



HIGHLAND CITY COUNCIL BRIEF

TUESDAY, JUNE 17, 2025

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@highlandut.gov

6:00 PM REGULAR SESSION

Call to Order: Mayor Kurt Ostler

Invocation: Council Member Brittney P. Bills

Pledge of Allegiance: Mayor Kurt Ostler

1. UNSCHEDULED PUBLIC APPEARANCES

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

There were no public comments.

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 6, 2025

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

b. **Approval or Ratification of Large Purchases** *General City Management*

David Mortensen, Finance Director – PASSED 5:0

The City Council will consider approval or ratification of large purchases.

Next step: The approved large purchases will be paid to the appropriate vendors.

c. **Library Board Appointments** *General City Management*

Kurt Ostler, Mayor – PASSED 5:0

The City Council will consider the Mayor's recommendation to reappointing three members of the Library Board.

Next step: Kevin Tams, Wesley Warren, and Rachel Farnsworth will continue serving on the Library Board.

3. ACTION ITEMS

a. **PUBLIC HEARING/ORDINANCE: Approval of FY2024-2025 Budget Adjustments** *General City Management*

David Mortensen, Finance Director – PASSED 5:0

The City Council will hold a public hearing and consider amending the fiscal year 2024-2025 budget for various items as shown in the attached exhibit.

Next step: The approved budget adjustments will be included in the final budget for FY2024-2025.

b. **RESOLUTION: Consolidated Fee Schedule** *General City Management*
Candice Linford, Treasurer – PASSED 5:0
The City Council will consider the new fees and rates proposed in the FY2026 Consolidated Fee Schedule.
Next step: The approved fee schedule will be updated on the city website and fees will go into effect on July 1, 2025.

c. **RESOLUTION: Certified Tax Rate** *General City Management*
David Mortensen, Finance Director – PASSED 5:0
The City Council will consider adoption of the Fiscal Year 2025-2026 Certified Tax Rate.
Next step: The City will adopt the new tax rate of .000740.

d. **PUBLIC HEARING/RESOLUTION: Pressurized Irrigation Fund Transfer** *General City Management*
David Mortensen, Finance Director – PASSED 4:1 (Council Member Doug Cortney voted no)
The City Council will consider a transfer of funds from the Pressurized Irrigation Fund to the General Fund.
Next step: Staff will transfer \$108,000 from the Pressurized Irrigation Fund to the General Fund to pay for the pressurized irrigation water used to water City property.

e. **PUBLIC HEARING/ORDINANCE: Officer Compensation** *General City Management*
David Mortensen, Finance Director – PASSED 5:0
The City Council will consider adopting an ordinance enacting budgeted compensation increases for specific City officers for fiscal year 2025-2026.
Next step: City officer salaries will be adjusted to the adopted rates.

f. **PUBLIC HEARING/ORDINANCE: Adoption of the Fiscal Year 2025-2026 Budget** *General City Management*
David Mortensen, Finance Director – PASSED 5:0
The City Council will consider adoption of the Highland City Fiscal Year 2025-2026 Budget.
Next step: Staff will finalize and publish the adopted 2025-2026 budget for Highland City.

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. **ACTION: Sewer Slip Lining Project Phase 2 Bid Award** *General City Management*
Chris Trusty, City Engineer/Public Works Director – PASSED 5:0
The City Council will consider a bid award to Insituform for the installation of 5,137 linear feet for an 8-inch sewer liner for the FY2026 Sewer Slip Lining Project.
Next steps: Staff will work with Insituform to complete the FY2026 Sewer Slip Lining Project.

b. **ACTION: Purchase of MXU's for Culinary System** *General City Management*
Chris Trusty, City Engineer/Public Works Director – PASSED 5:0
The City Council will consider the purchase of MXU “M” series radios with FY2026 monies for the culinary drinking water system.
Next step: Staff will work with Mountainland Supply to purchase the MXUs necessary for the culinary water system.

5. DISCUSSION ITEMS

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

a. **Fiscal Year 2024-2025 Fraud Risk Assessment** *General City Management*

David Mortensen, Finance Director

The City Council will receive and discuss the fiscal year 2024-2025 Fraud Risk Assessment

David Mortensen, Finance Director, reviewed the Fraud Risk Assessment which is an annual requirement with the State Auditor's Office. Highland received a "low fraud risk" score.

6. COMMUNICATION ITEMS

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

a. **Utah County Sheriff's Office Evidence Memorandum of Understanding** *Brian Gwilliam, Police Chief*

Brian Gwilliam, Police Chief, reviewed the Memorandum of Understanding with Utah County Sheriff's Office regarding the disposal of misdemeanor evidence. Lone Peak Public Safety District typically handles all their own evidence, but this agreement allows for contingency methods of disposal through Utah County Sheriff's Office.

b. **Election Update** *Stephannie Cottle, City Recorder*

Stephannie Cottle, City Recorder, presented the names of those candidates who are running for office, and referenced important election dates, including the upcoming Meet the Candidates night on July 17th. Residents are encouraged to submit questions for the candidates to scottle@highlandut.gov.

c. **Community Development Update (Updated Projects List)** *Jay Baughman, Assistant City Administrator/Community Development Director, Rob Patterson, City Attorney/Planning & Zoning Administrator*

Jay Baughman, Assistant City Administrator/Community Development Director, Rob Patterson, City Attorney/Planning & Zoning Administrator, reviewed upcoming developments in the City, as well as text amendments which will be brought to the Planning Commission for their recommendation. These text amendments will be brought to the Council for final approval.

d. **School District Update** *Kurt Ostler, Mayor*

Kurt Ostler, Mayor, informed the Council that there are 5 candidates running for the Aspen Peaks School Board seat representing Highland. He encouraged the Council and residents to become informed using candidate websites.

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