



# HIGHLAND CITY COUNCIL BRIEF

TUESDAY, AUGUST 20, 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](mailto:council@highlandcity.org)

## 7:00 PM REGULAR SESSION

Call to Order: Mayor Kurt Ostler

Invocation: Council Member Scott L. Smith

Pledge of Allegiance: Council Member Ron Campbell

### 1. UNSCHEDULED PUBLIC APPEARANCES

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

*Nate Woodbury expressed his concerns with the proposed fence material and clustering requirement related to the Alpine Highway Fence Replacement Program.*

### 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**

June 11, 2024 - Site Tour

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

**b. Approval of Meeting Minutes General City Management**

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

July 16, 2024

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

**c. Amended Reimbursement Agreement for Millhaven Development (Pressure Reducing Valve and Canterbury Trail Connection) General City Management**

Jeff Murdoch, Assistant Public Works Director – **PASSED 5:0**

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

*Next step: Staff will work with Millhaven Development LLC to install the Pressure Reducing Valve and Canterbury trail connection.*

### 3. ACTION ITEMS

- a. **ACTION: Alpine Highway Fence - Program Terms and Fence Material and Contractor** *General City Management – PASSED 4:1 (Council Member Brittney P. Bills voted no)*  
*Rob Patterson, City Attorney/Planning & Zoning Administrator*

The City Council will consider modifying the approved Alpine Highway Fence Reimbursement Program related to program terms and approved fence material and contractor.

*Next step: The previous program was repealed and replaced with a new program which includes 3 years of funding at \$80K/year, \$50.00 per linear foot will be reimbursed to qualifying residents, no clustering of adjacent homes is required, material is yet to be determined by Council. Staff will bring back material options with costs to Council for further consideration.*

- b. **ACTION: 6400 West Culinary Pipe Connection** *General City Management*  
*Jeff Murdoch, Assistant Public Works Director – PASSED 5:0*

The City Council will consider approving a contract with Skip Dunn & Sons Excavation connecting a 10' Culinary water main in 6400 West that is necessary for proper looping and system connectivity.

*Next step: Staff will work with Skip Dunn & Sons Excavation to complete the culinary pipe connection project n 6400 W.*

#### 4. 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. **ORDINANCE: Fencing Setbacks for Double-Fronted Lots** *Land Use (Legislative)*  
*Rob Patterson, City Attorney/Planning & Zoning Administrator – PASSED 4:1*  
*(Council Member Scott L. Smith voted no)*

The City Council will consider amending the City's fencing regulations related to double-fronted lots.

*Next step: Staff will draft an ordinance related to fencing regulations related to double-fronted lots. This item will be brought back for further consideration.*

#### 5. DISCUSSION ITEMS

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

- a. **Verizon Cell Tower Lease** *General City Management*  
*Rob Patterson, City Attorney/Planning & Zoning Administrator*

The City Council will discuss the potential to lease property within Mitchell Hollow Park to Verizon for a new cell tower.

*The Council discussed the potential of a cell tower to be installed in the Mitchell Hollow Park area. They discussed site locations as well as types of cell towers. This item will be brought back to the Council for further consideration.*

- b. **Personnel Policies Update - Administrative Comp Leave & City Property When An Employee Leaves Employment** *General City Management*

*Erin Wells, City Administrator*

The City Council will consider recommended edits and clarifications to the City Personnel Policies related to administrative comp leave and how the City is allowed to charge for City property an employee retains when they leave employment.

*The Council discussed administrative comp time allowed for exempt employees, and the process of returning city property when an employee leaves. This item will be brought back for further consideration.*

#### 6. COMMUNICATION ITEMS

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

- a. **Naming of the New Park** *Kurt Ostler, Mayor, Erin Wells, City Administrator*

*Mayor Ostler stated he is working with individuals to obtain the \$1MM donation required to have the naming rights for the park. This item will be brought back to the Council at a future meeting.*

**b. Sign Code Staff Enforcement Practice** *Jay Baughman, Assistant City Administrator/Community Development Director*

*Assistant City Administrator/Community Development Director Jay Baughman requested direction from Council regarding the enforcement of the current sign code. The Council directed staff to remove signs that are illegally placed and contact, if possible, the owner of the signs who can then pick them up.*

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

*City Administrator Erin Wells reviewed the new state requirement for all elected officials to submit an annual conflict of interest statement. There was a brief discussion on best practices for presentations during Council meetings, such as when and who does the presentation, as well as who is allowed to place an item on a Council agenda.*

**d. Community Development Update** *Jay Baughman, Assistant City Administrator/Community Development Director, Rob Patterson, City Attorney/Planning & Zoning Administrator*

*Assistant City Administrator/Community Development Director Jay Baughman informed the Council that Little India has applied for an alcohol license. The General Plan update is moving forward. The annual citizen's survey will be sent out to residents in the fall.*

## **7. CLOSED MEETING**

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

## **ADJOURNMENT**