



## HIGHLAND CITY COUNCIL BRIEF

### TUESDAY, NOVEMBER 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: Council Member Brittney P. Bills

#### 1. UNSCHEDULED PUBLIC APPEARANCES

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

*Doug Cortney voiced his concerns over the proposed dress code for city employees and cautioned about making the criteria too complicated. He also expressed his desire for staff to begin drafting a new process for business licensing as it relates to on-premises liquor consumption.*

*Arrin Barton expressed her concerns over traffic control in her neighborhood. Staff will be looking into the issue.*

*Bruce Smith expressed his concern over the debate, stating it was more like a forum. Mr. Smith also stated that he doesn't want the alcohol law changed.*

#### 2. PRESENTATIONS

##### a. Library Annual Report General City Management

*Donna Cardon, Library Director*

The City Council will hear the annual presentation on the Highland City Library.

*Kevin Tams and Amy Brinton, Library Board, presented the accomplishments of the Highland City Library during 2023, including receiving the prestigious "Quality Library" award. They spoke of the outstanding programs and gave statistics on number of patrons, online resources, and concluded with positive patron experiences. Donna Cardon, Library Director, shared that the carpet will be replaced in December. Future goals are to increase the number of items in the library collection and replace the upholstered furniture.*

##### b. Alcohol Survey Results General City Management

*Erin Wells, City Administrator*

The City Council will consider the results of the resident alcohol survey.

*Erin Wells, City Administrator reported on the results of the alcohol survey. 3,423 surveys were received. 79% online and 21% paper. She gave an overview of how the survey was prepared, mailed, and received*

*from the residents. 62% of people responded that alcohol should be allowed in Highland Mains. Of those who responded that alcohol should be allowed in Highland Mains, 94% said that it should be allowed in all commercial zones and 87% said they would like all alcohol available vs. just wine and beer only. The city also received 1,609 comments associated with the survey.*

### **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*

Special City Council Meeting - September 12, 2023

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

**b. ACTION: Annual Crackseal Project** *General City Management*

*Andy Spencer, City Engineer/Public Works Director – PASSED 5:0*

The City Council will consider a request to approve a bid by Morgan Pavement to proceed with the application of asphalt crack seal products on several roads throughout Highland. The Council will take appropriate action.

*Next step: Staff will work with Morgan Pavement to complete the crack seal project.*

### **4. ACTION ITEMS**

Items in this section are to be acted upon by City Council.

**a. PUBLIC HEARING/ORDINANCE: Armstrong Land Swap, Property Sale, and Right of Way Vacation Land Use (Legislative) – PASSED 5:0**

*Jay Baughman, Assistant City Administrator/Community Development Director, Andy Spencer, City Engineer/Public Works Director*

The City Council will hold a public hearing to consider a request by Ron Armstrong to swap a portion of Highland City land for property he owns and purchase a portion of City land he is requesting. The Council will take appropriate action.

*Next step: Staff will work with Ron Armstrong through the process of realigning his property boundary including the property sale.*

**b. ACTION: Library Carpet** *General City Management*

*Donna Cardon, Library Director – PASSED 5:0*

The City Council will consider the award of a contract to place new flooring in the Highland City Library. The Council will take appropriate action.

*Next step: Library staff will work with Spectra Flooring to install the new flooring in the library.*

### **5. EXPEDITED ITEMS**

Items in this section are to be acted upon by City Council. These items have been brought before Council previously. The report and presentation may be abbreviated.

**a. ACTION: Plat Amendment - Horseshoe Bend Plat A Lots 3 and 4 Land Use (Administrative)**

*Jay Baughman, Assistant City Administrator/Community Development Director – PASSED 4:0*

**(Council Member Brittney P. Bills absent)**

The City Council will consider a request by Ted Frandsen to amend the plats located at 6499 W Avery Ave. and 6517 W Avery Ave., Highland UT. The Council will take appropriate action.

*Next step: Staff will work with Ted Frandsen through the plat amendment process.*

b. **ACTION: Cemetery Maintenance Building** *General City Management Andy Spencer, City Engineer/Public Works Director – PASSED 4:0 (Council Member Brittney P. Bills absent)*

The City Council will consider awarding construction contracts to S&S Barns & Buildings, Powell Quality Door Services, and High Country Concrete for the construction of a maintenance building located in the Highland City Cemetery. The Council will take appropriate action.

*Next step: Staff will work with S&S Barns & Buildings, Powell Quality Door Services, and High Country Concrete to construct the Cemetery Maintenance building.*

## 6. DISCUSSION ITEMS

Items in this section are for discussion and direction to staff only. The City Council will not take any formal action.

a. **Dress Code** *General City Management*

*Erin Wells, City Administrator*

The City Council will consider drafts of a future amendment to the City's Personnel Regulations related to dress code.

*Erin Wells, City Administrator, presented a draft of the proposed changes to the Personnel Regulations related to dress code. She explained that there is an overall dress code as well as department-specific dress codes. This item will be brought back to Council for future consideration.*

## 7. 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. **Election Results Timing** *Stephannie Cottle, City Recorder*

*Stephannie Cottle, City Recorder, explained that there will be no delay in election results due to the high number of write-in candidates on the ballot. Utah County Elections office will be tabulating as ballots come in. The first preliminary results will be delivered on November 21<sup>st</sup>, shortly after polls close at 8:00 pm.*

b. **Fire Department Update** *Brian Patten, Fire Chief*

*This item will be discussed at a future meeting.*

c. **Development Code Changes** *Jay Baughman, Assistant City Administrator/Community Development Director, Andy Spencer, City Engineer/Public Works Director, Rob Patterson, City Attorney*

*Rob Patterson explained that due to state law changes as it relates to the subdivision code process, we will need to update our code. The Council expressed their desire to have a specific group with members from City Staff, Planning Commission, and City Council appointed to help with the subdivision approval process. This item will be brought back for further consideration.*

d. **System-Wide PI Filtering** *Andy Spencer, City Engineer/Public Works Director*

*Jeff Murdoch explained that if the city would like to consider system-wide PI filtering in the future, it was recommended that a larger building be constructed on the property located at 10150 N 6000 W. Council was in favor of the building.*

e. **Community Center Carpet and Paint** *Erin Wells, City Administrator*

*Erin Wells, City Administrator, reported that the Community Center will be painted in January. New carpet and financing for the carpet was also discussed.*

f. **Sustainability Initiatives** *Erin Wells, City Administrator*

*Erin Wells, City Administrator, stated that an individual would like to speak with the Council regarding efforts the city takes towards sustainability. It was suggested that a couple Council Members meet with the individual and then decide how to move forward.*

g. **Mountain Ridge Park Update** *Erin Wells, City Administrator*

*Erin Wells, City Administrator, reported that Mountain Ridge Park opening is scheduled for November 22<sup>nd</sup>.*

## **8. 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**