



HIGHLAND CITY

HIGHLAND CITY COUNCIL BRIEF

TUESDAY, APRIL 15, 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@highlandcity.org

7:00 PM REGULAR SESSION

Call to Order: Mayor Kurt Ostler

Invocation: Council Member Kim Rodela

Pledge of Allegiance: Brittney P. Bills

1. UNSCHEDULED PUBLIC APPEARANCES

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

Liz Rice thanked the Fire Department for their service, expressed concerns about inoperable cell towers in Highland City, and questioned whether the driveway on Canal Boulevard was permitted.

Tracy Brewer expressed her concerns about the large elm trees growing along the Murdock Canal on the back side of her property. She requested that the City trim the trees to avoid falling into her yard and causing damage.

2. PRESENTATIONS

- a. Provo River Water Users Project Update** *Jeff Murdoch, Assistant Public Works Director*
Provo River Water Users Association is one of the irrigation companies that supply Highland water. Brad Jorgensen, a representative from Provo River, will give a presentation on their current projects.
Brad Jorgensen and Jeff Budge showed a video of the Deer Creek Intake Project.

3. 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** *Stephannie Cottle, City Recorder – PASSED 5:0*
March 4, 2025
Next step: The approved minutes will become part of the permanent record.
- b. Approval of Meeting Minutes** *Stephannie Cottle, City Recorder – PASSED 5:0*
April 1, 2025 Site Tour
Next step: The approved minutes will become part of the permanent record.
- c. Approval or Ratification of Large Purchases** *General City Management*
David Mortensen, Finance Director – PASSED 5:0
Next step: the approved purchases will be paid to the appropriate vendors.

- d. **ACTION: Metropolitan Planning Organization (MPO) Board Alternate and Technical Advisory Committee (TAC) Representative Appointments** *General City Management*
Stephannie Cottle, City Recorder, Kurt Ostler, Mayor – PASSED 5:0

The City Council will consider appointing an MPO Board Alternative and MPO TAC representative.
Next step: The Mayor Pro Tem will act as the Highland City MPO Board Alternate and the City Engineer, as the Highland City TAC Representatives as ex-officio roles.

4. ACTION ITEMS

- a. **ORDINANCE: PO Zone Text Amendment Land Use (Legislative)** *Rob Patterson, City Attorney/Planning & Zoning Administrator – DENIED 5:0*

The City Council will consider a request from Patterson Homes for a text amendment to the Professional Office zoning code.

Next step: Staff will work to create a city-led code amendment of the PO zone.

- b. **ACTION: Fast Cast Voting Option** *General City Management*
Stephannie Cottle, City Recorder – DENIED 5:0

The City Council will consider an option proposed by Utah County Elections to offer Fast Cast Voting at Highland City Hall during Early Voting.

Next step: Fast Cast Voting will not be an option offered at Highland City Hall during the designated Early Voting time for the 2025 election cycle.

- c. **ACTION: Mitchell Hollow Trail Design Change Order** *General City Management*
Chris Trusty, City Engineer/Public Works Director – PASSED 5:0

The City Council will consider a change order for the Mitchell Hollow Trail design for Consor Engineers.

Next step: Staff will work with Consor Engineers to complete the Mitchell Hollow Trail with associated changes.

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: 10050 Drainage Project** *General City Management* *Chris Trusty, City Engineer/Public Works Director – PASSED 5:0*

The City Council will consider approving a bid award to Baker Construction for the 10050 North drainage project.

Next step: Staff will work with Baker Construction to complete the 10050 North drainage project.

- b. **RESOLUTION: Interlocal Agreement with Utah County for 2025 Elections** *General City Management*

Stephannie Cottle, City Recorder – PASSED 5:0

The City Council will consider adopting a resolution to enter into an Interlocal Agreement with Utah County to assist with the administration of the 2025 Municipal Elections.

Next step: Staff will work with Utah County Elections to assist with the administration of the 2025 Municipal Elections.

6. DISCUSSION ITEMS

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

- a. **ACTION: Grass Field Reservation Policy** *General City Management*

Erin Wells, City Administrator, Kurt Ostler, Mayor

After considering the current field reservation policy, the City Council will provide direction on any amendments that they may wish to see.

Erin Wells, City Administrator, and Kurt Ostler, Mayor, reviewed the current field reservation policy and discussed with the Council changes related to additional parking and restrooms, whether parks should be open to games or just practices, resident/non-resident fees, increased fees to cover maintenance, and which fields should be open to rental. This item will be brought back to the Council for further consideration.

b. ACTION: Baseball Field and Batting Cage Rental Rates General City Management

Erin Wells, City Administrator, Kim Rodela, Council Member

The City Council will provide direction on policy and rates for city baseball field rentals.

Erin Wells, City Administrator, and Kim Rodela, Council Member, presented the current baseball field reservation policy and requested feedback from the Council regarding whether to lock the baseball fields, charge a separate rental for the batting cages, which parks would host games/practices, and an option for people to pay City staff to stripe the field. This item will be brought back to the Council for further consideration.

c. Food Vendors in Highland Family Park General City Management

Erin Wells, City Administrator, Kim Rodela, Council Member

The City Council will give direction on if and how they would like to see food vendors in Highland Family park.

Erin Wells, City Administrator, and Kim Rodela, Council Member, discussed a request from a resident to open a snow cone shake at Highland Family Park. The City Council discussed their concerns including additional garbage, taking a parking stall(s) for the business, spills on the playground surfacing, additional vendors who may want to sell, and interference with pavilion rentals. The Council expressed interest in a food truck night and requested staff to look into other cities' policies.

7. COMMUNICATION ITEMS

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

a. Police Department Annual Report Brian Gwilliam, Police Chief

b. East West Collector Road Data Followup

c. Community Development Updates Jay Baughman, Assistant City Administrator/Community Development Director, Rob Patterson, City Attorney/Planning & Zoning Administrator

d. School District Updates Kurt Ostler, Mayor

The communication items were not heard.

8. 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