



HIGHLAND CITY COUNCIL BRIEF

TUESDAY, JUNE 4, 2024

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

FY 2025 Final Budget

Proposed Garbage and Recycling Rate Increases

City Staff Pay Plan

The City Council took part in a discussion regarding the FY2025 final budget. The final budget will be brought back to the Council on June 18th for a public hearing and final consideration. Beginning July 1, 2024, it was proposed that the garbage rate per first can be increased to \$11.33, additional garbage cans to be \$8.07 each, and the recycling rate per can be increased to \$7.53. The Council discussed the FY2025 staff pay plan and directed staff to come back to Council with a 6% increase.

7:00 PM REGULAR SESSION

Call to Order: Mayor Kurt Ostler

Invocation: Mayor Kurt Ostler

Pledge of Allegiance: Council Member Kim Rodela

1. UNSCHEDULED PUBLIC APPEARANCES

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

Melissa Dowdle, Shannon Sanford, Greg Slade, Robert Williams, Hillary Pugh, April Slade, Brad Weber, and McKenzie Weber voiced their concerns regarding the noise, traffic, parking and safety at Mountain Ridge Park.

Mark Niebergall expressed concerns about the trail crossing at 6000 W.

Eileen Miller, Utah Home Builders Association, invited the City Council to attend the 2024 Parade of Homes which started on June 6th, She made special note of the 4 Parade homes in Highland City.

Brianna Hughe discussed the inconsistency of enforcing the sign code particularly with political signs.

2. CONSENT ITEMS

Items on the consent agenda are of a routine nature. They are intended to be acted upon in one motion. Items on the consent agenda may be pulled for separate consideration.

a. Approval of Meeting Minutes General City Management

Stephannie Cottle, City Recorder – **PASSED 5:0**

May 7, 2024

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

b. Short Term Rental Owner Occupancy Code Municipal Code Update (Legislative) – PASSED 4:0 (Council Member Ron Campbell was absent)

Rob Patterson, City Attorney/Planning & Zoning Administrator

The City Council will consider a proposed amendment to certain definitions to Municipal Code 5.24.020 related to short-term rentals and owner-occupancy thereof.

Next steps: Staff will update the Municipal Code reflecting the approved changes, including allowing one-night rentals and requiring the property to be owner occupied during the time when the property is rented.

Individuals who currently have business licenses for short-term rentals will be notified of the changes.

c. Personnel Policy FMLA Updates General City Management

Rob Patterson, City Attorney/Planning & Zoning Administrator – PASSED 5:0

The City Council will consider adopting proposed amendments to the City's personnel policies related to FMLA and similar federal laws.

Next steps: The Highland City Personnel Policy and Procedures Manual will be updated to reflect the new changes to the FMLA policy, to comply with State and Federal laws.

3. ACTION ITEMS

a. ACTION: Reimbursement Agreement for Millhaven Development (Pressure Reducing Valve and Canterbury Trail Connection) General City Management

b. Andy Spencer, City Engineer/Public Works Director – PASSED 4:0 (Council Member Ron Campbell was absent)

The City Council will consider approving a contract with Millhaven Development LLC to reimburse them for the cost of installing a Pressure Reducing Valve (PRV) and the Canterbury trail connection.

Next steps: Staff will work with Millhaven Development LLC to install the PRV and complete the Canterbury trail connection.

c. ACTION: Award of Park Maintenance Building Construction General City Management Andy Spencer, City Engineer/Public Works Director – PASSED 4:0 (Council Member Ron Campbell was absent)

The City Council will consider awarding Complete Contracting Company a contract for the construction of the Parks Maintenance Building and Mountain Ridge Park maintenance shed and trash enclosure.

Next steps: Staff will work with Complete Contracting Company to complete the Park Maintenance Building by the Community Center, and the maintenance shed and trash enclosure at Mountain Ridge Park.

d. ACTION: 6000 West Pump Station Award General City Management Andy Spencer, City Engineer/Public Works Director – PASSED 4:0 (Council Member Ron Campbell was absent)

The City Council will consider awarding a construction contract with Nelson Brothers Construction Company for a new Pressurized Irrigation pump station to be built at 6000 West just south of the Murdock Trail crossing. This project also includes traffic-calming elements along 6000 West at the pedestrian crossing and the installation of a Pressure Reducing Valve on the culinary water system.

Next steps: Staff will work with Nelson Brothers Construction to complete the 6000 West Pump Station improvements.

e. ACTION: Award of Design Services for Mitchell Hollow Trail General Plan Amendment (Legislative)

Andy Spencer, City Engineer/Public Works Director – PASSED 4:0 (Council Member Ron

Campbell was absent)

The City Council will consider awarding design services for the Mitchell Hollow Trail to Consor.

Next steps: Staff will work with Consor to design the trail at Mitchell Hollow.

f. RESOLUTION: Update to Firework Restrictions *General City Management*

Jay Baughman, Assistant City Administrator/Community Development Director, Brian Patten, Fire Chief – PASSED 4:0 (Council Member Ron Campbell was absent)

City Council will consider approving the recommended changes to the firework restricted areas and associated resolution.

Next steps: Staff will update the firework restrictions map to include Willowbank Drive, and remove two homes on Pheasant Drive, which had previously been restricted.

4. DISCUSSION ITEMS

Items in this section are for discussion and direction to staff only. No final action will be taken.

a. DISCUSSION: Fraud Risk Assessment *General City Management*

David Mortensen, Finance Director

The City Council will hear about and discuss the Fiscal Year 2023-2024 Fraud Risk Assessment.

David Mortensen, Finance Director explained that we have increased our score from 305 to 350, which places Highland City in the low-risk category for fraud.

b. DISCUSSION: Campaign Finance Regulations *Municipal Code Update (Legislative)*

Ron Campbell, Council Member, Rob Patterson, City Attorney/Planning & Zoning Administrator

The Council will discuss the potential for additional regulations related to municipal candidate campaign financing.

This item will be discussed at a future meeting.

5. COMMUNICATION ITEMS

Communication items will be informational only. No final action will be taken.

a. Parks Capital Fund Status and Mountain Ridge Park Phase II Amenities *Erin Wells, City Administrator*

Erin Wells, City Administrator discussed lighting hours for pickleball courts, additional on-street parking options, and the status of the Parks Capital Fund. There was a discussion regarding revenues vs expenditures, as well as the desired additional amenities for the park. This item will be brought back for further consideration at a future meeting.

b. Accessory Structures Restrictions and Ridgeview PD *Scott Smith, Council Member, Rob Patterson, City Attorney*

This item will be discussed at a future meeting

c. Update on Traffic Calming Toolbox Implementation *Andy Spencer, City Engineer/Public Works Director*

This item will be discussed at a future meeting

d. Right of Way Permit Regulations and Driveway Connections *Rob Patterson, City Attorney/Planning & Zoning Administrator*

This item will be discussed at a future meeting

e. Council Policies and Procedures & Annual Conflict of Interest Statements *Erin Wells, City Administrator*

This item will be discussed at a future meeting

6. CLOSED SESSION

The City Council may recess to convene in a closed session to discuss items, as provided by Utah Code
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Annotated §52-4-205.

There was a closed session to discuss the purchase, exchange, or lease of real property.