HIGHLAND CITY

HIGHLAND CITY COUNCIL MINUTES

Tuesday, November 1, 2022

Approved January 3, 2023

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 Brittney P. Bills
Flag Ceremony – Highland/Alpine Scout Troop 20

The meeting was called to order by Mayor Kurt Ostler as a regular session at 7:02 pm. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting. The prayer was offered by Council Member Brittney P. Bills and those in attendance were led in the Pledge of Allegiance by Highland/Alpine Scout Troop 20.

PRESIDING:	Mayor Kurt Ostler
COUNCIL MEMBERS PRESENT:	Brittney P. Bills, Timothy A. Ball, Kim Rodela, Sarah D. Petersen (electronically), Scott L. Smith
CITY STAFF PRESENT:	City Administrator Erin Wells, City Attorney Rob Patterson, City Recorder Stephannie Cottle, Finance Director Tyler Bahr, Planner and GIS Analyst Kellie Smith, City Engineer/Public Works Director Andy Spencer, Fire Chief Brian Patten, Police Chief Brian Gwilliam, Library Director Donna Cardon, PI Superintendent Tayson Arnoldsen
OTHERS PRESENT:	Jon Hart, Alan Bird, Joe Ham, Kevin Tams, Wesley Warren, Mike Ball, Greg Gordon, Trent Boggess, David Myers, Amy Brinton, Wayne Tanaka

1. UNSCHEDULED PUBLIC APPEARANCES

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

There were no public appearances.

2. PRESENTATIONS

a. Library Board Report

Kevin Tams, Library Board Chair, will present the annual Library Board Report.

Board Chair, Kevin Tams, used the aid of a PowerPoint presentation to provide the Library Board report; the presentation addressed the economic impact of libraries, connections between libraries and community development, and educational opportunities. The total patrons of the library in the past year was 5,828, which is an increase of 587 from the previous year. There are 42,353 physical items at the library, 109,953 children's circulation items, and 70,405 digital circulation items. The library is used as a place for students to study for major exams, increasing their abilities, and improving themselves; many businesses also use the library to start, grow, or promote businesses. Studies show that the mean economic return to taxpayers is $4.23 per dollar of taxpayer support. Libraries generate spending in the Highland economy. At the Highland Library, there have been 2,928 service hours and 735 volunteer hours provided. Over the course of the last fiscal year (FY) Highland library staff has applied for many grants and has received $50,000 in grant funding. He concluded by reading cards submitted by residents about why the library matters to them.

Mayor Ostler asked about the increase in patronage of the library. Library Director Cardon stated that for nearly three consecutive years, patronage of the library actually decreased; however, this past year, the number of residents with a library membership increased by 587 and she is very proud of that increase. Council Member Rodela asked if there is a way to tell where those members are from. Ms. Cardon stated that some are from Cedar Hills and Alpine, but over two-thirds of the new members are from Highland. Non-residents pay a non-resident fee and the amount collected last year in non-resident fees was significant.

There was high-level discussion among the Council and Ms. Cardon about the effectiveness of new technology at the library, after which Council Member Rodela stated she liked to hear the information about the impact the library has on community development and economic development. She stated she personally used the library regularly, especially while her kids were young, and she made many friends that she still has today.

b. Water Update – *Tayson Arnoldsen, Pressurized Irrigation Superintendent*

Tayson Arnoldsen, Pressurized Irrigation Superintendent, will present an update on the current water conditions in Highland City.

Pressurized Irrigation Superintendent Arnoldsen provided the Mayor and Council with the final report for the 2022 watering season; the City used less water than last year, but usage increased in September and October due to high temperatures. For the entire watering season, the City used 7,538 acre feet of its allotment, which is a 20 percent reduction compared to 2020. He discussed the status of the Provo River; the City saved 1,205 acre feet of its allotment in 2021 and did the same again this year, which gives the City 2,400 acre feet of holdover storage for the future. He concluded by discussing ongoing strategies for increasing public awareness of the drought conditions and efforts to conserve water, including advertisements in the City's newsletter and website, and referring residents to water conservation website.

Mayor Ostler referenced the project to install meters on the City's pressurized irrigation system and he inquired as to the number of meters that were installed in 2022. Mr. Arnoldsen stated that all new construction completed this year was metered; meter readings are not being included in utility bills yet, but if residents that have meters installed are interested in learning their metered usage, they may reach out to the City. Public Works Director/City Engineer Spencer added there will be a discussion about meter reading later in the meeting and there will be more information regarding access to live meter reading data.

c. Highland Marketplace – *Joe Ham, representing MNG Highland Development, LLC*
Joe Ham, representing MNG Highland Development, LLC, will present an updated proposal for the Highland Marketplace development.

Joe Ham, representative of Midtown National Group (MNG) Highland Development, LLC, used the aid of a PowerPoint presentation to discuss the updated proposal for the Highland Marketplace development. He discussed the history of the property that was acquired by his firm in 2019; he presented an aerial image to orient the Mayor and Council to the location of the project along Highway 92. As part of their due diligence for the property, they became aware of a development agreement that was signed by the previous owner of the property in 2007, which outlined architecture for development of the balance of the architecture. He stated that he has sought approval of site plans and has paid permit fees but is somewhat unsatisfied by the architectural design of the project as he does not feel it is what best suits the community. He stated that he assembled another design team for the project to work on something unique and special; he wants to create a community gathering space that provides a social environment. The tenants he has approached about moving to the project have all expressed interest about being located near the small plaza area of the project. He has developed a concept responsive to the feedback from potential tenants and he presented several photos and renderings of conceptual ideas for the project, all of which complement the character of the nearby mountains. The design can accommodate gathering/performance spaces, common areas, retail uses, and dining. The plaza has been enlarged from 10,000 square feet to almost 31,000 square feet; it will include a fire pit area, play structures for kids, and common open space. He stated he is seeking feedback from the Mayor and Council to determine if they feel that this type of design would be appealing to the community. If so, he would like to approach the Council with a formal application to amend the development agreement for the property, which would include replacement of current design exhibits with the concept plans he has presented tonight. If such an application is approved, he will be able to resume construction on the property.

Mayor Ostler asked how the proposed amendments would impact existing buildings at the site. Mr. Ham stated that it is his intention to 'reskin' the buildings that he controls on the property to ensure they match the updated design concepts. He also has concepts that will make the two office buildings on the rear of the property more appealing and complimentary of the remainder of the project. Mayor Ostler stated that he has heard a great deal of positive feedback about drive-throughs on various types of businesses, but this updated concept does not include any drive-throughs; he asked if the tenants who are interested in the project area are aware there will be no drive-throughs. Mr. Ham stated that he has offered several drive-through opportunities, but all restaurants expressed interest in being located in the courtyard/plaza area. However, several parking spaces on the edge of the village area will be dedicated to food pick-up services. Mayor Ostler asked where this type of concept has been successful in the surrounding area; he and the Council may be interested in visiting similar projects. Mr. Ham stated that there is a concept nearly identical to this in Del Mar, California; it is called "One Paseo". It includes several high-rise structures and a shopping structure. Patronage is high, as people like the feeling of shopping and dining in the village center.

Council Member Smith stated it appears the dining and retail square footage will increase, and he asked if the parking accommodations will also be increased accordingly. Mr. Ham answered yes; he submitted a plan to Planner and GIS Analyst Smith that identifies an increase in parking accommodations at the site. He then noted that the project will cost approximately $3 million more than the previous plan; once he has an approved development agreement from the City, he will begin recruiting retailers and restaurants to the area. Council Members Rodela and Smith indicated they like the idea, though Council Member Smith asked if wood siding and metal roof architecture is suitable for the City's town center. Mr. Ham stated that the design would be unique to Highland, and he stated it would be a Scandinavian look; he feels that it reflects Highland neighborhoods. Stucco and rock were popular in the 1980s and is overbuilt; he prefers clean and natural architecture, which is natural to this area. He feels that the design will bring the character of the mountains into the City.

Council Member Bills stated that she loves the new plan.

Mayor Ostler asked if metal roofs are allowed in the City's design standards. Mr. Smith stated that the property is governed by a development agreement, which may allow for certain design elements that are not necessarily applicable to all other commercial zones in the City. Mayor Ostler asked that staff work with Mr. Ham to discuss his proposal and exhibits in preparation for consideration of an application to amend the development agreement.

3. CONSENT ITEMS *(5 minutes)*

Items on the consent agenda are of a routine nature or have been previously studied by the City Council. They are intended to be acted upon in one motion. Council members may pull items from consent if they would like them considered separately.

a. ACTION: Library Board Appointment *General City Management – Donna Cardon, Library Director*
The City Council will consider the appointment of Amy Brinton to the Library Board.

b. RESOLUTION: PTIF Public Entity Resolution *General City Management – Tyler Bahr, Finance Director*
The City Council will consider a resolution designating administrators of the City's Public Treasurer's Investment Fund (PTIF) account. The Council will take appropriate action.

Council Member Timothy A. Ball MOVED that the City Council approve consent items 3a and 3b.

Council Member Brittney P. Bills SECONDED the motion.

The vote was recorded as follows:

Council Member Timothy A. Ball	*Yes*
Council Member Brittney P. Bills	*Yes*
Council Member Sarah D. Petersen	*Yes*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion passed 5:0.

4. PUBLIC HEARING/ORDINANCE: TEXT AMENDMENT – DAYCARES, PRESCHOOLS, AND IN-HOME INSTRUCTION *Development Code Update (Legislative) – Kellie Smith, Planner & GIS Analyst*

The City Council will hold a public hearing to consider a request by Highland City Staff to amend several sections of the Development Code to add regulations for daycares, preschools, and in-home instruction. The City Council will take appropriate action.

Planner and GIS Analyst Smith explained on October 4, 2022, a resident spoke during City Council's unscheduled public appearances sharing their concern of Highland's need for affordable childcare. They explained that the use can exist with minimal impact on the neighborhoods they are located in. In addition, the individual voiced that in-home daycares are a much more affordable option than daycares in commercial locations. At the end of the meeting, staff presented to the Council the inconsistencies in approving daycares and preschools under the existing home occupation regulations. Staff briefly reviewed daycare requirements in other cities. The Mayor and Councilmembers were in favor of drafting an ordinance based on Lehi City's code on daycares and preschools and directed staff to move forward with a text amendment. She discussed the background of the matter and past licensing decisions, after which she summarized the request before the Council. The code changes drafted by staff for review do not include the changes later recommended by the Planning Commission; this includes adjustments to definitions for daycares, home occupations, in-home instruction, and preschools. She then discussed the differences between daycares and preschools as well as the State regulations for care givers. She concluded the Planning Commission held a public hearing on October 25, 2022 and expressed different opinions regarding the need for the uses. They voted five to zero to recommend approval with four changes to staff's recommendations, as follows:

- All daycares be required to provide a traffic flow and parking plan.
- The maximum number of children allowed in a residential daycare be reduced to 12.
- The regulation that the number of caregivers is limited to the minimum required by the State be removed.
- In-home instruction (including residential preschools) be allowed a maximum of 12 students per day provided that no student attend for longer than 4 hours.

The Planning Commission discussed and was in favor of allowing additional teachers or instructors for in-home instruction that are not bona fide residents of the home. This detail was likely inadvertently excluded when the motion was made.

She then summarized staff's review of the proposal as follows:

- The Utah Department of Health and Human Services regulates the following for all daycares:
    - Children to caregiver ratio;
    - Training hours for caregivers;
    - Background checks for caregivers as well as anyone in the home that is over 12 years old;
    - Safety and injuries;
    - Food;
    - Transportation (if provided); and
    - Medical records
- The State conducts annual inspections to ensure compliance with their regulations.
- Childcare for less than 4 hours does not require State licensing. Staff is proposing to require a background check for instructors that have students under the age of 18.
- The average impact of a daycare or preschool exceeds the allowable impact outlined for home occupations in Highland City. According to the Utah Travel Study (updated January 2013), the State-wide average trips per household is 11.26. For a daycare, for example, one child would produce at least 4 additional trips for pick-up and drop-off. Some daycares provide transportation to and from school, which is an additional 4 trips. For a preschool with 12 students, this creates 48 trips. If there are two (2) time blocks available, this could create 96 trips per day. This is well over the expected average of 11.26 trips per day for a household.
- The three (3) types of daycares, and the maximum number of students for a preschool, are from the Lehi City Code. The purpose of adding possible mitigation measures for Type 2 (9-16 children) is to enforce a consistent requirement for this level of impact in a residential zone rather than going through the conditional use process.
- Generally, when land use codes are updated, previous uses that received proper permits are grandfathered.

The proposed amendment appears to meet the following findings:

- The proposed update to the Professional Office zone is consistent with existing uses in the zone.
- Clarifications are included to require appropriate State licensing for the care of children.
- The proposed amendment allows for a needed use while appropriately mitigating impact in residential zones.

Staff recommends the City Council hold a public hearing, accept the findings, and APPROVE the proposed amendment as recommended by the Planning Commission. Staff also recommends the City Council consider that the Planning Commission discussed and was in favor of allowing additional teachers or instructors for in-home instruction that are not bona fide residents of the home. This detail was missed when the motion was made.

They were in favor of allowing additional teachers for in-home instruction that are not bona fide residents of the home.

Council Member Rodela asked if numbers will be capped for preschools operating less than four hours. Ms. Smith stated that use technically would not be allowed according to the City's current home occupation standards. However, staff recognizes the use should be allowed and has tried to craft language that would address concerns about traffic, drop-off and pick-up times, and number of students. Council Member Rodela indicated that she is aware most preschools have 16 students in their classes. Ms. Smith stated the 12-student number came from Lehi's code, but the Council can direct staff otherwise.

Council Member Smith stated that the issue with daycares or preschools always becomes traffic; he inquired as to where the vehicle trip statistics come from. Ms. Smith stated there is an assumption that there will be a pick-up and drop-off for each child and driving to and from the facility is classified as two trips, so each child generates four trips per day. Council Member Smith referenced the proximity requirements for type two and type one daycares; it would allow for a type one daycare to be located two houses away from a very popular preschool and this would create a lot of traffic in neighborhoods. He stated that he tries to stay neutral on home occupation issues, but he regularly hears complaints about traffic. Ms. Smith stated she understands and indicated it would be possible to adjust the proximity thresholds to require increase distance between daycares and preschools. City Administrator Wells added that this is a policy matter for the Council to decide upon; if they would like to require increased distance between uses, they can adjust the ordinance language accordingly.

Mayor Ostler referenced the Ridgeview Development and the Town Center and asked if this ordinance amendment would apply to those areas. Ms. Smith stated it would only be applicable to low density residential zones of the City.

Mayor Ostler opened the public hearing at 8:07 p.m.

There were no persons appearing to be heard.

Mayor Ostler closed the public hearing at 8:07 p.m.

Council Member Bills asked if a piano teacher with nine to 12 students would be required to undergo a background check. Ms. Smith indicated a background check is required for any individual teaching minors. Council Member Bills stated that she wants to be clear about what the ordinance amendment means; this change would require any piano, violin, or swimming lesson instructor to undergo a background check and be licensed. Ms. Smith stated that the license is only required if the instructor will have at least one student for more than four hours. However, a piano teacher should be applying for a regular home occupation business license.

Council Member Rodela asked if preschools can have just 12 students per day; she referenced preschools that have multiple sessions per day and limiting them to 12 students for the whole day will restrict their operations. City Attorney Patterson stated that the current draft of the ordinance would provide a daily cap of 12 per day. Council Member Rodela stated she will not support that. Ms. Wells acknowledged that preschools typically have more than 12 students per day; however, the intent of the City's home occupation ordinances are to limit the impact of a home occupation on neighborhoods. The Council can decide the level of impact they are comfortable with.

Council Member Bills expressed concern about the burden that will be placed on staff if each person providing instruction is required to submit to a background check. Ms. Smith stated that the City will not perform the background check; rather, applicants will be required to provide proof that a background has been performed when they submit their application. Mayor Ostler stated that background checks are intended to protect students; he wondered if the City would have any liability if a background check were not performed. Mr. Patterson stated that the City does have an immunity provision relative to licensing and permitting; the City is expected to do the best it can but is not required to go door to door to inspect homes in which businesses are being operated.

Council Member Smith inquired as to how the discussion regarding daycares and preschools morphed into requiring background checks for piano teachers; he noted he feels that is ludicrous. Ms. Smith stated that in-home instruction includes all types of education, but the Council could provide direction indicating that background checks are only required for preschools or daycares and that certain instructions are exempt. The Mayor and Council debated whether background checks should be required for all types of instructors who are providing their service in a home setting and whether the required distance between type one and type two daycares should be increased. The Council concluded to eliminate the type one and type two classifications and require a standard distance between all types of daycares/preschools and to increase the maximum number of students per day that can be taught at a preschool to a quarter mile. Council Member Smith stressed his concern about traffic and other impacts of home occupations in neighborhoods; he asked that the Council consider that when determining the maximum number of students allowed in a daycare or preschool per day. He stated he could support up to 16 children per session for a preschool.

Council Member Timothy A. Ball left the meeting 8:35 pm.

Mayor Ostler facilitated discussion among the Council about the maximum number of children that should be allowed at an in-home daycare. Ms. Smith stated that some of that is dictated by the State's regulations, including the number of kids allowed based upon a home and yard size and the ratio of caregivers to children. Mayor Ostler asked if it is the Council's intent to apply the quarter-mile distance to preschools and daycares or only to uses of the same type. The Council indicated they want it to apply to all uses with no differentiation.

Discussion refocused on staff's recommendation to classify daycares based upon the number of children they accommodate; type one would accommodate eight or less children while type two would accommodate between nine and six children. Mayor Ostler summarized the Council's discussion to reinstate the classifications, but limit type one to four or less children and allow type two to have between five and 12 children. For type two, there must be a quarter-mile difference between uses, but there will not be a distance requirement for type one daycares. Council Members Rodela, Bills, and Peterson supported that direction.

Council Member Bills wondered if drop-off times could be staggered to mitigate the traffic impact of daycare uses. Ms. Smith stated that the City could try to negotiate those rules with caregivers, but it would be difficult to enforce. Council Member Smith agreed and noted that type of requirement would never be enforced by the City.

The Mayor then facilitated discussion regarding regulations for preschools; the Planning Commission recommended a maximum number of students per day (12), but he asked if the Council wanted to adjust that. Council Member Rodela indicated she is comfortable allowing preschools to hold two sessions per day with 16 students in each session. Each session would be no longer than four hours. Council Member Peterson stated that she is supportive of that recommendation. Mayor Ostler stated that would result in 64 additional vehicle trips per day in a neighborhood and the Council must consider what impact they are comfortable with. Council Member Bills stated she is unsure whether teachers want up to 16 kids in each preschool session; she recalls her own children attending preschool with fewer kids in a session. Council Member Smith agreed.

Ms. Wells suggested that the Council continue this item to a future agenda; in the meantime, staff can reach out to preschools and review records to determine what class size they would like the Council to consider. Council Member Smith stated he feels continuation of the item is appropriate.

Council Member Scott L. Smith MOVED to CONTINUE this item with the stipulation that staff will do more research.

Council Member Brittney P. Bills SECONDED the motion.

Ms. Wells inquired as to the information the Council would like to have in advance of their next meeting in order to make a decision. Mayor Ostler stated he would like Ms. Smith to reach out to existing preschools to determine typical class sizes. Council Member Smith added he would like to know if it is necessary for this ordinance to be applied to other in-home instruction, such as piano teacher or swimming teachers; he is concerned about the requirement for those individuals to submit to a background check. Mayor Ostler stated it would be helpful to determine how other cities are handling those issues.

Council Member Bills stated she would like the Council to have information about the licensed daycare providers in Highland.

The vote was recorded as follows:

Council Member Timothy A. Ball	*Absent*
Council Member Brittney P. Bills	*Yes*
Council Member Sarah D. Petersen	*Yes*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion passed 4:0.

5. PUBLIC HEARING/ORDINANCE: TEXT AMENDMENT – PARK OR PLANTER STRIPS *Development Code Update (Legislative) – Kellie Smith, Planner & GIS Analyst*

The City Council will hold a public hearing to consider a proposal by Highland City Staff to amend Section 3-621 Park or Planter Strips to clarify that the maintenance is the responsibility of the adjacent property owner. The City Council will take appropriate action.

Planner and GIS Analyst Smith explained on October 18, 2022, staff made the City Council aware that the section of the Development Code that details what is permitted for landscaping in park strips, does not specify that it is the adjacent property owner's responsibility to landscape and maintain it. The City Council discussed that it was consistent with current policy and directed staff to proceed with the amendment. Section 3-621 of the Development Code details which types of landscaping is allowed in park strips in City right-of-way. The proposed amendment adds the following wording to Section 3-612 Park or Planter Strips: "All park strip areas, the area between the sidewalk and the curb, shall be landscaped and maintained by the adjacent property owner using traditional and /or Xeriscape methods…"

She noted the Planning Commission held a public hearing on October 25, 2022. There was no resident comment. One of the Commissioners suggested that "adjacent property owner" could be misinterpreted and recommended that the wording be made more specific. This Commissioner also shared that they had researched several of the prohibited noxious weeds and permitted tree types and that they should be updated. The Planning Commission voted 5-0 to recommend approval of the amendment with the wording being changed to "property owner directly adjacent to that sidewalk." A stipulation was included in the recommended approval that staff would bring the list of tree types and other vegetation back to the Planning Commission to be reviewed at a future date. Staff recommends the City Council hold a public hearing, accept the findings, and approve the proposed amendment as recommended by the Planning Commission.

Council Member Smith noted that it is important to specify that park strips are the section of land between the curb and sidewalk in front of a home; however, there may be some confusion about park strips on corner lots or on parkways. He is aware of a resident who maintains a portion of a parkway that abuts his corner lot. Ms. Smith explained that some corner lots have standard park strips, and it is the property owner's responsibility to maintain the park strips on both sides of their home. However, parkway details are maintained by the City.

Council Member Petersen left the meeting at 8:58 p.m.

Mayor Ostler opened the public hearing at 8:58 p.m.

Wesley Warren asked if the City has a list of approved trees that can be planted in park strips. Ms. Smith answered yes and the best place to find those is in the City's municipal code; the street tree requirements for park strips listed in municipal code conflicts with the list in the City's development code and it is necessary to reconcile that conflict. Mr. Warren stated that he hired a landscaper to plant trees in his park strip and they planted a tree that is included on one of the City's approved street trees list; however, the roots of that tree are already buckling the sidewalk. It would be helpful to property owners to update the list to include trees that will not cause such damage.

Mayor Ostler closed the public hearing at 8:58 p.m.

Council Member Scott L. Smith MOVED that the City Council APPROVE the proposed amendment to Section 3-621 Park or Planter Strips to clarify that the maintenance of park strips is the responsibility of the property owner directly adjacent to the sidewalk as recommended by the Planning Commission with the following stipulation:

1. *Staff will bring the list of tree types and other vegetation back to the Planning Commission to be reviewed at a future date.*

Council Member Brittney P. Bills SECONDED the motion.

The vote was recorded as follows:

Council Member Timothy A. Ball	*Absent*
Council Member Brittney P. Bills	*Yes*
Council Member Sarah D. Petersen	*Absent*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion passed 3:0.

6. PUBLIC HEARING/ORDINANCE: TEXT AMENDMENT – SEWER LIFT STATIONS *Development Code Update (Legislative) – Kellie Smith, Planner & GIS Analyst*

The City Council will hold a public hearing to consider a proposal by Highland City Staff to amend Section 5-9-107 Underground Utilities and Sanitary Sewer relating to sewer lift stations. The City Council will take appropriate action.

Planner and GIS Analyst Smith explained on October 18, 2022, the City Engineer presented to the City Council the substantial costs of maintaining and replacing sewer lift stations throughout the City. The City Engineer expressed the desire to update the Development Code to prohibit new development from being served by publicly owned sewer lift stations. The Council directed to staff to draft the amendment. Highland City currently maintains four (4) sewer lift stations: Pheasant Hollow, Greens at the Highlands, and Dry Creek, and Highland Hollows. The Victor View lift station was eliminated during the summer of 2022. The proposed amendment is to add the following to Section 5-9-107 Underground Utilities and Sanitary Sewer:

"4. Sanitary sewer pipelines and facilities that are or will be owned and maintained by the City for all new subdivisions shall operate by gravity flow means without introducing, or causing to be created, additional lift or pumping systems."

Public Works Director/City Engineer Spencer identified the location of the four existing lift stations in the City, all of which are maintained by the City. Mayor Ostler stated there are some subdivisions still to develop near the Beacon Hills area and he asked if those projects must have gravity fed systems that can feed into existing lift stations. Mr. Spencer stated the intent of the amendment is for no new project to create additional lift stations; if a subdivision flows to a gravity line that ultimately flows to an existing lift station, that will be permitted. The only area of the City he is aware of that could potentially develop and experience a conflict with this ordinance is the gravel pit; it is a fairly deep hole that can not be served by a gravity fed system.

Council Member Smith stated he supports this amendment based upon his understanding of the costs associated with maintaining and replacing lift stations; however, he is concerned that the amendment may restrict a property owner from exercising their rights to develop. Mr. Spencer stated the owner could pursue a privately maintained lift station for that area of the property, or they could fill the hole sufficient to create a gravity fed situation. City Administrator Wells indicated that the property owner may also be able to apply for a variance and that application would be heard by an appeal authority. Mayor Ostler stated he is unsure the appeal authority would grant a variance that would place a burden on the City. City Attorney Patterson stated that the applicant would have a substantial burden to demonstrate why they cannot develop using a private lift station; however, it is correct that the variance process does exist.

Ms. Smith then noted the Planning Commission held a public hearing on October 25, 2022. There was no resident comment. The Commission shared concerns regarding private sewer lift stations still being permitted. They feared that if the lift station required maintenance, and the homeowner's association associated with the private development did not have the funds to repair it, that it would fall to the City. The Planning Commission voted five to zero to recommend approval of the proposed amendment with the provision that private lift stations must prove adequate provisional funding for maintenance and repair in perpetuity. The proposed ordinance has been updated to reflect this change. The following is a cost summary of the projects the City has had to complete regarding the maintenance of sewer lift stations during FY21-22 and FY22-FY23 so far:

- Victor View lift station elimination: $700,415
- Pheasant Hollow lift station replacement: $1,550,000
- Greens at the Highlands lift station pump replacement: $105,000

The proposed amendment prohibits publicly owned and maintained sewer lift stations. A developer can still choose to use a sewer lift station, but it would need to be privately owned and maintained. The proposed amendment appears to meet the following finding:

- The amendment is consistent with the purpose outlined in Chapter 5 Subdivisions: to avoid "an excessive expenditure of public funds for the supply of such services and facilities."

Ms. Smith concluded staff recommends the City Council hold a public hearing, accept the findings, and approve the proposed amendment with the addition recommended by the Planning Commission regarding the funding for private sewer lift stations.

Mayor Ostler opened the public hearing at 9:09 p.m.

There were no persons appearing to be heard.

Mayor Kurt Ostler closed the public hearing at 9:09 p.m.

Council Member Scott L. Smith MOVED that the City Council APPROVE the proposed amendment to Section 5-9-107 Underground Utilities and Sanitary Sewer relating to sewer lift stations with the addition recommended by the Planning Commission regarding the funding for private sewer lift stations.

Council Member Kim Rodela SECONDED the motion.

The vote was recorded as follows:

Council Member Timothy A. Ball	*Absent*
Council Member Brittney P. Bills	*Yes*
Council Member Sarah D. Petersen	*Absent*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion passed 3:0.

Council Member Ball returned to the meeting at 9:10 p.m.

7. AGREEMENT: HIGHLAND GROVE PLAZA - RECIPROCAL ACCESS EASEMENT AGREEMENT *Land Use (Administrative) – Kellie Smith, Planner & GIS Analyst*

The City Council will hold a public meeting to consider a request by Seeg Office Highland LLC and Highland City staff to approve a reciprocal access easement agreement for drive access off of Town Center East. The Council will take appropriate action.

Planner and GIS Analyst Smith explained on September 20, 2022, the City Council approved the Highland Grove Plaza site plan. One of the stipulations was for a cross-access easement agreement to be approved by the City Council and recorded on the property. The agreement must be approved by the City Council before a preconstruction meeting can be held. The proposed agreement is associated with the approved office building located at 10806 N 5400 W. The property is designated as Mixed Use on the General Plan Land Use Map and the site is zoned Town Center Flex-Use. Section 3-4728 Driveway and Curb Openings in the Town Center Overlay requires that curb cuts and driveway aisles be shared at property lines between parcels. Accesses are limited to one (1) access driveway for every two hundred (200) feet on any street. The proposed drive access location meets this requirement. The approved drive access aligns with the existing access to the City Offices across the street to create a T-intersection. The proposed reciprocal access easement agreement is for a 30'-wide access easement that will be recorded to provide the shared accesses between the Highland Grove Plaza site and City property. These easements are for the purpose of constructing, installing, and maintaining a shared, paved, and improved access and driveway to and for the benefit of the parties' respective properties. The initial construction and improvement of the access will be completed by Seeg Office Highland LLC. Seeg will also be responsible for all costs to maintain, repair, and clear snow from the full width of the shared access and driveway until the Highland City property develops. Once the city property develops, these costs will be shared equally between the two parties. The proposed action will not have an impact on the City's budget. Staff recommends the City Council approve the Reciprocal Access Easement Agreement with a stipulation that Exhibit C be updated to show the points and dimensions reflected in the legal descriptions.

Council Member Brittney P. Bills MOVED that City Council approve the Reciprocal Access Easement Agreement associated with the Highland Grove Plaza site plan approval with the following stipulation:

1. *Exhibit C will be updated to show the points and dimensions reflected in the legal descriptions (Exhibits A and B).*

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

Council Member Timothy A. Ball	*Yes*
Council Member Brittney P. Bills	*Yes*
Council Member Sarah D. Petersen	*Absent*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion passed 4:0.

8. ACTION: ALLOCATING FY22 GENERAL FUND NET REVENUE TO MTN. RIDGE PARK *General City Management – Tyler Bahr, Finance Director*

The City Council will consider allocation of FY2022 General Fund net revenue to development of Mountain Ridge Park. The Council will take appropriate action.

Finance Director Bahr reported that on September 6, 2022, Council approved use of various funding sources for development of Mountain Ridge Park and directed staff to further evaluate potential funding sources for the Park including Fiscal Year (FY) 2022 General Fund net revenue. In previous discussions with the Council, staff has noted that net revenue from FY2022 may be available for allocation at the Council's discretion, pending closeout of the fiscal year. As the year-end closeout nears completion, staff has identified $1 million available in net revenue in the General Fund. This revenue was generated largely through higher than anticipated sales tax revenue, savings in the Streets department due to construction timing and lower than anticipated snow removal, savings in Parks from playground expenses as Council decided to move forward with only the Highland Glen playground funded in Parks Capital, savings in the General Fund transfer to Open Space related to the tree planting project, and savings related to the Mitchell Hollow trail project that was completed under budget. As the audit of FY2022 is completed, additional funds may be made available as building inspection revenue is further vetted. Mr. Bahr discussed the fiscal impact of this action; the Council previously directed staff to transfer $750,000 of the General Fund balance to the Parks Capital Fund for Mountain Ridge Park, which reduces the General Fund balance from 35 percent – the maximum allowed by State law, to approximately 27 percent of estimated General Fund annual revenues. Transferring FY2022 net revenue for use in Mountain Ridge Park development will maintain the General Fund balance at roughly the same 27 percent. Staff recommends that the Council allocate $1 million of FY2022 General Fund net revenue to development of Mountain Ridge Park and authorize transfer of this amount to the Parks Capital Fund for that purpose. If additional funding is determined to be available following completion of the FY2022 audit, staff will present a future item for Council consideration.

Council Member Smith stated that in a recent meeting, the Council understood that the City had sufficient funding for the park project, including some park impact fee revenues; however, Administration later clarified that park impact fee revenues must be used to repay the park bond. When the park bond was refinanced, he did not understand that early repayment of the bond would not be allowed and now it seems that the City is in a situation where it has excess park impact fee revenue that cannot be used for the Mountain Ridge Park or to repay the bond debt ahead of schedule. Mayor Ostler stated that is correct, but the City can update its capital facilities plan for the park impact fee and include the Mountain Ridge Park, or other park improvement projects, as eligible uses of those funds. Council Member Smith stated that is correct, but that will not address the issue of not being able to repay the bond debt ahead of schedule. Mr. Bahr stated that is correct; however, the City realized significant savings by agreeing to not repaying the debt early.

Council Member Scott L. Smith MOVED that City Council approve allocation of $1 million of FY2022 General Fund net revenue to development of Mountain Ridge Park and authorize transfer of this amount to the Parks Capital Fund for that purpose.

Council Member Kim Rodela SECONDED the motion.

The vote was recorded as follows:

Council Member Timothy A. Ball	*Yes*
Council Member Brittney P. Bills	*Yes*
Council Member Sarah D. Petersen	*Absent*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion passed 4:0.

9. ACTION: PURCHASE AGREEMENT WITH SMITH STEELWORKS FOR MOUNTAIN RIDGE PARK FURNITURE AND PICKLEBALL COURT SHADE STRUCTURES AS WELL AS PARKS EQUIPMENT FOR OTHER CITY PARKS *General City Management Andy Spencer, City Engineer/Public Works Director*

The Council will consider the purchase of shade structures (28'x15), park benches, garbage cans, and bike racks for Mountain Ridge Park and additional City parks.

Public Works Director/City Engineer Spencer explained the Council previously approved construction of the pickleball and basketball courts and the associated improvements. The shade structures and other park amenities were discussed as a part of the Mountain Ridge Park funding and expenditure discussions. The Council previously contracted the three pavilions at Mountain Ridge Park from Smith Steelworks. The Council approved in the FY2023 budget the purchase of 23 garbage cans to provide garbage cans for all City parks. He discussed staff's efforts to secure bids for benches, bike racks, garbage cans, and pickleball court shade structures for Mountain Ridge Park; an estimate from Smith Steelworks provides information about the selected bench styles, the garbage can, and single loop bike racks. All will be statuary bronze in color and will include the City logo. He presented a site layout to orient the Council to the location of the pickleball and basketball shade structures, after which he concluded the total cost of all improvements/amenities is $309,852 and staff recommends the Council approve the purchase.

Council Member Smith asked if it would be appropriate to place a dumpster at the park to accommodate the amount of trash that may be collected there in the garbage cans. Mr. Spencer stated he can explore the idea of including a dumpster at the park if so directed by the Council. Council Member Smith then asked if a sign has been erected to announce the Mountain Ridge Park project and opportunities for residents to donate to the project. Mr. Spencer answered no. The Council indicated a large sign would be a good idea and they believe residents may donate to support the project.

Council Member Kim Rodela MOVED that City Council approve the purchase of park amenities from Smith Steelworks in the amount of $309,852.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

Council Member Timothy A. Ball	*Yes*
Council Member Brittney P. Bills	*Yes*
Council Member Sarah D. Petersen	*Absent*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion passed 4:0.

10. ACTION: PURCHASE OF MUSCO LIGHTS FOR THE MOUNTAIN RIDGE PARK PICKLEBALL COURTS *General City Management Andy Spencer, City Engineer/Public Works Director*

The Council will consider the purchase of four 50-foot-tall light poles with lighting fixtures for Mountain Ridge Park pickleball and basketball court areas.

Public Works Director/City Engineer Spencer explained the Council previously approved construction of the pickleball and basketball courts and the associated improvements. The lighting fixtures were discussed as a part of the Mountain Ridge Park funding and expenditure discussions. Staff has reviewed lighting criteria for the pickleball courts as identified on the Mountain Ridge Park plans. A bid was received from Musco Sport Lighting, holder of the Utah State Bid for these types of lights, in the amount of $109,766. Lights will be installed as per plans at the corners of the pickleball courts. The poles are 50 feet in height and have a 50-foot candlelight spread. This will be adequate lighting for the pickleball courts. The lighting fixtures are galvanized steel for the exterior finish. The fixtures can be powder coated to match the statuary bronze color on the other park finish items; however, this would represent additional cost. The cost has not been investigated to date. The cost of this purchase is $109,766.00. Funding for this expense is included in GL #40-40-78, Mountain Ridge Park, as a part of the Council direction for Mountain Ridge Park funding. Staff recommends approval of the purchase of four sport court lights from Musco Sport Lighting.

Council Member Smith asked if the lights will be installed in a manner that they will not disturb nearby residences or cause light pollution. Mr. Spencer stated that the Mayor has asked staff to investigate the cost of noise shields for pickleball courts; additionally, the lights will be focused downward as much as possible, and they will be turned off at night. The design was created by a landscape architect who performed a study to determine how many lights are needed at each court.

Council Member Kim Rodela MOVED that City Council approve the purchase of sport court lights from Musco Sport Lighting for the Mountain Ridge Park pickleball courts in the amount of $109,766.

Council Member Timothy A. Ball SECONDED the motion.

The vote was recorded as follows:

Council Member Timothy A. Ball	*Yes*
Council Member Brittney P. Bills	*Yes*
Council Member Sarah D. Petersen	*Absent*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion passed 4:0.

11. ACTION: AWARD OF CONTRACT TO MOUNTAINLAND SUPPLY FOR THE PURCHASE OF PI METER FITTINGS *General City Management - Andy Spencer, City Engineer/Public Works Director*

The City Council will consider an award the bid for the PI meter fittings for the City-wide PI meter installation project. The Council will take appropriate action.

City Engineer/Public Works Director Spencer explained the City Council has previously been notified of received grant funding through the Bureau of Reclamation and Utah State Department of Water Resources for the installation of pressurized irrigation (PI) meters and provided direction to proceed with preparations for the PI meter project. The approved Fiscal Year (FY) 2023 budget includes $3,753,500 in 53-40-60, PI Capital Expenses/Projects. A portion of this funding (approximately $1M) is intended for PI meters in FY23. The utility rate study included funding in the forthcoming successive budget years of approximately $1M per year. On October 25, 2022, staff received bids from three vendors for the PI meters. Bidding was solicited through the Utah State Procurement website (Sciquest). The meter type was previously identified as being manufactured by Sensus, which is the same brand as the City currently uses in the culinary water system. The three bidders were Mountainland Supply ($2,846,058.81), Technology International ($3,309,810.00) and Wisecom ($3,269,253.95). Mountainland Supply is a local vendor with whom Highland City has an active account and has used them for most waterworks' materials. Staff is comfortable with them as a vendor and supplier of these meters. He presented photographs to illustrate the manner in which a meter is installed on a residential PI line, after which he concluded this agenda item is a request to fund the purchase of PI meter fittings in accordance with the bid submitted by Mountainland Supply with a contract amount of up to $2,197,555. If determined necessary to guarantee compliance with federal requirements, staff requests authorization of the prepayment of those part that may not comply with the domestic purchase requirements of the Federal grant.

Council Member Ball inquired as to the communication protocol for these devices. Mr. Spencer stated they generate a radio signal for reading purposes. Council Member Ball stated there are commercial and industrial radio readers, but he is sure there are domestic providers of those fittings. He asked who told Mr. Spencer that the fittings are not available domestically. Mr. Spencer stated that he brought with him tonight the meters and fittings from each of the bid responders; there is a unique condition in Highland's water system and the City has a very robust filtering system to filter the dirt and debris out of the water. Each of the meter systems included in the bids are compatible with the City's system. This led to high level discussion among the Council and staff regarding the importance of installing the right meter/fitting/filter on the City's system to keep debris out of the residential PI lines. There was also a focus on the requirements of the grant funding that restrict the City to purchase supplies domestically. The Council concluded they are comfortable proceeding with execution of the agreement.

Council Member Scott L. Smith MOVED that City Council approve the purchase of PI Meter Fittings in accordance with the bid submitted by Mountainland Supply in a contract amount up to $2,197,555 and authorize the City Administrator to sign the necessary contract documents. If determined necessary to guarantee compliance with Federal requirements, authorize the prepayment of those parts that may not comply with the domestic purchase requirements of the Federal grant and in addition if deemed necessary may have to find other funds to pay the sales tax.

Council Member Kim Rodela SECONDED the motion.

The vote was recorded as follows:

Council Member Timothy A. Ball	*Yes*
Council Member Brittney P. Bills	*Yes*
Council Member Sarah D. Petersen	*Absent*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion passed 4:0.

12. ACTION: AWARD OF CONTRACT TO MOUNTAINLAND SUPPLY FOR THE PURCHASE OF PI METERS *General City Management - Andy Spencer, City Engineer/Public Works Director*

The City Council will consider an award the bid for the PI meters for the City-wide PI meter installation project. The Council will take appropriate action.

City Engineer/Public Works Director Spencer explained this item is related to the previous agenda item; it deals with the purchase of the actual pressurized irrigation (PI) meters. The total cost for the PI meters and the information tower system is $2,966,723.81. Staff requests a contingency approval of $296,700 (roughly 10%) for a total funding of $3,263,424. The cost of this purchase is not to exceed $3,263,424. Funding for this expense will be taken from GL 53-40-50, PI Meter Grant, within the FY23 budget. Funds will be transferred to this account as they are received from the grant sources with the commensurate local match being transferred from the capital account 53-40-60. Staff recommends approval and award of a contract for the purchase of PI meter fittings to Mountainland Supply.

Council Member Ball asked if staff was able to find ultrasonic meters that strap around a pipe rather than something that is more invasive. Mr. Spencer stated he is not aware of that type of a meter being available for lateral lines as they are typically available for larger pipes. Council Member Ball stated he is unsure there is enough data to assure the City that the proposed meters will not become clogged. Mr. Spencer stated that the City has been installing this type of meter for nearly three years and the experience has been positive thus far. He has not seen extreme incidents of clogging. Council Member Smith asked if there has been any clogging. Mr. Spencer stated there has been some clogging, but not anything significant. He has spoken with other cities who used different meters initially but have switched to a new type because of issues with the initial meters.

Council Member Kim Rodela MOVED that City Council approve the purchase of PI Meter in accordance with the bid submitted by Mountainland Supply in a contract amount up to $3,263,424 and authorize the City Administrator to sign the necessary contract documents. If determined necessary to guarantee compliance with Federal requirements, authorize the prepayment of meters and also the sales tax if deemed necessary.

Council Member Brittney P. Bills SECONDED the motion.

The vote was recorded as follows:

Council Member Timothy A. Ball	*Yes*
Council Member Brittney P. Bills	*Yes*
Council Member Sarah D. Petersen	*Absent*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion passed 4:0.

13. ACTION: 10100 N LANDSCAPE PLAN *Land Use (Administrative) – Kellie Smith, Planner & GIS Analyst*

The City Council will hold consider a request by Lennar Homes, Ivory Development, and David Weekley Homes to approve the landscape plan for 10100 N. The Council will take appropriate action.

Planner and GIS Analyst Smith explained on May 21, 2019, the property was rezoned as a Planned Development (PD) district. On November 9, 2021, the City Council approved the preliminary plat for Pod B subject to nine stipulations. The preliminary plat included a total of 424 residential units, two roads (Featherstone Drive and Dorado Way), and the park. The City Council approved the final plats for Plat F and Plat G on June 21, 2022. Ridgeview Plat J was approved on September 20, 2022. October 18th, 2022, the City Council approved an update to those final plats relating to the City right-of-way. The Council included a stipulation of approval that the entire section along 10100 N be xeriscaped with trees and bushes, and that the plan come back to the Council for final approval. Highland City is maintaining the landscaping along North County Boulevard and 10100 North; All interior landscaping and landscaping along Canal Boulevard will be maintained by the HOA. Upon further review of the landscape plan, 10100 North is planned to be landscaped with ground coverage of river cobble and crushed rock with trees, shrubs, and other plantings. The sections of turf sod mixed with xeriscaping are only along North County Boulevard and Featherstone. Staff recommends approval of the 10100 North landscape plan.

Council Member Scott L. Smith MOVED that City Council APPROVE the 10100 N xeriscaped landscaping plan.

Council Member Timothy A. Ball SECONDED the motion.

The vote was recorded as follows:

Council Member Timothy A. Ball	*Yes*
Council Member Brittney P. Bills	*Yes*
Council Member Sarah D. Petersen	*Absent*

Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion passed 4:0.

14. ACTION: CITY ADMINISTRATOR EMPLOYMENT AGREEMENT *General City Management – Kurt Ostler, Mayor*

The City Council will consider an Employment Agreement for the City Administrator. The Council will take appropriate action.

Mayor Ostler stated that this item was on the October 18 City Council meeting agenda and the proposed employment agreement has been provided to all City Council Members.

Council Member Smith asked if it is necessary to publicly disclose the terms of the agreement, specifically Ms. Wells' compensation. City Attorney Patterson answered no; the agreement is a public document and any person interested in reading the terms can make a public records request.

Council Member Kim Rodela MOVED that City Council approve the Employment Agreement with City Administrator Erin Wells.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

Council Member Timothy A. Ball	*Yes*
Council Member Brittney P. Bills	*Yes*
Council Member Sarah D. Petersen	*Absent*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion passed 4:0.

15. MAYOR/COUNCIL AND STAFF COMMUNICATION ITEMS

The City Council may discuss and receive updates on City events, projects, and issues from the Mayor, City Council members, and city staff. Topics discussed will be informational only. No final action will be taken on communication items.

a. Financial Report – *Tyler Bahr, Finance Director*

Finance Director Bahr reviewed the financial report for the City for the first three months of Fiscal Year (FY) 2023. Licenses and permits revenue are at $380,000 due to payments for building permits; transfers from the General Fund are at $1.9 million due to the Mountain Ridge Park funding. He discussed other highlights of the report, after which he noted the City budgeted $3.6 million for sales tax revenue in the FY23 budget; in September the City received $287,670, which is a 12 percent increase over the same time last year. If that trend were to continue, the City would receive approximately $100,000 more than estimated.

Council Member Smith asked if Administration is comfortable with sales tax projections given the predictions that a recession is looming. Mr. Bahr answered yes and noted that answer is based upon historical data; however, he will closely monitor sales tax trends.

b. **Easement Modification for Storm Drain Basin** – *Andy Spencer, City Engineer/Public Works Director*

City Engineer/Public Works Director Spencer reported that when Highland Heights Plat A was approved, the entire backyard of a home was included in a detention pond easement; approximately one year ago the home was purchased by a new owner, and he wanted to identify the easement in his purchase agreement and to also identify that the basin was constructed in a manner different from what was identified on the plat. It is not as large as it should have been. The owner would like to place other improvements/amenities on the property, and he has approached the City about reconstructing the basin so that it would be more of an 'L' shape, and it would capture the volume planned for the basin, but the existing easement would be vacated to allow for the improvements he desires. He presented a rendering illustrating the property owner's proposal and stated that staff is seeking feedback from the Council to determine if this application would be supported.

Council Member Smith asked how often the basin is wet. Mr. Spencer stated that the pipe feeding the basin is smaller than the pipe allowing the basin to drain; it does not retain water very often. He would recommend a liability release for any damage to any personal property placed within the basin area. Mayor Ostler agreed that would be appropriate.

Mayor Ostler invited input from the property owner's representative. Alan Bird, representing Greg Eyre, stated that the property is currently fenced and Mr. Eyre plans to keep the fence in place; he believes Mr. Eyre would be comfortable releasing the City of any liability associated with placing improvements in the basin area. He stated there was a recent rain event that resulted in the water being about 'knee high' in the basin, but it drained quickly.

Mr. Spencer stated that he simply wanted to understand if there is any major opposition to this project from the Council. No objections were voiced.

c. **Meyers' Sewer Easement** – *Andy Spencer, City Engineer/Public Works Director*

City Engineer/Public Works Director Spencer reported the Meyers' purchased property from the City to provide sewer service and connection to the nearby lift station. They are seeking an agreement to run their sewer later across the City's property. This would not necessarily be an easement, but an agreement stipulating that the improvements would be relocated by the property owner as it becomes necessary to do so in the future. He thinks the likelihood of requiring the relocation of the line is very low, but it is important to protect the City from unforeseen circumstances in the future.

Mayor Ostler stated he believes there is already an easement on the site to allow Lehi City to run their pressurized irrigation (PI) lines through the property. Mr. Spencer stated he believes the PI line would be above the sewer line; the two lines would likely cross, but both could still be served. He concluded there is a great deal of undeveloped space near the subject property, and it is important to sign an agreement with anyone seeking to install improvements on the property to protect the City in the future.

The Council indicated they are comfortable with the agreement. Mr. Spencer stated it will be included as an action item on a meeting agenda in December.

d. North Pointe Solid Waste Transfer Station – *Council Member Scott L. Smith*

Council Member Smith stated that the North Point Solid Waste District passed their tentative budget recently; District solicited bids from hauling companies and transportation costs have increased. This increase will be passed on to the cities that are part of the District and Highland's increase could be approximately $21,000 per year. If this is passed onto residents, hauling costs will increase by $0.42 per month. He stated that no final decisions have been made and he will keep the Council informed of the status of the District's final budget.

d. Future Meetings

- November 9, 2022, Lone Peak Public Safety District Meeting, 7:30 am, City Hall
- November 15, 2022, Planning Commission Meeting, 7:00 pm, City Hall
- November 29, 2022, City Council Work Session, 6:00 pm, City Hall
- December 6, 2022, City Council Work Session & Meeting, 6:00 pm, City Hall

16. CLOSED SESSION

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

There was no closed session.

ADJOURNMENT

Council Member Scott L. Smith MOVED to adjourn the regular meeting and Council Member Kim Rodela SECONDED the motion. All voted in favor and the motion passed unanimously.

The meeting adjourned at 10:52 pm.

I, Stephannie Cottle, City Recorder of Highland City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on November 1, 2022. This document constitutes the official minutes for the Highland City Council Meeting.

Stephannie Cottle, CMC
City Recorder

Welcome to the Highland City Council Meeting

November 1, 2022

1

Please sign the attendance sheet

2

7:00 PM REGULAR SESSION

Call to Order – Mayor Kurt Ostler
Invocation – Council Member Brittney P. Bills
Flag Ceremony – Highland/Alpine Scout Troop 20

3

UNSCHEDULED PUBLIC APPEARANCES

Time set aside for the public to express their ideas and comments on non-agenda items.

- Please state your name clearly.
- Limit your comments to three (3) minutes.

4

PRESENTATIONS

a. Library Board Report – *Kevin Tams, Library Board Chair*
b. Water Update – *Tayson Arnoldsen, Pressurized Irrigation Superintendent*
c. Highland Marketplace – *Joe Ham, representing MNG Highland Development, LLC*

5

LIBRARY BOARD REPORT TO THE HIGHLAND CITY COUNCIL

2021 – 2022 FISCAL YEAR

PRESENTED BY KEVIN TAMS, *CHAIR OF THE LIBRARY BOARD*

6

ANNUAL REPORT 2021-2022 FISCAL YEAR

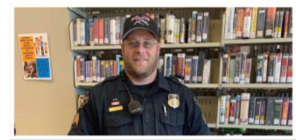
Utah Code § 9-7-406(1)

"The Library Board of directors shall provide an annual report to the city governing body on the condition and operation of the library, including a financial statement."

7

LIBRARIES MATTER

- **Economic Impact**
  - Business Development
  - Job Creation
  - Positive ROI
- **Impact on Community Development**
  - Connecting People and Ideas
  - Enriching Personal Learning and Recreation
  - Developing a Community Identity
  - Sense of Ownership
  - Sustaining a Strong Democracy
- **Literacy and Education Impact**
  - Early Education
  - Improved ACT scores
  - Youth Literacy Services



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LIBRARY STATISTICS – PATRONS, ITEMS, CIRCULATION

- Total Patrons: 5,828 (+587)
- Total Physical Items: 42,353 (+1,264)
- Children's Item Circ.: 109,953(+21,569)
- Digital Circulation: 70,405 (+14,040)

9

LIBRARIES MATTER – ECONOMIC IMPACT

- Studying for major exams and increasing their abilities and improving themselves
- Growing and promoting their business
- Starting new businesses
- Studies show that the mean economic return to taxpayers is $4.23 per dollar of taxpayer support
- Libraries generate spending in the Highland economy

10

LIBRARY STATISTICS – RESOURCES

- Service Hours: 2,928
- Library Visits: 46,554
- Reference Questions: 257/week
- Study Room Use: 256
- Volunteer Hours: 735

11

LIBRARIES MATTER – IMPACT ON COMMUNITIES

12

LIBRARIES MATTER – IMPACT ON COMMUNITIES

13

AWARD AND GRANTS - $50,000

- COVID-19 Impactful Service Award
- $12,000 - ARPA Physical Collection Support
- $4,938 – Pandemic Response Grant
- $8,828 – LSTA Grant
- $4,830 – CLEF Grant
- $3,000 – Children and Teen Book Grant
- *$10,000 – ARPA Physical Collections Support
- *$2,720 – LSTA grant
- *$1,500 – ARPA Spanish and Other Language Materials

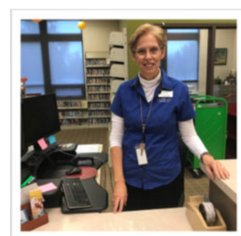
* FY 2023 so far

14

LIBRARIES MATTER – LITERACY & EDUCATION IMPACT

15

QUESTIONS?



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THANK YOU

Kevin Tams
Chair, Highland City Library Board
libraryboard@highlandcity.org
https://highlandcity.org/128/Library-Board

17

HIGHLAND CITY
PRESSURIZED IRRIGATION 2022
November 1, 2022

HIGHLAND CITY

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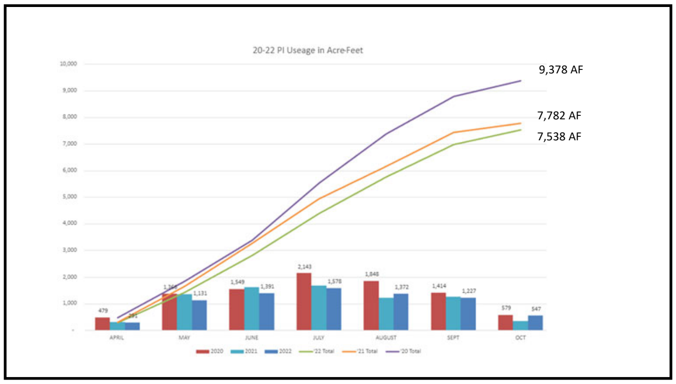

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2022 IRRIGATION SEASON

- Use for Year – 7,538 AF
  - ➢ 3% (244 AF) Less than 2021 & 20% (1,840 AF) Less than 2020
  - ➢ September was a very Hot Month
- Provo River Status –
  - ➢ Approximate 2022 Allocation – 3,118 AF Provo + 415 AF CUP
  - ➢ Approximate used to date – 2,158 AF
  - ➢ 2021 Holdover Storage – 1,205 AF
  - ➢ Approximately ~2,400 AF for next year with saved 1,200 AF this year
- Continued Strategies for Public Awareness
  - ➢ Update residents that their efforts are appreciated and have made a tremendous result
  - ➢ Newsletter/Website – On-going
  - ➢ Referring residents to Conservation Water Websites

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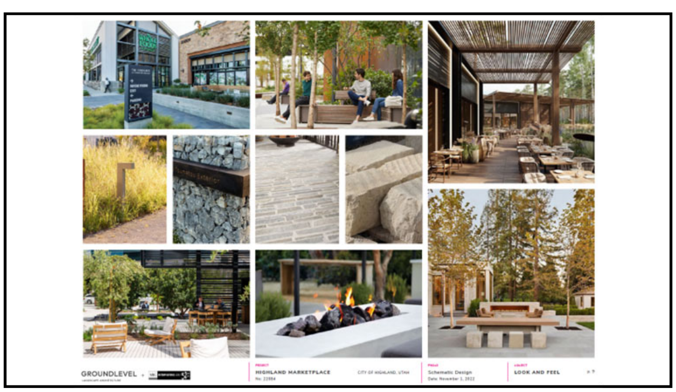

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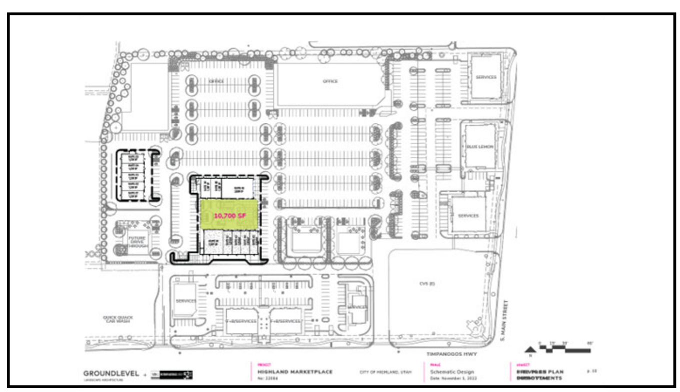

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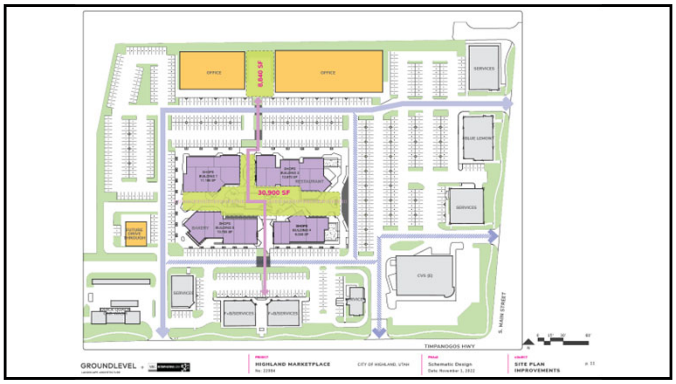

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CONSENT ITEMS *(5 minutes)*

3a. ACTION: Library Board Appointment *General City Management*
3b. RESOLUTION: PTIF Public Entity Resolution *General City Management*

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TEXT AMENDMENT – DAYCARES, PRESCHOOLS, AND IN-HOME INSTRUCTION *Development Code Update (Legislative)*

Item 4 – Public Hearing/Ordinance
Presented by – Kellie Smith
Planner & GIS Analyst

37

Prior Council Direction

- October 4, 2022
  - 1 resident spoke during unscheduled public appearances; shared concern of the need for affordable childcare
  - City Council communication item; Mayor and Councilmembers directed staff to move forward with drafting an ordinance based on Lehi City's Code

38

Background

- August 2022 – Home occupation application submitted for a daycare with 8-16 children and one caregiver that did not live in the home
- Staff concluded that it was necessary to update code to clarify what level of impact is allowed for daycares and preschools

39

City Code – Home Occupations

Development Code

- The home occupation shall be conducted entirely within the main dwelling, including an attached garage.
- The physical appearance of the dwelling, amount of traffic and parking, and other activities generated by the home occupation shall not be contrary to the intent of the zone in which the home occupation is located. The home occupation shall not generate pedestrian or vehicular traffic in excess of that customarily associated with the zone in which the use is located.
  - Average trips per day for a single-family home in Utah: 11.26

Municipal Code

- Only bona fide residents of the premises, as defined by the city zoning ordinance, shall be employed by the licensee.

40

Daycare vs Preschool

- Preschool – more concentrated impact morning or afternoon (State does not regulate)
- Daycare – typically 7am-7pm
- Impact
  - Approx. 4 trips per child
  - Cars backing out onto public roads
  - Care givers that do not live in the home (does not meet Home Occ requirements)

41

State Regulations

- Children to care givers ratio
- Training hours for care givers
- Background checks for care givers & anyone in the home 12 yrs old +
- Safety & injuries
- Food
- Transportation (if provided)
- Medical records
- *The State conducts annual inspections

42

Citizen Participation

- Public Hearing Notices
  - State and City websites
  - 3 public places
- No resident comment

43

Planning Commission Action

- Public hearing held October 25, 2022
  - No resident comment
- Commissioners expressed different opinions regarding the need for the use.
- The Planning Commission voted 5-0 to recommend approval with 4 changes.
- The Planning Commission discussed and was in favor of allowing additional teachers for in-home instruction that are not bona fide residents of the home. This detail was likely inadvertently excluded when the motion was made.

44

Proposed Amendment

- Daycares
  - All home occupation regulations except caregivers are not required to live in the home ~~(minimum # of caregivers required by State)~~
  - Utah Department of Health and Human Services Licensing
  - Traffic flow and parking plan
  - Type 1 – 8 children or less
  - Type 2 – 9-~~16~~ 12 children
  - Commercial – ~~16+~~ 12+ children

45

Proposed Amendment cont.

Type 2 Daycares

- ¼ mile radius from another daycare or preschool with 9-12 children
- 1 off street parking space per caregiver required
- ~~Other possibilities~~:
  - ~~Only adjacent to collector or arterial streets~~
  - ~~Turn-around on site or circular driveway~~

46

Proposed Amendment cont.

In-home Instruction (includes preschools)

- All home occupation regulations
- Max 12 students per day provided that no student attend for longer than 4 hours.
- ~~Max 2 time blocks (morning, afternoon) – blocks must be less than 4 hours.~~
- Teacher/instructor must live in the home*
- Background check for instructors that have students under 18 yrs old
- 12+ students only in commercial zones

47

Proposed Amendment cont.

Commercial Zones

- Residential Professional – already permitted
- Professional Office – add "daycares" (preschools is already a permitted conditional use)

48

Staff Recommendation

Staff recommends the City Council hold a public hearing, accept the findings, and APPROVE the proposed amendment as recommended by the Planning Commission.

Staff also recommends the City Council consider that the Planning Commission discussed and was in favor of allowing additional teachers or instructors for in-home instruction that are not bona fide residents of the home. This detail was missed when the motion was made.

49

Motion to Approve

I move that the City Council APPROVE the text amendment as recommended by the Planning Commission to amend several sections of the Development Code to add regulations for daycares, preschools, and in-home instruction.

50

Motion to Approve with PC Addition

I move that the City Council APPROVE the text amendment as recommended by the Planning Commission to amend several sections of the Development Code to add regulations for daycares, preschools, and in-home instruction with the following change:

- In-home instruction will allow for additional teachers or instructors that are not bona fide residents of the home. At least one teacher or instructor associated with the in-home instruction is required to be a bona fide resident of the home.

51

HIGHLAND CITY

TEXT AMENDMENT – PARK OR PLANTER STRIPS *Development Code Update (Legislative)*

Item 5 – Public Hearing/Ordinance
Presented by – Kellie Smith
Planner & GIS Analyst

52

Prior Council Direction

- October 18, 2022
  - The City Council discussed that the proposal is consistent with current policy and directed staff to proceed with the amendment

53

Background

- Section 3-621 Park or Planter Strips
  - Details types of landscaping permitted in the park strip
  - Staff noticed that it does not specify that it is the adjacent property owner's responsibility to maintain the landscaping installed in the park strip

54

Proposed Amendment

- Add the following wording to Section 3-612 Park or Planter Strips:

  "All park strip areas, the area between the sidewalk and the curb, shall be landscaped **and maintained by the adjacent property owner** using traditional and/or Xeriscape methods…"

55

Citizen Participation

- Public Hearing Notices
  - State and City websites
  - 3 public places
- No resident comment

56

Planning Commission Action

- Public Hearing held October 25, 2022
  - No resident comment
- The Planning Commission voted 5-0 to recommend approval with the wording being changed to "property owner directly adjacent to that sidewalk."
  - The Planning Commission included a stipulation that staff would bring the list of tree types and other vegetation back to the Planning Commission to be reviewed at a future date.

57

Motion to Approve

I move that the City Council APPROVE the proposed amendment to Section 3-621 Park or Planter Strips to clarify that the maintenance of park strips is the responsibility of the property owner directly adjacent to the sidewalk as recommended by the Planning Commission with the following stipulation:

1. Staff will bring the list of tree types and other vegetation back to the Planning Commission to be reviewed at a future date.

58

HIGHLAND CITY

TEXT AMENDMENT – SEWER LIFT STATIONS *Development Code Update (Legislative)*

Item 6 – Public Hearing/Ordinance
Presented by – Kellie Smith
Planner & GIS Analyst

59

Prior Council Direction

- October 18, 2022
  - The City Engineer presented the substantial cost of maintaining and replacing sewer lift stations in the City
  - The City Engineer expressed desire to prohibit new development from being served by publicly owned sewer lift stations
  - The Council directed staff to draft the amendment

60

Background

- Highland City Sewer Lift Stations
  - Pheasant Hollow
  - Greens at the Highlands
  - Dry Creek
  - *Victor View lift station was eliminated summer 2022

61

Proposed Amendment

- Section 5-9-107 Underground Utilities and Sanitary Sewer:
  - "4. Sanitary sewer pipelines and facilities that are or will be owned and maintained by the City for all new subdivisions shall operate by gravity flow means without introducing, or causing to be created, additional lift or pumping systems."

62

Citizen Participation

- Public Hearing Notices
  - State and City websites
  - 3 public places
- No resident comment

63

Planning Commission Action

- Public Hearing – October 25, 2022
  - No resident comment
- The Planning Commission voted 5-0 to recommend approval with the provision that private lift stations must prove adequate provisional funding for maintenance and repair in perpetuity.

64

Analysis

- Cost Summary – FY21-22 and FY22-23
  - Victor View lift station elimination: $700,415
  - Pheasant Hollow lift station replacement: $1,550,000
  - Greens at the Highlands lift station pump replacement: $105,000
- Development Code Ch. 5 Subdivisions: to avoid "an excessive expenditure of public funds for the supply of such services and facilities."

65

Motion to Approve

I move that the City Council APPROVE the proposed amendment to Section 5-9-107 Underground Utilities and Sanitary Sewer relating to sewer lift stations with the addition recommended by the Planning Commission regarding the funding for private sewer lift stations.

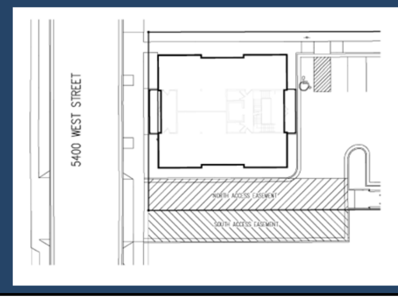
66

HIGHLAND GROVE PLAZA – RECIPROCAL ACCESS EASEMENT AGREEMENT *Land Use (Administrative)*

Item 7 – Agreement
Presented by – Kellie Smith
Planner & GIS Analyst

67

Agreement Exhibit



68

Motion to Approve

I move that City Council approve the Reciprocal Access Easement Agreement associated with the Highland Grove Plaza site plan approval with the following stipulation:

1. Exhibit C will be updated to show the points and dimensions reflected in the legal descriptions (Exhibits A and B).

69

ALLOCATING FY22 GENERAL FUND NET REVENUE TO MOUNTAIN RIDGE PARK *GENERAL CITY MANAGEMENT*

Item 8 – Action
Presented by – Tyler Bahr
Finance Director

70

Prior Council Direction

Funding Mountain Ridge Park

- August 16: preliminary list of potential funding sources
- September 6: refined list of funding sources
  - Council directed transfers to Parks Capital Fund & further evaluation of potential funding sources

71

FY2022 Net Gen. Fund Revenue

Estimated at $1MM due to:

- Sales tax
- Savings in streets – construction timing & snow removal
- Savings in Parks playground
- Savings in Open Space transfer (trees)
- Savings from Mitchell Hollow trail project

**Additional funds may be made available as building inspection revenue is vetted in the FY2022 audit*

72

Motion to Approve

I move that City Council approve allocation of $1 million of FY2022 General Fund net revenue to development of Mountain Ridge Park and authorize transfer of this amount to the Parks Capital Fund for that purpose.

73

HIGHLAND CITY

PURCHASE AGREEMENT WITH SMITH STEELWORKS FOR MOUNTAIN RIDGE PARK FUNITURE AND PICKLEBALL COURT SHADE STRUCTURES AS WELL AS PARKS EQUIPMENT FOR OTHER CITY PARKS *GENERAL CITY MANAGEMENT*

Item 9 – Action
Presented by – Andy Spencer
City Engineer/Public Works Director

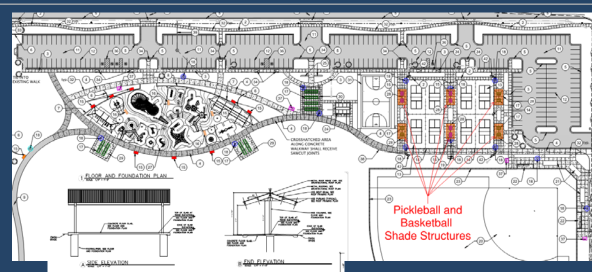
74

Prior Council Direction

- The Council previously approved construction of the pickleball and basketball courts and the associated improvements. The shade structures and other park amenities were discussed as a part of the Mountain Ridge Park funding and expenditure discussions. The Council previously contracted the 3 pavilions at Mountain Ridge Park from Smith Steelworks.
- The Council approved in the FY2023 budget the purchase of 23 garbage cans to provide garbage cans for all City parks.

75

Site Layout and Shade-Structure Plan



76

Motion to Approve

I move that City Council approve the purchase of park amenities from Smith Steelworks in the amount of $309,852.

77

HIGHLAND CITY

PURCHASE OF MUSCO LIGHTS FOR THE MOUNTAIN RIDGE PARK PICKLEBALL COURTS *GENERAL CITY MANAGEMENT*

Item 10 – Action
Presented by – Andy Spencer
City Engineer/Public Works Director

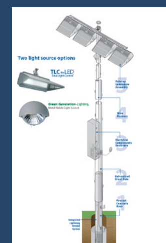
78

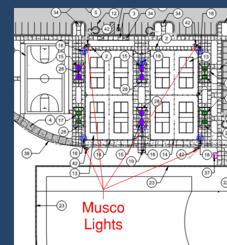
Prior Council Direction

- The Council previously approved construction of the pickleball and basketball courts and the associated improvements. The lighting fixtures were discussed as a part of the Mountain Ridge Park funding and expenditure discussions.

79

Location of Light Fixtures





80

Motion to Approve

I move that City Council approve the purchase of sport court lights from Musco Sport Lighting for the Mountain Ridge Park pickleball courts in the amount of $109,766.

81

HIGHLAND CITY

AWARD OF CONTRACT TO MOUNTAINLAND SUPPLY FOR THE PURCHASE OF PI METER FITTINGS

GENERAL CITY MANAGEMENT

Item 11 – Action
Presented by – Andy Spencer
City Engineer/Public Works Director

82

Prior Council Direction

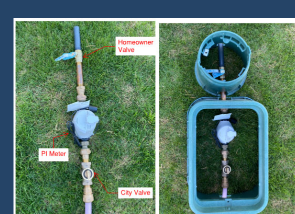
- City Council has previously been notified of received grant funding through the Bureau of Reclamation and Utah State Department of Water Resources for the installation of PI meters and provided direction to proceed with preparations for the PI meter project.

- Project Funding
- BOR Water Smart Grant $2,000,000 (requires 1:1 local match)
- State of Utah Grant $5,000,000 (requires 30% local match)
- Highland City $2,800,000
- Current Anticipated Cost $9,800,000

- The approved FY23 budget includes $3,753,500 in 53-40-60, PI Capital Expenses/Projects. A portion of this funding (approximately $1M) is intended for PI meters in FY23. The utility rate study included funding in the forthcoming successive budget years of approximately $1M per year.

83

Parts Proposed for Order



84

Motion to Approve

I move that City Council approve the purchase of PI Meter Fittings in accordance with the bid submitted by Mountainland Supply in a contract amount up to $2,197,555 and authorize the City Administrator to sign the necessary contract documents. If determined necessary to guarantee compliance with Federal requirements, authorize the prepayment of those parts that may not comply with the domestic purchase requirements of the Federal grant.

85

HIGHLAND CITY

AWARD OF CONTRACT TO MOUNTAINLAND SUPPLY FOR THE PURCHASE OF PI METERS *GENERAL CITY MANAGEMENT*

Item 12 – Action
Presented by – Andy Spencer
City Engineer/Public Works Director

86

Prior Council Direction

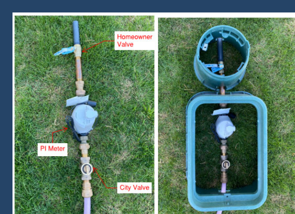
- City Council has previously been notified of received grant funding through the Bureau of Reclamation and Utah State Department of Water Resources for the installation of PI meters and provided direction to proceed with preparations for the PI meter project.

- Project Funding
- BOR Water Smart Grant $2,000,000 (requires 1:1 local match)
- State of Utah Grant $5,000,000 (requires 30% local match)
- Highland City $2,800,000
- Current Anticipated Cost $9,800,000

- The approved FY23 budget includes $3,753,500 in 53-40-60, PI Capital Expenses/Projects. A portion of this funding (approximately $1M) is intended for PI meters in FY23. The utility rate study included funding in the forthcoming successive budget years of approximately $1M per year.

87

Parts Proposed for Order



88

Motion to Approve

- I move that City Council approve the purchase of PI Meters in accordance with the bid submitted by Mountainland Supply in a contract amount up to $3,263,424 and authorize the City Administrator to sign the necessary contract documents. If determined necessary to guarantee compliance with Federal requirements, authorize the prepayment of meters.

89

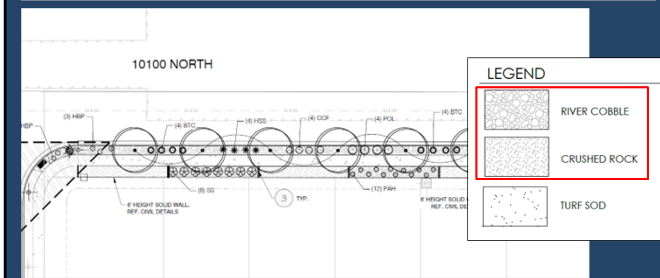
HIGHLAND CITY

10100 N LANDSCAPE PLAN *LAND USE (ADMINISTRATIVE)*

Item 13 – Action
Presented by – Kellie Smith
Planner & GIS Analyst

90

Landscape Plan



91

Motion to Approve

- I move that City Council APPROVE the 10100 N xeriscaped landscaping plan.

92

CITY ADMINISTRATOR EMPLOYMENT AGREEMENT

GENERAL CITY MANAGEMENT

Item 14 – Action
Presented by – Kurt Ostler
Mayor

93

Prior Council Direction

- This item was on the October 18th City Council agenda; however, it was not ready for discussion. Mayor Kurt Ostler informed Council that it would be brought back for their consideration in a future meeting.

94

Motion to Approve

- I move that City Council approve the Employment Agreement with City Administrator Erin Wells.

95

FINANCIAL REPORT

Item 15a – Communication
Presented by – Tyler Bahr
Finance Director

96

Observations

- As of September 30, 2022 – three months (25%) into FY2023

Q1	Q2	Q3	Q4
~~July~~	October	January	April
~~August~~	November	February	May
~~September~~	December	March	June

97

Observations

General Fund (p. 1)

- Licenses and permits revenue at $380K (41.3% of full-year projection) due to building permits
- Transfers from General Fund at $1.9MM (74.5% of budget) due to Mountain Ridge Park funding

98

Observations

Open Space (page 2)

- Property sales revenue YTD of $11K has already met the projected budget of $10K

Library (page 4)

- Property tax is received in December & January

Road Capital (page 8)

- Expenditures include work on 6800 West that will be reimbursed by MAG, the County, & Lehi City this fiscal year

99

Sales Tax

- FY2023 Budget = $3.6MM
- September = $287,670
  - First month that counts towards FY2023
  - Was $255,816 same month last year (12% increase)
- Rolling 12-month (thru September) = $3,694,315

100

Questions?

Thank you!

101

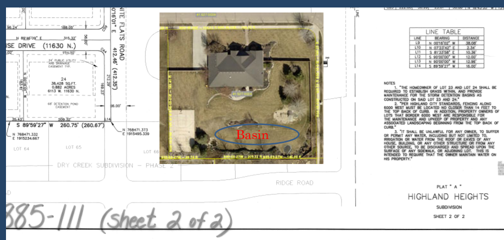
HIGHLAND CITY

EASEMENT MODIFICATION FOR STORM DRAIN BASIN

Item 15b – Communication
Presented by – Andy Spencer
City Engineer/Public Works Director

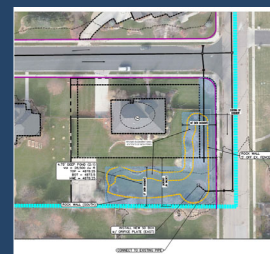
102

Existing Conditions/Easement



103

Proposed Conditions/Easement



104

Proposed Allowed Materials/Usage

- Current Descriptions Relating to the Detention Pond: The current plat map states that, "The Homeowner of Lot 23 and Lot 24 shall be required to establish grass within, and provide maintenance for the storm detention basins as constructed on said Lot 23 and 24." The Declaration of Protective Covenants, Conditions and Restrictions for Highland Heights Subdivision provides at Paragraph 2.28 Detention Ponds: "Parts of Lot 23 and 24 consist of a Detention Pond as shown on recorded plat. The homeowners of Lot 23 and Lot 24 shall be required to establish grass within, and provide maintenance for the storm detention basins as constructed on said Lot 23 and 24. No permanent structures can be erected on the ponds."
- Proposed Descriptions Relating to the Detention Pond: "The 68' Detention Pond Easement on Lot 24 is modified to the shape and dimensions depicted on the attached plat map, which dimensions are sufficient to meet the water detention requirements for said easement. The Homeowner of Lot 24 shall be required to establish within the detention pond any combination of lawn, shrubs, trees, or ground cover, including vegetative vines, low-spreading shrubs, annual or perennial flowering or foliage plants, mineral or non-living organic permeable material, rocks, boulders, gravel, or sand. Playground equipment, including slides, swings, jungle gyms, and trampolines, may be permanently installed within the detention pond."

105

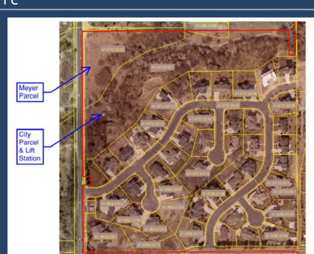
HIGHLAND CITY

MEYERS' SEWER EASEMENT

Item 15c – Communication
Presented by – Andy Spencer
City Engineer/Public Works Director

106

Proposed Conditions and Easement Agreement



107

HIGHLAND CITY

FUTURE MEETINGS

- November 9, 2022, Lone Peak Public Safety District Meeting, 7:30 am, City Hall
- November 15, 2022, Planning Commission Meeting, 7:00 pm, City Hall
- November 29, 2022, City Council Work Session, 6:00 pm, City Hall
- December 6, 2022, City Council Work Session & Meeting, 6:00 pm, City Hall

Item 15d - Communication

108

HIGHLAND CITY

CLOSED SESSION

The Highland City Council has recessed the regular City Council meeting to convene in a closed session to discuss the character, professional competence, or physical or mental health of an individual, and pending or reasonably imminent litigation, as provided by Utah Code Annotated §52-4-205.

The regular City Council meeting will adjourn immediately following the ending of the closed session.

109

EMPLOYMENT AGREEMENT

WHEREAS, Highland City ("City"), acting through the Highland City Council ("Council") and Erin Wells ("Wells") desire to enter into an Agreement regarding the terms and conditions of Wells' service as the Highland City Administrator; and

THEREFORE, in consideration of the promises, covenants, and conditions contained herein, and other good and valuable consideration, the parties agree as follows:

TERMS

1. APPOINTMENT. Wells accepts appointment as City Administrator and agrees to perform the functions and duties of a City Administrator under Utah state law, City Code, City policy, and this Agreement, to faithfully administer, manage, and oversee the functions of the City, and perform such other duties that may be assigned to her.

2. TERM. Wells shall serve at the Council's pleasure, and nothing in this Agreement shall prevent, limit, or otherwise interfere with the Council's right to terminate Wells' employment at any time, with or without cause, subject to the terms and conditions of this Agreement. Likewise, nothing herein shall prevent, limit or otherwise interfere with Wells' right to resign at any time, as provided below. Subject to the foregoing, this Agreement shall continue in effect until it is terminated by either party.

3. EMPLOYMENT STATUS AND CONDITIONS.

    (a) The City Administrator shall be considered a full-time "exempt" City employee who serves "at-will," subject to termination with or without cause as set forth herein.

    (b) Throughout the duration of this Agreement, Wells shall devote her full time, attention, and best efforts to the City's business and affairs. Wells shall not be employed by any other person or entity while she is employed hereunder, except upon the express authorization and approval of the Council.

    (c) The City Administrator is an educated and trained professional and, as such, consistent with the nature of the requirements of the position of City Administrator, her working hours will vary. It is understood that the City Administrator must devote a great deal of time outside of normal office hours attending to the business of the City. The City Administrator shall generally keep normal office hours at city offices to facilitate the business of the City, but shall, on a day-to-day basis, be allowed to schedule her time as she deems appropriate to accommodate the varying demands of such job required activities and evening meetings, council meetings, legislative lobbying activities, and necessary weekend and holiday work.

(d) Wells agrees to follow the Code of Ethics of the International City/County Management Association ("ICMA") and the ethics rules, regulations, and laws of the State of Utah and the City of Highland (collectively, "Code"). Consistent with the standards outlined in the Code, Wells shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fundraising activities for individuals seeking or holding elected office, nor seek or accept any personal enrichment or profit derived from confidential information or misuse of public time. The City shall support Wells in keeping these commitments by refraining from any order, direction or request that would require Wells to violate the Code. Neither the Council nor any individual member thereof shall request Wells to endorse any candidate, make any financial contribution, sign or circulate any petition, or participate in any fundraising activity for individuals seeking or holding elected office, nor to handle any matter of personnel on a basis other than fairness, impartiality, and merit. Wells' refusal to comply with a directive that violates the Code shall in no event serve as termination for cause.

(e) The duties of the City Administrator are outlined in Section 2.14 of the Highland City Municipal Code. A code change that materially removes or alters these duties, or a change in the form of government of Highland City, may, at the request of the City Administrator, trigger the termination without cause and severance pay portion of this Agreement. The City Administrator shall issue such request within 90 days of the effective date of any such change or the right to make such request shall be waived.

4. BASE ANNUAL SALARY AND ADJUSTMENTS.

(a) Wells' base annual salary shall be $117,500.00 for the first year of Wells' employment as City Administrator.

(b) After one year of employment as City Administrator, and at a minimum annually thereafter, Wells' base annual salary may be adjusted and renegotiated based upon Wells' performance. The Mayor and City Council ("Governing Body") shall review and evaluate the performance of the City Administrator annually. Said review and evaluation shall be conducted in accordance with criteria developed by the Governing Body. The Governing Body shall provide the City Administrator with an adequate opportunity to read, review, and discuss the evaluation with the Mayor and with the Council if they elect to participate. Based on a positive annual performance evaluation review of the City Administrator, the Governing Body shall increase Wells' base annual salary in an amount determined by the Governing Body. Dependent on her performance, the Administrator is eligible for the same increase as other city employees are eligible for based on their merit evaluations.

(c) The Administrator shall receive not less than any cost-of-living increase that is given to other City employees.

5. LONE PEAK PUBLIC SAFETY DISTRICT

(a) In the event that the Lone Peak Public Safety District ("District") Board elects to not continue paying the District Executive Director a direct salary or stipend from the District, or reduces the amount allocated as of the execution of this agreement, the City shall adjust and increase Wells' base annual salary by the same amount that Wells would have received as salary from the District for serving as the District's Executive Director.

(b) In the event the District is dissolved and Highland City contracts with an outside entity for public safety services, or the District governing documents are amended such that the City Administrator no longer serves as a director of the District, Wells shall not be entitled thereafter to any salary or stipend previously offered or issued by the District to its directors, and any adjustment and increase to Wells' base annual salary to compensate for such salary or stipend granted pursuant to this section shall be undone, and her salary reduced accordingly, unless otherwise agreed to by the Council.

(c) In the event the District is dissolved and Highland City creates police and fire departments within the City, Wells' base annual salary shall be increased by the same amount that Wells would have received as salary from the District for serving as the District's Executive Director, if such increase has not already occurred. If such increase has already occurred, Wells' base annual salary shall remain at the increased level and not be reduced in connection with the dissolution of the District.

6. OTHER BENEFITS AND COMPENSATION.

(a) Wells' benefit package and leave accrual shall be that outlined in the City's Personnel Policy Manual, which may change from time to time at the Council's discretion. The City Administrator may use accrued leave time as she deems appropriate for family or personal needs.

(b) Wells shall receive a $400 per month car allowance.

(c) The City agrees to provide equipment for the use of the City Administrator to perform her duties. Such equipment includes, but is not limited to, a laptop computer, and any other equipment necessary to carry out essential job functions. Upon City Administrator's resignation or termination, such property shall be retained by the City.

7. PROFESSIONAL DEVELOPMENT.

(a) The City agrees to budget and pay for the cost of travel, lodging, and subsistence expenses of the City Administrator for professional and official travel. The Administrator shall be allowed, at a minimum, to attend every other year the annual national ICMA Conference, annually the Utah City Managers conferences, and annually the Utah League of Cities and Towns conferences.

(b) The City agrees that, should Wells desire to pursue a relevant professional development designation such as the International City Manager's Association Credentialed Manager Designation, she shall be allowed to do so during her employment so long as the pursuit does not interfere with her normal duties. The costs associated with the professional development training shall be paid for by the City, up to a maximum cost of $1,000 per year.

(c) The City agrees to budget and pay for the professional dues and subscriptions of the City Administrator as she may deem appropriate for her contribution and full participation in associations and organizations necessary and desirable for her continued professional participation, growth, and advancement for the good of the City, up to a maximum cost of $1,000 per year.

8. TERMINATION. The Governing Body may, at its pleasure and by majority vote, remove the City Administrator from office and terminate her employment and this Agreement at any time, with or without cause, as set forth below.

(a) FOR CAUSE. The Council may terminate Wells' employment "for cause" for (i) misfeasance, malfeasance, and/or non-feasance in performance of the City Administrator's duties; (ii) conviction of a felony, or of a misdemeanor where imprisonment is imposed, whether or not such conviction is upheld on appeal; (iii) gross neglect of duty, including inability or unwillingness to properly discharge responsibilities of office; (iv) violation of any substantive City or Department policy, rule or regulation which would subject any other full-time employee to termination; (v) the commission of any fraudulent act against the City's interest; (vi) the commission of any act of moral turpitude that causes the City disrepute or embarrassment; or (vii) a material violation of governing ethical standards and laws. Upon the Council's determination of the existence of one or more of these elements supporting termination for cause, established by majority vote of the Council, this Agreement shall be terminated immediately upon written notice to Wells. No severance pay will be paid if Wells is terminated "for cause."

(b) WITHOUT CAUSE. Any termination by the Council of Wells' employment for a reason other than "for cause" shall be considered "without cause."

(c) SEVERANCE PAY. Upon termination without cause, City shall pay Wells a severance as set forth below ("Severance Pay"), which shall, at the option of the City, be paid as a lump sum or according to the City's normal payroll process:

i. Wells shall be paid any unpaid balances of her salary and benefits, including vacation time, due and accrued pursuant to City policy, as of the date of her termination.

ii. Wells shall be paid three months' of her base salary. After one year of employment as City Administrator, the amount to be paid as severance shall be adjusted to six months' of Wells' base salary.

iii. The City shall pay the premium for Wells' COBRA insurance coverage for, or shall otherwise cover the cost of continuing, all medical benefits including dental for six months. This obligation shall terminate upon Wells obtaining new insurance or coverage, which she shall immediately notify the City thereof.

iv. Severance pay does not include any car or phone allowance, professional development and professional dues allowance, travel and equipment allowance, sick leave or admin time, or other non-salary allowance, benefit, or compensation not described herein, nor does it include payments or compensation Wells may have received from outside entities, and it shall not be construed as compensation. Such severance shall constitute full and complete payment and satisfaction of any claim that Wells may have or assert to have against City under this Agreement or otherwise.

9. RESIGNATION. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the City Administrator to resign at any time from her position with the City. The City Administrator agrees to give thirty days' advance notice of such intended resignation to the Council. In the event of such resignation, no severance pay, as set forth and defined in this Agreement, shall be due and owing from the City.

10. INDEMNIFICATION. The City shall defend, save harmless, and indemnify the City Administrator against any tort, professional liability claim, or other legal action or claim arising out of an alleged act or omission occurring in the performance of duties as City Administrator. The City Administrator will indemnify the City from any such claims arising from intentional and/or grossly negligent actions. The City shall provide necessary insurance to cover the City Administrator, including errors and omissions coverage, as are required to give full effect to this indemnification covenant.

11. SEVERABILITY. The unenforceability or invalidity of any one or more provisions hereof shall not render any other provisions herein unenforceable or invalid and each term, covenant and condition hereof shall be enforced to the fullest extent permitted by law.

12. INTERPRETATION AND ENFORCEMENT. The laws of the State of Utah shall govern the validity, construction, performance and enforcement of this Agreement.

Highland City:

DocuSigned by:

Kurt Ostler

6ECD07ED23B5430...

Mayor Kurt Ostler

11/9/2022

Date

Attest

City Recorder

City Administrator:

Erin Lee Wells

Erin Wells

11/9/22

Date

HIGHLAND CITY CORPORATION
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
REVENUE-TRANSFERS	.00	.00	360,044.00	360,044.00	.0
TAXES	419,695.68	1,315,337.49	6,797,600.00	5,482,262.51	19.4
LICENSES AND PERMITS	70,680.42	379,936.87	919,200.00	539,263.13	41.3
INTERGOVERNMENTAL REVENUE	134,728.48	1,524,303.09	2,264,656.50	740,353.41	67.3
FEES AND SERVICES	82,961.10	258,602.29	913,600.00	654,997.71	28.3
COURT FINES	12,428.78	50,058.50	146,500.00	96,441.50	34.2
OTHER REVENUE	12,414.66	35,426.18	50,000.00	14,573.82	70.9
MISCELLANEOUS REVENUE	15,052.86	68,498.61	396,100.00	327,601.39	17.3
REVENUE-GARBAGE & OTHER	98,045.61	292,908.97	1,505,796.85	1,212,887.88	19.5
REVENUES	846,007.59	3,925,072.00	13,353,497.35	9,428,425.35	29.4
EXPENDITURES					
COUNCIL	9,899.51	(15,145.28)	93,770.91	108,916.19	(16.2)
COURT	21,629.40	44,029.56	277,390.58	233,361.02	15.9
ADMINISTRATIVE	24,253.44	151,446.14	583,345.90	431,899.76	26.0
AUDITOR	.00	.00	20,000.00	20,000.00	.0
FINANCE DEPT	19,742.09	43,673.78	174,428.52	130,754.74	25.0
RECORDER	8,844.49	22,591.71	140,558.87	117,967.16	16.1
TREASURER	4,817.94	14,129.35	58,997.08	44,867.73	24.0
ATTORNEY	7,450.00	14,437.50	60,000.00	45,562.50	24.1
APPEAL AUTHORITY	.00	1,046.20	1,500.00	453.80	69.8
PLANNING & ZONING	7,227.98	35,213.06	125,381.86	90,168.80	28.1
EDUCATION AND PROMOTION	.00	.00	4,120.37	4,120.37	.0
POLICE DEPARTMENT	224,088.21	672,264.63	2,689,059.00	2,016,794.37	25.0
EMERGENCY SERVICES	187,651.08	562,851.74	2,250,595.00	1,687,743.26	25.0
BUILDING INSPECTION	23,960.80	77,018.35	351,690.87	274,672.52	21.9
STREETS AND ROADS	162,571.08	330,163.63	801,915.48	471,751.85	41.2
ENGINEER	20,881.49	62,782.69	269,570.00	206,787.31	23.3
PARKS & RECREATION	52,016.72	144,397.18	793,349.38	648,952.20	18.2
COMMUNITY EVENTS	10,080.34	56,735.60	152,982.45	96,246.85	37.1
GARBAGE	68,764.13	159,552.79	1,179,441.16	1,019,888.37	13.5
TRANSFERS	1,894,686.50	1,894,686.50	2,541,875.50	647,189.00	74.5
EXPENDITURES	2,748,565.20	4,271,875.13	12,569,972.93	8,298,097.80	34.0
REVENUE OVER EXPENDITURES	(1,902,557.61)	(346,803.13)	783,524.42		

HIGHLAND CITY CORPORATION
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2022

HIGHLAND OPEN SPACE SSD

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
TRANFERS	.00	.00	270,941.00	270,941.00	.0
FEES	24,774.21	74,383.47	295,200.00	220,816.53	25.2
PROPERTY SALES	1,000.00	11,011.98	10,000.00	(1,011.98)	110.1
OTHER REVENUE	1,055.02	2,722.18	1,500.00	(1,222.18)	181.5
PY CARRYOVER	.00	.00	25,000.00	25,000.00	.0
REVENUES	26,829.23	88,117.63	602,641.00	514,523.37	14.6
EXPENDITURES					
EXPENDITURE-OPEN SPACE	36,967.64	156,278.93	602,640.99	446,362.06	25.9
EXPENDITURES	36,967.64	156,278.93	602,640.99	446,362.06	25.9
REVENUE OVER EXPENDITURES	(10,138.41)	(68,161.30)	.01		

HIGHLAND CITY CORPORATION
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2022

CEMETERY PERPETUAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
SALES & OPERATING	29,103.90	77,921.50	400,000.00	322,078.50	19.5
OTHER INCOME	479.38	1,541.56	500.00	(1,041.56)	308.3
PY CARRYOVER	.00	.00	122,954.00	122,954.00	.0
REVENUES	29,583.28	79,463.06	523,454.00	443,990.94	15.2
EXPENDITURES					
OPERATING EXPENSE	11,346.74	38,851.28	271,410.00	232,558.72	14.3
TRANSFERS	.00	.00	252,044.00	252,044.00	.0
EXPENDITURES	11,346.74	38,851.28	523,454.00	484,602.72	7.4
REVENUE OVER EXPENDITURES	18,236.54	40,611.78	.00		

HIGHLAND CITY CORPORATION
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2022

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
TAX REVENUE	5,333.89	10,992.66	330,000.00	319,007.34	3.3
FEES & FINES	5,066.69	14,002.49	39,200.00	25,197.51	35.7
OTHER INCOME	65.36	352.16	5,200.00	4,847.84	6.8
REVENUES	10,465.94	25,347.31	374,400.00	349,052.69	6.8
EXPENDITURES					
OPERATING EXPENSES	25,747.94	89,739.12	371,044.03	281,304.91	24.2
EXPENDITURES	25,747.94	89,739.12	371,044.03	281,304.91	24.2
REVENUE OVER EXPENDITURES	(15,282.00)	(64,391.81)	3,355.97		

HIGHLAND CITY CORPORATION
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2022

PARKS TAX

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
SOURCE 31	11,271.59	37,543.92	135,000.00	97,456.08	27.8
OTHER INCOME	82.75	151.03	.00	(151.03)	.0
REVENUES	11,354.34	37,694.95	135,000.00	97,305.05	27.9
EXPENDITURES					
EXPENDITURES	.00	.00	.00	.00	.0
REVENUE OVER EXPENDITURES	11,354.34	37,694.95	135,000.00		

HIGHLAND CITY CORPORATION
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2022

DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
TRANSFERS	.00	.00	948,748.00	948,748.00	.0
REVENUES	.00	.00	948,748.00	948,748.00	.0
EXPENDITURES					
DEBT SERVICE & FINANCING	.00	909,842.81	948,748.00	38,905.19	95.9
EXPENDITURES	.00	909,842.81	948,748.00	38,905.19	95.9
REVENUE OVER EXPENDITURES	.00	(909,842.81)	.00		

HIGHLAND CITY CORPORATION
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2022

CAPITAL IMPROVEMENT FUND-PARKS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
TRANSFERS	2,094,944.50	2,094,944.50	1,134,657.00	(960,287.50)	184.6
FEES AND SERVICES	29,270.00	211,952.00	1,463,500.00	1,251,548.00	14.5
OTHER REVENUE	14,145.68	34,835.98	14,000.00	(20,835.98)	248.8
PY CARRYOVER	.00	.00	1,842,593.00	1,842,593.00	.0
REVENUES	2,138,360.18	2,341,732.48	4,454,750.00	2,113,017.52	52.6
EXPENDITURES					
PARK CAPITAL	181,757.18	255,277.75	3,858,000.00	3,602,722.25	6.6
TRANSFERS	.00	.00	731,750.00	731,750.00	.0
EXPENDITURES	181,757.18	255,277.75	4,589,750.00		
REVENUE OVER EXPENDITURES	1,956,603.00	2,086,454.73	(135,000.00)		

HIGHLAND CITY CORPORATION
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2022

CAP IMP FUND ROAD PROJECTS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
TRANSFERS	.00	.00	412,010.00	412,010.00	.0
FEES AND SERVICES	2,690.00	42,269.68	134,500.00	92,230.32	31.4
OTHER REVENUE	1,148.84	3,587.67	5,000.00	1,412.33	71.8
PY CARRYOVER	.00	.00	48,490.00	48,490.00	.0
REVENUES	3,838.84	45,857.35	600,000.00	554,142.65	7.6
EXPENDITURES					
ROAD CAPITAL EXPENDITURES	231,892.10	372,324.56	600,000.00	227,675.44	62.1
EXPENDITURES	231,892.10	372,324.56	600,000.00	227,675.44	62.1
REVENUE OVER EXPENDITURES	(228,053.26)	(326,467.21)	.00		

HIGHLAND CITY CORPORATION
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2022

CAP IMP FUND BUILDING

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
TRANSFERS	.00	.00	537,895.00	537,895.00	.0
FEES & INTEREST	6,205.82	46,904.27	64,250.00	17,345.73	73.0
OTHER REVENUE	.00	.00	868,475.00	868,475.00	.0
REVENUES	6,205.82	46,904.27	1,470,620.00	1,423,715.73	3.2
EXPENDITURES					
BUILDING CAPITAL EXPENDITURES	4,050.00	4,050.00	902,100.00	898,050.00	.5
TRANSFERS OUT	.00	.00	30,625.00	30,625.00	.0
EXPENDITURES	4,050.00	4,050.00	932,725.00	928,675.00	.4
REVENUE OVER EXPENDITURES	2,155.82	42,854.27	537,895.00		

NW ANNEXATION CAP PROJECT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
INTEREST	220.61	569.13	.00	(569.13)	.0
REVENUES	220.61	569.13	.00	(569.13)	.0
EXPENDITURES					
EXPENDITURES	.00	.00	.00	.00	.0
REVENUE OVER EXPENDITURES	220.61	569.13	.00		

HIGHLAND CITY CORPORATION
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2022

TOWN CENTER EXACTION FEE CAP

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
INTEREST & EXACTION FEE	576.64	1,487.62	1,000.00	(487.62)	148.8
REVENUES	576.64	1,487.62	1,000.00	(487.62)	148.8
EXPENDITURES					
EXPENDITURES	.00	.00	.00	.00	.0
REVENUE OVER EXPENDITURES	576.64	1,487.62	1,000.00		

HIGHLAND CITY CORPORATION
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2022

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
SERVICE & MPACT FEES	206,664.55	653,001.22	2,560,000.00	1,906,998.78	25.5
INTEREST & OTHER INCOME	8,201.37	22,937.75	2,737,680.00	2,714,742.25	.8
REVENUES	214,865.92	675,938.97	5,297,680.00	4,621,741.03	12.8
EXPENDITURES					
EXPENDITURES-SEWER FUND	511,023.89	1,287,454.65	5,297,680.20	4,010,225.55	24.3
EXPENDITURES	511,023.89	1,287,454.65	5,297,680.20	4,010,225.55	24.3
REVENUE OVER EXPENDITURES	(296,157.97)	(611,515.68)	(20)		

HIGHLAND CITY CORPORATION
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2022

PRESSURIZED IRRIGATION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
SERVICE & MPACT FEES	274,358.87	883,449.10	2,891,500.00	2,008,050.90	30.6
INTEREST & DEV. CONTRIBUTIONS	11,193.78	28,862.64	2,925,671.00	2,896,808.36	1.0
REVENUES	285,552.65	912,311.74	5,817,171.00	4,904,859.26	15.7
EXPENDITURES					
EXPENDITURES-PI FUND	352,082.44	480,976.07	5,817,170.51	5,336,194.44	8.3
EXPENDITURES	352,082.44	480,976.07	5,817,170.51	5,336,194.44	8.3
REVENUE OVER EXPENDITURES	(66,529.79)	431,335.67	.49		

HIGHLAND CITY CORPORATION
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2022

STORM SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
COLLECTION, IMPACT & PERMITS	67,721.00	242,238.01	698,000.00	455,761.99	34.7
INTEREST & OTHER	5,860.07	10,999.78	471,654.00	460,654.22	2.3
REVENUES	73,581.07	253,237.79	1,169,654.00	916,416.21	21.7
EXPENDITURES					
EXPENDITURES-STORM SEWER	27,279.12	85,948.45	1,169,653.64	1,083,705.19	7.4
EXPENDITURES	27,279.12	85,948.45	1,169,653.64	1,083,705.19	7.4
REVENUE OVER EXPENDITURES	46,301.95	167,289.34	.36		

HIGHLAND CITY CORPORATION
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2022

CULINARY WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
SERVICE & MPACT FEES	156,738.50	473,255.23	1,164,750.00	691,494.77	40.6
INTEREST, DEVELOPER & GRANTS	1,814.69	4,505.51	117,463.00	112,957.49	3.8
REVENUES	158,553.19	477,760.74	1,282,213.00	804,452.26	37.3
EXPENDITURES					
EXPENDITURES-CULINARY WATER	69,776.61	211,826.53	1,282,213.22	1,070,386.69	16.5
EXPENDITURES	69,776.61	211,826.53	1,282,213.22	1,070,386.69	16.5
REVENUE OVER EXPENDITURES	88,776.58	265,934.21	(22)		

HIGHLAND CITY CORPORATION
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2022

UTILITY TRANSPORTATION

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
FEES	92,933.72	277,090.12	1,089,000.00	811,909.88	25.4
INTEREST & OTHER	2,117.95	5,513.58	4,000.00	(1,513.58)	137.8
REVENUES	95,051.67	282,603.70	1,093,000.00	810,396.30	25.9
EXPENDITURES					
EXPENDITURES-ROAD FEE	7,473.41	30,176.82	1,091,178.07	1,061,001.25	2.8
EXPENDITURES	7,473.41	30,176.82	1,091,178.07	1,061,001.25	2.8
REVENUE OVER EXPENDITURES	87,578.26	252,426.88	1,821.93		

HIGHLAND CITY CORPORATION
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2022

INTERNAL SERVICE IT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
INTERNAL SERVICE CHARGES	.00	.00	48,750.00	48,750.00	.0
REVENUES	.00	.00	48,750.00	48,750.00	.0
EXPENDITURES					
EXPENDITURES-INTERNAL SVC IT	1,043.45	2,948.76	48,750.00	45,801.24	6.1
EXPENDITURES	1,043.45	2,948.76	48,750.00	45,801.24	6.1
REVENUE OVER EXPENDITURES	(1,043.45)	(2,948.76)	.00		

HIGHLAND CITY CORPORATION
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2022

GENERAL FIXED ASSETS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
REVENUES					
EXPENDITURES					
DEPARTMENT 40	.00	.00	116,322.00	116,322.00	.0
EXPENDITURES	.00	.00	116,322.00	116,322.00	.0
REVENUE OVER EXPENDITURES	.00	.00	(116,322.00)		

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount		Invoice GL Account
09/22	09/01/2022	3269	1300	OptumHealthBank	4,504.92	M	10-2228
09/22	09/01/2022	3270	5337	Liberty National	338.31	M	10-2224
09/22	09/12/2022	3274	1531	Home Depot Credit Services	508.05	M	10-70-38
09/22	09/12/2022	3275	600	Rocky Mountain Power	41,028.66	M	53-40-27
09/22	09/12/2022	3276	600	Rocky Mountain Power	15,325.23	M	55-40-27
09/22	09/12/2022	3277	626	Utah Retirement Systems	52,484.65	M	10-2227
09/22	09/15/2022	3278	600	Rocky Mountain Power	928.94	M	52-40-27
09/22	09/15/2022	3279	600	Rocky Mountain Power	5,439.44	M	10-60-27
09/22	09/15/2022	3280	5314	United HealthCare	24,444.73	M	10-2229
09/22	09/22/2022	3281	626	Utah Retirement Systems	27,174.67	M	10-2227
09/22	09/22/2022	3282	626	Utah Retirement Systems	29,767.66	M	10-2227
09/22	09/29/2022	3283	9692	Wells Fargo CC	80,912.88	M	10-72-55
09/22	09/29/2022	3284	600	Rocky Mountain Power	1,668.32	M	20-43-23
09/22	09/29/2022	3285	600	Rocky Mountain Power	5,020.24	M	55-40-19
09/22	09/29/2022	3286	600	Rocky Mountain Power	1,034.79	M	10-70-32
09/22	09/29/2022	3287	600	Rocky Mountain Power	40,470.99	M	53-40-27
09/22	09/29/2022	3288	625	Utah State Tax Commission	4,030.70	M	10-2223
09/22	09/29/2022	3289	5337	Liberty National	338.31	M	10-2224
09/22	09/29/2022	3290	2128	LegalShield	147.05	M	10-2229
09/22	09/12/2022	29826	11204	Sarah Petersen	500.00-	V	10-41-61
09/22	09/01/2022	30912	1293	Eckles Paving	33,520.80		41-40-71
09/22	09/01/2022	30913	11133	Newman Construction Inc	105,999.25		52-40-73
09/22	09/01/2022	30914	2078	ODP Business Solutions LLC	34.45		10-43-24
09/22	09/01/2022	30915	1179	American Heritage Life Insurance Co.	386.73		10-2229
09/22	09/01/2022	30916	1692	Christensen Oil	11,138.56		10-60-51
09/22	09/01/2022	30917	1909	Comcast Cable	342.11		10-43-28
09/22	09/01/2022	30918	11219	CVE Technologies Group Inc	4,377.25		10-70-44
09/22	09/01/2022	30919	11342	CVS	10.58		10-35-10
09/22	09/01/2022	30920	11163	D&Z Unlimited	475.00		10-47-14
09/22	09/01/2022	30921	9909	De Lage Landen Financial Services Inc	162.97		10-43-24
09/22	09/01/2022	30922	1698	East Penn Mfg. Co.	302.94		10-70-30
09/22	09/01/2022	30923	10213	Eric Budge	44,710.96		70-2304
09/22	09/01/2022	30924	5167	Ewing	1,693.14		10-70-39
09/22	09/01/2022	30925	9743	Great America Financial Svcs	117.70		10-43-24
09/22	09/01/2022	30926	222	Ingram Library Services	548.38		22-43-50
09/22	09/01/2022	30927	10457	Jayden Yates	125.00		52-40-29
09/22	09/01/2022	30928	9740	JBM Mailing LLC	338.98		10-43-24
09/22	09/01/2022	30929	11352	Kim Rodela	51.75		10-72-55
09/22	09/01/2022	30930	1291	Les Olson Company	299.13		10-43-24
09/22	09/01/2022	30931	5337	Liberty National	.00	V	10-2224
09/22	09/01/2022	30932	9206	Mountainland Supply, LLC	8,573.14		41-40-79
09/22	09/01/2022	30933	2078	ODP Business Solutions LLC	72.70		10-43-24
09/22	09/01/2022	30934	11341	Peter Duce	660.00		10-35-14
09/22	09/01/2022	30935	1860	Project Engineering Consultant, LTD	3,423.00		10-66-31
09/22	09/01/2022	30936	9359	RPM Auto Parts	1,054.47		10-43-34
09/22	09/01/2022	30937	11158	Sisu Global, LLC	4,432.50		10-60-31
09/22	09/01/2022	30938	1888	Terry Biggs	124.00		10-42-35
09/22	09/01/2022	30939	9974	Trever Aston	125.00		52-40-29
09/22	09/01/2022	30940	626	Utah Retirement Systems	93.99		10-2227
09/22	09/01/2022	30941	2148	Vanguard Cleaning Systems of Utah	3,586.32		54-40-19
09/22	09/01/2022	30942	11304	YUP Fingerprinting LLC	16.00		10-43-26
09/22	09/08/2022	30943	1601	Child Support Services	1,820.75		10-2230
09/22	09/08/2022	30944	9011	Petty Cash c/o Candice Linford	2,000.00		10-41-61

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount	Invoice GL Account
09/22	09/12/2022	30945	1186	CEM MAINTENANCE INC	467.68	10-70-22
09/22	09/12/2022	30946	1606	Colonial Flag Company	573.00	21-43-74
09/22	09/12/2022	30947	11356	Acuity Brands Lighting Inc	326.40	10-60-28
09/22	09/12/2022	30948	50	Alpine City	4,610.00	10-42-30
09/22	09/12/2022	30949	1622	Aramark	375.19	52-40-29
09/22	09/12/2022	30950	1140	Blue Stakes of Utah 811	409.78	55-40-35
09/22	09/12/2022	30951	1570	Bonneville Asphalt & Repair	1,428.00	10-38-91
09/22	09/12/2022	30952	1710	C-A-L Ranch Stores	59.99	55-40-38
09/22	09/12/2022	30953	450	Caselle, Inc.	8,001.25	10-46-11
09/22	09/12/2022	30954	10096	CentraCom	1,118.67	10-43-28
09/22	09/12/2022	30955	1881	CMT Engineering Laboratories	775.00	40-40-78
09/22	09/12/2022	30956	1864	Cook's Farm & Greenhouse	673.55	20-43-19
09/22	09/12/2022	30957	1117	EnvisionWare, Inc.	263.50	22-43-28
09/22	09/12/2022	30958	5167	Ewing	1,133.36	21-43-20
09/22	09/12/2022	30959	9134	Freedom Mailing Service	2,127.10	10-43-27
09/22	09/12/2022	30960	10151	Gretchen Homer	38.05	10-58-24
09/22	09/12/2022	30961	5377	Humphries	11.47	10-60-47
09/22	09/12/2022	30962	2160	ICTech, Inc.	1,349.92	55-40-39
09/22	09/12/2022	30963	222	Ingram Library Services	807.05	22-43-50
09/22	09/12/2022	30964	5274	Ken Garff Chevrolet	709.85	10-60-56
09/22	09/12/2022	30965	9397	Ken Garff Ford	153.94	10-60-56
09/22	09/12/2022	30966	56	Lone Peak Public Safety Dist.	411,637.79	10-54-31
09/22	09/12/2022	30967	9206	Mountainland Supply, LLC	975.33	55-40-41
09/22	09/12/2022	30968	2078	ODP Business Solutions LLC	50.14	10-43-24
09/22	09/12/2022	30969	11355	Pam Stagg	1,495.00	10-46-11
09/22	09/12/2022	30970	329	Peak Wireless Service	60.00	21-43-26
09/22	09/12/2022	30971	11283	PineTop Engineering LLC	235.00	10-60-48
09/22	09/12/2022	30972	10019	Printworks	80.60	10-43-24
09/22	09/12/2022	30973	9359	RPM Auto Parts	17.01	10-60-56
09/22	09/12/2022	30974	11357	Russ Colaizzi	1,000.00	70-2302
09/22	09/12/2022	30975	2133	Safety Supply & Sign Co. Inc.	650.32	10-60-48
09/22	09/12/2022	30976	11204	Sarah Petersen	500.00	10-41-61
09/22	09/12/2022	30977	11182	Scott Townsend	52.00	10-60-33
09/22	09/12/2022	30978	11358	Shelby Bergeson	130.41	10-72-55
09/22	09/12/2022	30979	10588	SYMPHONY HOMES	1,000.00	70-2302
09/22	09/12/2022	30980	11359	Terrie Gavin	10.00	10-72-55
09/22	09/12/2022	30981	2234	The Sherwin Williams Co.	382.07	10-70-44
09/22	09/12/2022	30982	5291	Timp Rental	902.75	10-70-38
09/22	09/12/2022	30983	500	Timpanogos Special Service District	39,282.10	52-2132
09/22	09/12/2022	30984	1435	TK Elevator Corporation	324.27	10-43-34
09/22	09/12/2022	30985	9729	Utah Barricade Company, Inc	440.00	10-72-55
09/22	09/12/2022	30986	589	Utah Lake Commission	2,793.00	10-41-21
09/22	09/12/2022	30987	650	Utah State Treasurer	4,633.42	10-42-31
09/22	09/12/2022	30988	8161	Utah Water Users Assoc.	150.00	10-66-35
09/22	09/12/2022	30989	2148	Vanguard Cleaning Systems of Utah	870.00	54-40-19
09/22	09/12/2022	30990	11127	Weekley Homes LLC	3,000.00	70-2302
09/22	09/15/2022	30991	5198	Allred's Ace Hardware	725.25	10-43-34
09/22	09/15/2022	30992	50	Alpine City	4,041.47	10-60-39
09/22	09/15/2022	30993	11361	Amy Cowan	360.00	10-60-37
09/22	09/15/2022	30994	1019	BISCO	5,200.00	20-43-63
09/22	09/15/2022	30995	1461	Blu Line Designs	22,428.61	40-40-78
09/22	09/15/2022	30996	1586	Cedar Hills	2,429.85	52-40-43
09/22	09/15/2022	30997	11261	Earth Services LLC	43,998.37	40-40-80
09/22	09/15/2022	30998	10458	Ferguson Waterworks #1616	257.43	53-40-50
09/22	09/15/2022	30999	8180	First Digital	337.00	10-43-28
09/22	09/15/2022	31000	1630	Hansen Law	3,815.76	10-42-22
09/22	09/15/2022	31001	10362	Hose & Rubber Supply	33.06	52-40-30

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount		Invoice GL Account
09/22	09/15/2022	31002	222	Ingram Library Services	205.26		22-43-50
09/22	09/15/2022	31003	1396	Intermountain WorkMed	140.00		10-60-61
09/22	09/15/2022	31004	11360	Jeana Pay	266.98		56-40-70
09/22	09/15/2022	31005	11354	LGL Construction	13,145.00		10-70-44
09/22	09/15/2022	31006	9206	Mountainland Supply, LLC	526.22		55-40-41
09/22	09/15/2022	31007	10737	Mystic Peak LLC	7,480.00		54-40-46
09/22	09/15/2022	31008	8175	Northwest Pipe Company	5,101.06		40-40-78
09/22	09/15/2022	31009	9359	RPM Auto Parts	18.35		10-60-56
09/22	09/15/2022	31010	1623	Stevens and Gailey	1,000.00		10-42-34
09/22	09/15/2022	31011	500	Timpanogos Special Service District	81,929.09		52-40-42
09/22	09/15/2022	31012	251	Timpview Analytical Lab	550.00		55-40-30
09/22	09/15/2022	31013	11173	Turn a Key Locksmith LLC	126.00		10-43-25
09/22	09/15/2022	31014	1248	Upper Case	326.24		10-43-27
09/22	09/15/2022	31015	2072	Van Bond	125.00		55-40-22
09/22	09/15/2022	31016	9692	Wells Fargo CC	.00	V	22-43-22
09/22	09/22/2022	31017	11356	Acuity Brands Lighting Inc	11,953.60		41-40-79
09/22	09/22/2022	31018	2132	Amazon	662.15		22-43-35
09/22	09/22/2022	31019	1622	Aramark	146.84		52-40-29
09/22	09/22/2022	31020	1281	Battery Systems of Salt Lake	304.33		10-47-74
09/22	09/22/2022	31021	1019	BISCO	209.08		52-40-34
09/22	09/22/2022	31022	10400	BT Engineering, PLLC	32,173.31		54-40-32
09/22	09/22/2022	31023	1542	Candice Linford	50.00		10-41-61
09/22	09/22/2022	31024	1679	Central Utah Water Cons. Dist.	10,000.00		55-40-31
09/22	09/22/2022	31025	1601	Child Support Services	364.15		10-2230
09/22	09/22/2022	31026	11160	CKR Engineers	4,050.00		42-40-67
09/22	09/22/2022	31027	10368	Condie Construction	383,979.85		52-40-73
09/22	09/22/2022	31028	11362	Dalton Nielson	25.00		10-41-61
09/22	09/22/2022	31029	241	Dominion Energy	112.71		10-43-35
09/22	09/22/2022	31030	1854	Ennis-Flint, Inc	3,584.96		10-60-41
09/22	09/22/2022	31031	10493	ETJ Law, Inc	7,450.00		10-49-31
09/22	09/22/2022	31032	5167	Ewing	647.79		10-66-33
09/22	09/22/2022	31033	1506	Gateway Mapping, Inc.	2,700.00		53-40-31
09/22	09/22/2022	31034	192	Geneva Rock Products Co.	233,499.05		10-60-31
09/22	09/22/2022	31035	1207	Honey Bucket	145.00		10-70-50
09/22	09/22/2022	31036	222	Ingram Library Services	464.13		22-43-50
09/22	09/22/2022	31037	219	Intermountain Farmers	678.77		10-66-33
09/22	09/22/2022	31038	9506	J-U-B Engineers, Inc.	17,662.10		41-40-79
09/22	09/22/2022	31039	1972	K.W. Robinson	109,304.08		40-40-78
09/22	09/22/2022	31040	10833	Mike Burns	21.56		10-66-29
09/22	09/22/2022	31041	11185	Nelson Brothers Construction	207,654.15		53-40-60
09/22	09/22/2022	31042	1882	OverDrive, Inc.	990.28		22-43-23
09/22	09/22/2022	31043	1033	Pleasant Grove Irrigation	25,039.50		53-40-74
09/22	09/22/2022	31044	5301	RMT Equipment	1,754.79		10-70-33
09/22	09/22/2022	31045	9957	Rock Mountain Technology LLC	3,990.95		57-40-25
09/22	09/22/2022	31046	10255	Rush Truck Centers of Utah, Inc. (SLC)	119,945.84		10-60-74
09/22	09/22/2022	31047	10177	Samantha Jones	180.00		22-43-30
09/22	09/22/2022	31048	10586	Sound Image Productions	600.00		10-41-31
09/22	09/22/2022	31049	11369	Steve Braun	400.00		10-72-63
09/22	09/22/2022	31050	2126	Stotz Equipment	498.94		10-70-33
09/22	09/22/2022	31051	1999	Sunrise Engineering, Inc.	1,224.00		10-58-31
09/22	09/22/2022	31052	1888	Terry Biggs	591.19		10-42-33
09/22	09/22/2022	31053	500	Timpanogos Special Service District	150.00		52-40-42
09/22	09/22/2022	31054	2148	Vanguard Cleaning Systems of Utah	442.42		10-43-25
09/22	09/22/2022	31055	11224	West Coast Code Consultants	190.00		10-58-31
09/22	09/29/2022	31056	1179	American Heritage Life Insurance Co.	324.68		10-2229
09/22	09/29/2022	31057	1019	BISCO	142.68		10-43-39
09/22	09/29/2022	31058	9112	BJ Plumbing Supply	14.90		10-43-34

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount	Invoice GL Account
09/22	09/29/2022	31059	11163	D&Z Unlimited	450.00	10-47-14
09/22	09/29/2022	31060	11363	Dom & Karyn Blosil	107.04	01-1175
09/22	09/29/2022	31061	11364	Gilbert Schrock	23.92	01-1175
09/22	09/29/2022	31062	225	Ivory Homes	244.65	01-1175
09/22	09/29/2022	31063	2242	JCG Technologies	675.00	10-42-24
09/22	09/29/2022	31064	10547	Levi Tate	98.97	01-1175
09/22	09/29/2022	31065	11365	Margie Olson	168.81	01-1175
09/22	09/29/2022	31066	240	McGee's Stamp & Trophy Co.	11.00	10-43-24
09/22	09/29/2022	31067	9206	Mountainland Supply, LLC	314.64	53-40-50
09/22	09/29/2022	31068	2078	ODP Business Solutions LLC	824.16	10-43-24
09/22	09/29/2022	31069	11366	Peter & Julie Skalla	312.79	01-1175
09/22	09/29/2022	31070	9307	Public Employees Health Program	1,867.85	10-2229
09/22	09/29/2022	31071	1603	Roberts Mechanical	964.00	10-72-36
09/22	09/29/2022	31072	10551	Ryan & Natalie Devey	156.05	01-1175
09/22	09/29/2022	31073	11367	Sheila D Packard	88.94	01-1175
09/22	09/29/2022	31074	9292	Stephannie Cottle	889.90	10-47-33
09/22	09/29/2022	31075	11368	Turana Cameron	21.44	01-1175
09/22	09/29/2022	31076	11173	Turn a Key Locksmith LLC	215.00	10-43-34
09/22	09/29/2022	31077	9303	Utah Bureau of Criminal ID	33.25	10-43-26
Grand Totals:					2,448,126.24	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-1175	1,222.61	.00	1,222.61
01-2131	.00	1,222.61-	1,222.61-
10-2131	72,544.93	1,131,088.13-	1,058,543.20-
10-2223	4,030.70	.00	4,030.70
10-2224	1,014.93	338.31-	676.62
10-2227	109,520.97	.00	109,520.97
10-2228	4,504.92	.00	4,504.92
10-2229	27,171.04	.00	27,171.04
10-2230	2,184.90	.00	2,184.90
10-35-10	10.58	.00	10.58
10-35-14	710.64	.00	710.64
10-38-91	1,599.56	85.78-	1,513.78
10-41-21	2,793.00	.00	2,793.00
10-41-31	600.00	.00	600.00
10-41-33	3,880.00	1,940.00-	1,940.00
10-41-61	2,812.96	559.99-	2,252.97
10-42-22	3,815.76	.00	3,815.76
10-42-24	450.00	.00	450.00
10-42-30	4,610.00	.00	4,610.00
10-42-31	4,633.42	.00	4,633.42
10-42-33	591.19	.00	591.19
10-42-34	1,000.00	.00	1,000.00
10-42-35	124.00	.00	124.00
10-43-24	2,214.69	111.43-	2,103.26
10-43-25	568.42	.00	568.42
10-43-26	49.25	.00	49.25
10-43-27	390.81	.00	390.81
10-43-28	1,633.07	32.16-	1,600.91
10-43-31	2,947.50	.00	2,947.50

GL Account	Debit	Credit	Proof
10-43-34	2,439.83	.00	2,439.83
10-43-35	4,334.74	.00	4,334.74
10-43-39	1,350.12	649.56-	700.56
10-43-49	31.18	15.59-	15.59
10-46-11	9,496.25	.00	9,496.25
10-47-14	925.00	.00	925.00
10-47-23	45.76	.00	45.76
10-47-28	225.00	.00	225.00
10-47-33	1,466.16	370.00-	1,096.16
10-47-74	304.33	.00	304.33
10-48-21	318.00	159.00-	159.00
10-48-33	990.00	495.00-	495.00
10-49-31	7,450.00	.00	7,450.00
10-54-31	224,088.21	.00	224,088.21
10-57-11	16,217.99	101.50-	16,116.49
10-57-31	171,534.59	.00	171,534.59
10-58-21	370.00	185.00-	185.00
10-58-24	38.05	.00	38.05
10-58-25	455.24	.00	455.24
10-58-28	16.08	8.04-	8.04
10-58-31	1,414.00	.00	1,414.00
10-58-33	1,590.00	795.00-	795.00
10-60-27	5,439.44	.00	5,439.44
10-60-28	326.40	.00	326.40
10-60-30	344.01	.00	344.01
10-60-31	183,183.05	.00	183,183.05
10-60-33	52.00	.00	52.00
10-60-37	360.00	.00	360.00
10-60-38	174.01	.00	174.01
10-60-39	3,990.83	.00	3,990.83
10-60-41	3,584.96	.00	3,584.96
10-60-47	11.47	.00	11.47
10-60-48	3,485.32	.00	3,485.32
10-60-51	1,466.23	.00	1,466.23
10-60-56	1,698.54	.00	1,698.54
10-60-57	123.00	.00	123.00
10-60-61	70.00	.00	70.00
10-60-74	119,945.84	.00	119,945.84
10-66-29	21.56	.00	21.56
10-66-31	3,423.00	.00	3,423.00
10-66-33	845.04	.00	845.04
10-66-35	1,260.00	555.00-	705.00
10-70-17	344.02	.00	344.02
10-70-22	467.68	.00	467.68
10-70-25	1,872.24	910.00-	962.24
10-70-27	667.33	.00	667.33
10-70-29	773.38	.00	773.38
10-70-30	537.34	.00	537.34
10-70-32	1,034.79	.00	1,034.79
10-70-33	2,253.73	.00	2,253.73
10-70-34	2,857.99	.00	2,857.99
10-70-35	70.00	.00	70.00
10-70-37	174.02	.00	174.02
10-70-38	1,613.41	15.00-	1,598.41
10-70-39	870.98	.00	870.98
10-70-40	91.68	.00	91.68
10-70-44	17,904.32	.00	17,904.32

GL Account	Debit	Credit	Proof
10-70-48	761.32	.00	761.32
10-70-50	145.00	.00	145.00
10-72-23	78.75	.00	78.75
10-72-35	240.05	.00	240.05
10-72-36	1,329.00	.00	1,329.00
10-72-55	7,288.56	95.40-	7,193.16
10-72-63	404.02	.00	404.02
10-73-26	595.06	150.21-	444.85
10-73-50	129,945.92	64,972.96-	64,972.96
20-2131	1,550.20	12,283.14-	10,732.94-
20-43-14	2,799.98	1,399.99-	1,399.99
20-43-17	344.01	.00	344.01
20-43-19	407.40	.00	407.40
20-43-23	1,000.99	.00	1,000.99
20-43-36	595.06	150.21-	444.85
20-43-61	3,609.74	.00	3,609.74
20-43-63	2,600.00	.00	2,600.00
20-43-64	925.96	.00	925.96
21-2131	.00	1,730.06-	1,730.06-
21-43-17	93.21	.00	93.21
21-43-19	266.15	.00	266.15
21-43-20	737.70	.00	737.70
21-43-26	60.00	.00	60.00
21-43-74	573.00	.00	573.00
22-2131	674.24	5,402.91-	4,728.67-
22-43-21	22.99	.00	22.99
22-43-22	13.90	6.95-	6.95
22-43-23	1,417.11	17.40-	1,399.71
22-43-28	263.50	.00	263.50
22-43-30	540.40	108.76-	431.64
22-43-32	27.50	13.75-	13.75
22-43-33	100.00	50.00-	50.00
22-43-35	293.80	100.26-	193.54
22-43-50	2,723.71	377.12-	2,346.59
40-2131	.00	181,757.18-	181,757.18-
40-40-78	137,758.81	.00	137,758.81
40-40-80	43,998.37	.00	43,998.37
41-2131	.00	96,674.53-	96,674.53-
41-40-71	3,737.19	.00	3,737.19
41-40-79	92,937.34	.00	92,937.34
42-2131	.00	4,050.00-	4,050.00-
42-40-67	4,050.00	.00	4,050.00
52-2131	150.21	634,147.34-	633,997.13-
52-2132	39,282.10	.00	39,282.10
52-40-19	344.11	.00	344.11
52-40-27	928.94	.00	928.94
52-40-28	569.55	.00	569.55
52-40-29	424.00	.00	424.00
52-40-30	33.06	.00	33.06
52-40-32	1,190.00	.00	1,190.00
52-40-34	209.08	.00	209.08
52-40-36	595.07	150.21-	444.86
52-40-42	82,079.09	.00	82,079.09
52-40-43	2,429.85	.00	2,429.85
52-40-73	506,062.49	.00	506,062.49
53-2131	150.21	330,473.47-	330,323.26-
53-40-19	344.01	.00	344.01

GL Account	Debit	Credit	Proof
53-40-27	81,499.65	.00	81,499.65
53-40-28	695.11	.00	695.11
53-40-31	4,380.00	.00	4,380.00
53-40-35	204.89	.00	204.89
53-40-36	595.07	150.21-	444.86
53-40-37	104.39	.00	104.39
53-40-41	3,449.71	.00	3,449.71
53-40-50	4,256.96	.00	4,256.96
53-40-60	209,904.18	.00	209,904.18
53-40-74	25,039.50	.00	25,039.50
54-2131	150.22	9,294.20-	9,143.98-
54-40-19	344.11	.00	344.11
54-40-32	875.00	.00	875.00
54-40-36	595.09	150.22-	444.87
54-40-46	7,480.00	.00	7,480.00
55-2131	173.20	37,595.72-	37,422.52-
55-40-19	93.21	.00	93.21
55-40-22	125.00	.00	125.00
55-40-24	45.96	22.98-	22.98
55-40-27	15,366.73	.00	15,366.73
55-40-28	1,334.38	.00	1,334.38
55-40-30	550.00	.00	550.00
55-40-31	11,330.00	.00	11,330.00
55-40-35	204.89	.00	204.89
55-40-36	595.09	150.22-	444.87
55-40-38	59.99	.00	59.99
55-40-39	1,349.92	.00	1,349.92
55-40-41	1,460.55	.00	1,460.55
55-40-50	5,080.00	.00	5,080.00
56-2131	150.22	27,195.97-	27,045.75-
56-40-36	595.09	150.22-	444.87
56-40-70	26,600.88	.00	26,600.88
57-2131	5.85	1,049.30-	1,043.45-
57-40-25	1,049.30	5.85-	1,043.45
70-2131	.00	49,710.96-	49,710.96-
70-2302	5,000.00	.00	5,000.00
70-2304	44,710.96	.00	44,710.96
Grand Totals:	2,599,224.80	2,599,224.80-	.00

Dated: ______________________________

Mayor: ______________________________

City Council: ______________________________

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City Recorder: ______________________________

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

Highland City Library: Long-Range Strategic Plan
2022-2027

Introduction

Public libraries have long been an important aspect of American life. From the early days of the Republic, libraries were valued by Americans. Benjamin Franklin founded the first subscription library in Philadelphia in 1732 with fifty members to make books more available for citizens of the young nation. From that time to the present, public libraries have been valued because they allow equal access to information and educational resources regardless of social or economic status.

Library service has long been important to the residents of Highland. From 1994 to 2001, residents of Highland and Alpine were served by a joint-use facility at Mountain Ridge Junior High School. That arrangement was eventually terminated and in 2001 the entire library collection was relocated to the old Highland City building for storage. In 2008, Highland City built a new city hall and dedicated a portion of the building for a city library. In 2016, the Library received permission to convert a public meeting room into a Children's Room for the Library. The new Children's Room was opened in spring of 2018.

The Library joined the North Utah County Library Cooperative (NUCLC) on April 1, 2012 as an associate member. NUCLC is a reciprocal borrowing system that allows library card holders from participating libraries to check out materials from other participating libraries. It is not a county library system. Each participating library maintains its own policies, budget, administration, non-resident fees, etc. In 2018, the Library reached the required collection size and was accepted as a full NUCLC member.

The Library is supported by three constituent bodies: the Library Board, the Friends of the Library, and the Library Foundation.

1. The Library Board oversees the operation of the Library. It consists of seven persons: six volunteers appointed for three-year terms, and a representative from the City Council. All meetings are held in the Highland City Hall or electronically using a video meeting platform. Records of the Library Board meetings are available on the City website.
2. The Friends of the Library is an independent non-profit organization that supports the library in the following ways: raising funds through used book sales and other endeavors, creating community connections through programs and events, and increasing volunteerism to support and supplement Library resources.
3. The Library Foundation is a nonprofit, tax-exempt foundation dedicated to assisting the Highland City Library with fund-raising and additional support. The Foundation administers larger donations, particularly those targeted at capital improvement.

Vision Statement
The Highland City Library seeks to be a valued resource in the community that evolves with changes in society while meeting learning, information, and entertainment needs.

Mission Statement
The Highland City Library provides materials, programs, tools, and space that strengthen the community by informing, educating, and entertaining community members of all ages.

Long-Range Strategic Plan, 2022-2027
The elements of the Strategic Plan support the goals and values expressed in the Library Mission Statement. Most of the goals listed below are expected to be accomplished within the current annual budgets for the Library. Capital improvement goals involve fundraising by the Library Foundation.

Materials:

Plan	Value	Metric	Date Initiated/ Completed	Responsible Party
Grow physical collection back to 50,000 items	Provide Materials	Simple count of physical materials	Ongoing/ December 2026	Collection Development Team
Expand picture book section	Provide Materials	Add additional shelving to accommodate up to 8,000 picture books	Ongoing/ December 2026	Collection Development Team
Add Science Kits for circulation	Provide Materials	Use grant money to add 20 Science Kits for circulation	Winter 2023	Collection Development Team.
Update Juvenile Nonfiction Section	Provide Materials	Purchase at least 150 books each year for 5 years.	Fall 2022-Fall 2027	Collection Development

Programs

Plan	Value	Metric	Date initiated/ Completed	Responsible Party
Continue providing educational programs for each age group	Educate	Offer weekly children's programs, and monthly	Fall 2022-ongoing	Programming Team

		adult/teen programs		
Maintain working relationship with all local schools	Inform/ Educate/ Community	Quarterly contact with representative from each school	August 2022-ongoing	Public Relations Team/ Library Director
Increase number of current library card holders	Inform	Number of card holders will increase 5% each year	August 2022-December 2025	Library Director/ Public Relations Team
Maintain Summer Reading participation and increase completion	Educate/ Entertain	Have 1000 + participants and 35% completion each year	Summer 2023-Summer 2027	Library Director/ Public Relations Team/ Programming Team
Improve Adult Programing	Educate/ Inform	Hold an in-person adult program quarterly	Fall 2022-onward	Library Director/ Public Relations Team/
Continue programs for special needs	Educate/ Inform/ Entertain	Hold monthly story time for HIVES	Fall 2022- onward	Library Director/ Programming Team

Training

Plan	Value	Measure	Date initiated/ Completed	Responsible Party
Send at least one staff member to a national conference each year	Train	Staff member attends a national conference	Spring 2022, and continuing forward	Library Director
Send at least three staff members to state training sessions	Train	Three staff members attend state training each year	Fall-2022, and continuing forward	Library Director
Have a staff member complete “Uplift Training”	Train	Staff member receives Uplift Training Certificate	Already initiated/ Fall 2023	Library Director/ Participating Staff Member

Space

Plan	Value	Measure	Date initiated/ Completed	Responsible Party
Replace Library carpet	Community Space	Get a bid, figure out funding, contact a vendor, have carpet installed	Bid by June 2023 / Jan 2024	Library Director
Replace Library upholstered furniture	Community Space	Purchase 2 love seats and 6 chairs	Jan 2024/ Dec 2025	Library Director
Conduct a survey about public interest in an addition to the Library	Space	Question added to the City's annual survey about the interest in an addition to the Library	Spring 2025	Library Director
Create Biography Nook in the Children's Room	Space	Take out dividers and make a space for more biography books	Fall 2023	Library Director

Financial Oversight

Plan	Value	Measure	Date initiated/ Completed	Responsible Party
Conduct a financial audit of the Library Fund and investigate need for an increase in the dedicated tax rate	Community Resource	Engage a professional financial audit of the Library Fund	Fall 2022/Winter 2023	Library Director
Hold one major fund raiser each year with Library Foundation.	Community Resource	The Foundation with work with the Library to do one major fundraiser event each year	Fall 2022 and onward.	Library Foundation and Library Director