



HIGHLAND CITY COUNCIL BRIEF

TUESDAY, AUGUST 19, 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: 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.

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

June 17, 2025

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 1, 2025

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

The City Council will consider and review large purchases made by the City during July 2025.

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

3. ACTION ITEMS

a. **ACTION: Plat Amendment - Lot Combination Windsor Meadows Land Use (Administrative)**
Rob Patterson, City Attorney/Planning & Zoning Administrator - PASSED 5:0

The City Council will consider a request from Jeff Harvey and Larinda Nilsen to amend their lot to combine their main lot with an adjacent open space parcel sold to them by the City and, as part of that combination, remove a public utility and drainage easement that runs along the rear lot line that is being adjusted.

Next step: Staff will work with Jeff Harvey and Larinda Nilsen through the lot combination process.

b. ACTION: Contract Authorization with DLS Consulting, Inc. *General City Management Erin Wells, City Administrator - PASSED 3:2 (Council Members Brittney P. Bills and Kim Rodela voted no)*

The City Council will consider renewing a contract with DLS Consulting, Inc. for consultant services focused on grant and legislative support for a one (1) year term.

Next steps: Highland City will continue the contract with DLS Consulting, Inc. for legislative consulting services.

c. ORDINANCE: Professional Office Zone Text Amendment Development Code Update (Legislative)

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

The City Council will consider comprehensive amendments to the Professional Office (PO) zoning district regulations.

Next steps: The Highland City Development Code will be updated to reflect the changes in the PO Zone regulations.

d. ACTION: Interlocal Agreement with Utah County - 4800 West Project *General City Management Chris Trusty, City Engineer/Public Works Director - CONTINUED 5:0*

The City Council will consider approving an interlocal agreement between Utah County and Highland City to fund improvements to 4800 West through Highland and Alpine.

Next steps: Staff will bring this item back to the Council for further consideration on September 16, 2025.

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: Hanover Sewer Repair 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 Hanover Way sewer repair in the amount of \$18,624.

Next steps: Staff will work with Baker Construction to complete the Hanover Way sewer repair project.

5. DISCUSSION ITEMS

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

a. Utah Wellbeing Survey Participation Opportunity *General City Management*

Erin Wells, City Administrator

The City Council will give direction as to whether they would like to participate in the 2026 Utah Wellbeing Project Survey.

Erin Wells, City Administrator, presented the benefits and costs related to participating in the 2026 Utah Wellbeing Project Survey. The Council discussed the types of data collected and associated costs and recommended that Highland City not participate in the survey.

6. COMMUNICATION ITEMS

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

a. Parks Watering & Pressurized Irrigation System Stored Water *General City Management Chris Trusty, City Engineer/Public Works Director, Kurt Ostler, Mayor*

Chris Trusty, City Engineer/Public Works Director, Kurt Ostler, Mayor provided information to the City Council on the watering improvements that have been made to city-owned property especially the parks which will be used for the Highland Fling. The Council requested that in the future, staff prioritize water usage for the parks.

b. Road Maintenance Plan Update *Chris Trusty, City Engineer/Public Works Director*

Chris Trusty, City Engineer/Public Works Director, provided information regarding using LTAP for a new road maintenance plan study. LTAP uses students and so they will be the most cost-effective option. The Council agreed to move forward with LTAP. Mr. Trusty stated that the City will issue an RFP for the Transportation Impact Fee Facilities Plan (IFFP) plan, with the goal to be ready by May 2026.

c. Culinary Pressure Reducing Valve Implementation *Chris Trusty, City Engineer/Public Works Director*

Chris Trusty, City Engineer/Public Works Director, stated that the City will begin installing Pressure Reducing Valves (PRVs) in Mitchell Hollow Park, 6000 West and Pheasant Hollow areas. Residents should not notice any difference in their water pressure. This work will begin in the first part of September.

d. City Investment Options Follow-up *David Mortensen, Finance Director*

David Mortensen, Finance Director, showed a comparison of fees of varying investment companies, with Meeder Public Funds showing the lowest fee, other than Public Trust Investment Fund (PTIF). The Council requested to move forward with Meeder Public Funds. This item will be brought back for further consideration.

e. Financial Report *David Mortensen, Finance Director*

David Mortensen, Finance Director, presented the quarterly finance report and reviewed revenues and expenditures, including a discussion on the number of building permits and associated revenue.

f. Election Update *Stephannie Cottle, City Recorder*

Stephannie Cottle, City Recorder reviewed the preliminary results of the Primary election and noted that the Canvass meeting will be August 26. There was also a discussion about the number of ballots remaining to be counted and the logistics of a recount. Ms. Cottle also reminded the candidates of the September 5th deadline to submit their bios to the State Voter Website and the October 7th deadline for their campaign financial disclosure. There was also a discussion about the candidate debate on October 9th.

g. Community Development Update [\(Current Projects List\)](#) *Jay Baughman, Assistant City Administrator/Community Development Director, Rob Patterson, City Attorney/Planning & Zoning Administrator*

Jay Baughman, Assistant City Administrator/Community Development Director and Rob Patterson, City Attorney/Planning & Zoning Administrator stated that the next area to focus on encroachments would be Beacon Hill and suggested a site tour to the area. Planning Commission is considering fence amendments around open space and trail corridors, as well as Lot 3, the potential site for Mo'Bettahs. These items will be brought to the City Council for their consideration.

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.