIS Analyst, reported that in Canterbury North 13 residents had encroachment issues without maintenance agreements. Staff is working with residents to remove encroachments or sign maintenance agreements. In Highland Hollow, 6 of the 9 property owners have communicated with staff and are working towards compliance. City Council had a high-level discussion about how to handle those residents who are unwilling to communicate with staff.*

**b. Lone Peak Public Safety ILA – Erin Wells, City Administrator**

*Erin Wells, City Administrator, explained that staff is working on an update to the Lone Peak Public Safety interlocal agreement as it relates to voting rights of the alternate board member and budget approval process. There was also a discussion regarding chairmanship of the Board. This item will be brought back to Council for further consideration.*

**c. Police Data Report – Brian Gwilliam, Police Chief**

*Brian Gwilliam, Police Chief, showed monthly data for both Highland and Alpine for the current year. He explained the different types of calls received by the Police Department. There are speeding issues in both cities. Council requested a map showing areas where citations are being issued.*

**d. Alpine City License Plate Cameras – Erin Wells, City Administrator**

*Erin Wells, City Administrator, explained that there are 3 cameras which have been installed by Alpine City. They can only be used for legitimate law enforcement purposes and intended to capture license plates on cars. There was a discussion about the location of the cameras. The camera on Westfield Road is in Highland City boundaries and may require an interlocal agreement to keep it at this location. The camera on Alpine Highway is acceptable. The camera on North County Boulevard/Canyon Crest is in Highland City boundaries and needs to be moved further north.*

**e. May Finance Report – Tyler Bahr, Finance Director**

*Tyler Bahr, Finance Director, reported that final budget adjustments will be reflected next month. He gave a brief overview of tax and license revenue which is at 93% of projected amount. There was a brief discussion about road capital, park capital and culinary water accounts.*

**f. Chamber of Commerce Budget Clarification – Tyler Bahr, Finance Director**

*Council directed Staff to place \$3500 into the budget for the Chamber of Commerce fee.*

**g. North Utah Valley Animal Shelter – Scott L. Smith, Council Member**

*Scott L. Smith reported that the North Utah Valley Animal Shelter passed its budget three weeks ago. Council Member Smith suggested that Highland City encourage residents to license dogs to help pay for this service. He recommended that if an owner will license the dog, the animal control officer not issue a citation. Erin Well, City Administrator, stated that we have a new animal control officer.*

**h. Highland Fling – Jay Baughman, Assistant City Administrator/Community Development Director**

*Jay Baughman, Assistant City Administrator/Community Development Director passed around a sign-up sheet and requested that Council Members sign up for the events they would be attending.*

**h. Future Meetings**

- July 25, Planning Commission Meeting, 7:00 pm, City Hall
- August 1, City Council Work Session & Meeting, 6:00 pm, City Hall
- August 9, Lone Peak Public Safety District Meeting, 7:30 am, City Hall
- August 15, City Council Work Session & Meeting, 6:00 pm, City Hall
- August 22, 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**