NEXT

HIGHLAND CITY

HIGHLAND CITY COUNCIL AGENDA

Tuesday, 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 Kim Rodela
Pledge of Allegiance – Council Member Brittney P. Bills

1. UNSCHEDULED PUBLIC APPEARANCES

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

2. PRESENTATIONS

a. Legislative Updates – *Brady Brammer* **(7:10 pm - 20 min)**
Representative Brady Brammer will discuss upcoming legislation which may affect Highland City.

b. Employee Introduction – *Lina Costa Olsen, Communications Coordinator* **(7:30 pm - 5 min)**
Lina Costa Olsen will introduce herself at the new Communications Coordinator for Highland City.

3. CONSENT ITEMS

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. Approval of Meeting Minutes *Administrative – Stephannie Cottle, City Recorder* **(7:35 pm - 5 min)**
Regular City Council Meeting – November 1, 2022

4. PUBLIC HEARING/ORDINANCE: TEXT AMENDMENT – PARK OR PLANTER STRIPS

Development Code Update (Legislative) - Kellie Smith, Planner & GIS Analyst **(7:40 pm - 10 min)**

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 require xeriscaping in park strips and update the permitted tree list in park strips. The City Council will take appropriate action.

5. **ACTION: SELECTION OF A CONSULTANT FOR THE TRAFFIC CALMING AND PEDESTRIAN SAFETY MANUAL** *General City Management – Andy Spencer, City Engineer/Public Works Director* **(7:50 pm - 10 min)**
The City Council will review the selection of a consultant engineer for the Traffic Calming and Pedestrian Safety Toolbox manual. (This was previously referred to as Traffic Control Toolbox). The Council will take appropriate action.

6. **ACTION: PURCHASE CONTRACTS FOR STORAGE AND SECURITY IMPROVEMENTS FOR THE PI METER PROJECT** *General City Management – Andy Spencer, City Engineer/Public Works Director* **(8:00 pm - 10 min)**
The City Council will consider the approval of two contracts, Northwest Fence in the amount of $33,000 and Rugged Containers in the amount of $28,995.98 for the purpose of providing a storage facility to house the materials for the PI meter installation project. The combined cost of these improvements is $61,995.98. The Council will take appropriate action.

7. **ACTION: PRELIMINARY PLAT – ABBIES ACRES** *Land Use (Administrative) - Kellie Smith, Planner & GIS Analyst* **(8:10 pm - 10 min)**
The City Council will consider a request by Peak Real Estate & Development LLC for preliminary plat approval of a 6-lot subdivision located at approximately 4943 W 11200 N. The City Council will take appropriate action.

8. **ACTION: APPROVAL OF DONATION AND NAMING RIGHTS AGREEMENTS FOR MOUNTAIN RIDGE PARK** *General City Management – Rob Patterson, City Attorney* **(8:20 pm - 10 min)**
The City Council will hold a public meeting to consider approving the form and template contracts that will be used to record donations made to the City for Mountain Ridge Park, as well as the granting of naming rights for large donations. The Council will take appropriate action.

9. EXPEDITED ITEMS

a. **RESOLUTION: Designating the Value of Orphan Parcels for 2023** *General City Management - Kellie Smith, Planner & GIS Analyst* **(8:30 pm - 5 min)**
The City Council will consider a resolution designating the value of orphan parcels for 2023. The Council will take appropriate action.

10. DISCUSSION ITEMS

a. **Parks Division Operation Building – Bid Results** *General City Management – Andy Spencer, City Engineer/Public Works Director* **(8:35 pm - 20 min)**
The City Council will discuss the proposed City Parks Division operations building (parks building) and the recently received bids. The Council will take no action as this will be a discussion item only.

11. 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. **Alpine Food Storage** – *Kurt Ostler, Mayor* **(8:55 pm - 15 min)**

b. **Mountain Ridge Baseball Field** – *Erin Wells, City Administrator* **(9:10 pm - 10 min)**

c. **Encroachment/Purchase Update: Highland Hollow** – *Kellie Smith, Planner & GIS Analyst* **(9:20 pm - 10 min)**

d. **Update on Wimbleton Sales and Purchase Requests** – *Kellie Smith, Planner & GIS Analyst* **(9:30 pm - 10 min)**

e. **Sign Code Update** – *Kellie Smith, Planner & GIS Analyst* **(9:40 pm - 10 min)**

f. **Financial Report** – *Tyler Bahr, Finance Director* **(9:50 pm - 10 min)**

g. **Future Meetings**

- January 5, Budget Work Session, 6:30 pm, City Hall
- January 11, Lone Peak Public Safety District Board Meeting, 7:30 am, City Hall
- January 17, City Council Meeting, 7:00 pm, City Hall
- January 24, Planning Commission Meeting, 7:00 pm, City Hall

12. 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.

ADJOURNMENT

***Times are approximate and may need to be adjusted due to unscheduled public appearances or additional discussion.**

In accordance with Americans with Disabilities Act, Highland City will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at (801) 772-4505 at least three days in advance of the meeting.

ELECTRONIC PARTICIPATION
Members of the City Council may participate electronically via telephone, Skype, or other electronic means during this meeting.

CERTIFICATE OF POSTING
I, Stephannie Cottle, the duly appointed City Recorder, certify that the foregoing agenda was posted at the principal office of the public body, at the Lone Peak Fire Station and Lone Peak Police Station, on the Utah State website (http://pmn.utah.gov), and on Highland City's website (www.highlandcity.org).

Please note the order of agenda items are subject to change in order to accommodate the needs of the City Council, staff and the public.

Posted and dated this agenda on the 29th of December, 2022. **Stephannie Cottle, City Recorder**

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL CITY COUNCIL MEETINGS.

AGENDA NEXT

Council Projects Table

Description	Owner	Due Date	Status
Park Use Policy – 8/17/2021	Erin Wells	Spring 2023	Need direction regarding Open Space parks.
Playground equipment for Highland Glen Park: look at different vendors – 9/21/2021	Erin Wells, Josh Castleberry	Spring 2023	Playground ordered. Anticipated install Winter 2022/2023
Community Center Carpet and Paint	Erin Wells	Spring 2023	Painting and upstairs carpet to be done.
Work with agreement with USAC for soccer fields	Mayor & PTTC	Spring 2023	Staff working to draft agreement based on 9/20 Council direction
Traffic Calming Toolbox	Andy Spencer	FY2023	Contract to come to Council January 3
Field Rental Policy Improvements	Erin Wells	Fall 2022	Researching new system. Reviewing MOU with LPYB and CH. Fees under review. Dependent on Council's direction on Open Space property.
Add meters to Councilmembers homes and share water usage data	Jeff Murdoch	Fall 2022/ Winter 2023	Final meters to be installed shortly.
Hogs Hollow Trail Work	Andy Spencer	Fall 2022	Fence installation and trail construction underway. Completed
Adding surcharge for credit card fees	Tyler Bahr	November 2022	Approved with fee schedule. Set to begin November 1. Completed
Security Cameras for City Hall	Andy Spencer	February 2023	Research alternative options for Council decision.
Milkweed Planting	Andy Spencer	Winter 2022/ Spring 2023	Will be planted in Alpine Highway and west side of Highland Glen with remediation efforts. (Adopt a Patch)
10100 N Rebuild	Andy Spencer	Summer 2023	To happen requisite with Ridgeview Development
Park Drive Traffic Calming	Andy Spencer/ Rob Patterson	Winter 2022-2023	Staff preparing plan and budget for Council review.
Daycare/Preschool ordinance update	Kellie Smith	Winter 2022	Code updated based on Council direction.
Create and hire communications positions	Erin Wells	Fall 2022	Position filled.
Place sign at Mountain Ridge Park	Erin Wells	Winter 2022	Working with Wes Warren to design and post.
Phyllis Smith Annexation	Kellie Smith	Spring 2023	Waiting for application from family per Council

			direction.
Ridgeview Traffic Flow	Andy Spencer	Winter 2022/2023	Adding signs. Will evaluate if issue still exists. May need to move to median.
Make HR position FT	Tyler Bahr	Jan 2023	Job posted. Applicant screening begins January 3.

HIGHLAND CITY

HIGHLAND CITY COUNCIL MINUTES

Tuesday, November 1, 2022

Waiting Formal Approval

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.

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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.

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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.

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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

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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.

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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.

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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."

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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:

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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.

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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

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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*

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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

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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

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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

DRAFT

AGENDA NEXT

HIGHLAND CITY

CITY COUNCIL AGENDA REPORT
ITEM #4

DATE: January 3, 2023
TO: Honorable Mayor and Members of the City Council
FROM: Kellie Smith, Planner & GIS Analyst
SUBJECT: **PUBLIC HEARING/ORDINANCE:** Text Amendment – Park or Planter Strips
TYPE: **DEVELOPMENT CODE UPDATE (LEGISLATIVE)**

PURPOSE:
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 require xeriscaping in park strips and update the permitted tree list in park strips. The City Council will take appropriate action.

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, with the additional amendment to the definition of xeriscape.

PRIOR COUNCIL DIRECTION:
On October 18, 2022, Commissioners Howden and Moore presented to the City Council. They proposed that new developments be required to xeriscape park strips, parkway detail, and planters. Councilmembers emphasized they like xeriscaping designs that include a certain amount of vegetation rather than 100 percent rock/hard surface.

BACKGROUND:
Section 3-621 of the Development Code details which types of landscaping are allowed in park strips in City right-of-way. An amendment to this section was reviewed by the Planning Commission October 25th, 2022. The Planning Commission recommended approval of the amendment with a stipulation that the list of tree types and other vegetation be reviewed at a future date."

SUMMARY OF THE REQUEST:
1. The proposed amendment requires xeriscape or water-wise landscaping methods in park strip areas of new subdivisions.
2. A sentence is added referencing to Chapter 10 Definitions for the definition of xeriscape. After the Planning Commission's recommendation, Staff recognized that the existing Xeriscape definition includes a regulation specific to front yards. Staff recommends the definition be amended as follows:
    a. ***Xeriscape.*** *Xeriscape is interpreted to be landscaping in a manner that reduces the need for supplemental irrigation, conserves water and enhances the beauty of the property.* ~~*At least 25% of the xeriscape area within the front*~~

~~*setback of a residence must contain plants, trees and shrubs.*~~ *Residents should be conscientious of utilizing plants, trees and shrubs appropriate to the climate to avoid losing water to evaporation and run- off. Xeriscape* ~~*areas*~~ *shall consist of an attractive mix of plantings, rocks and other landscaping materials.* *For front yards and park strips, at least 25% of any xeriscape must contain plants, trees and shrubs.*

3. The proposed amendment removes the outdated tree list and refers to Section 2.36.160 (J) Tree Class Divisions in the Highland City Municipal Code for the permitted Class I trees (see table below for the list found in the Municipal Code).

Class I Trees					
Botanical Name	**Common Name**	**Height/Spread**		**Form**	**Under Powerlines**
Acer campestre	Hedge Maple	25'	25'	Round	Yes
Acer ginnala	Amur Maple	15'	10'	Round	Yes
Acer grandidentatum	Bigtooth Maple	25'	15'	Irregular	Yes
Acer griseum	Paperbark Maple	25'	20'	Rounded	Yes
Acer tataricum	Tatarian Maple	20'	15'	Oval	Yes
Aesculus pavia	Red Buckeye	20'	25'	Round	Yes
Cercis canadensis	Eastern Redbud	25'	25'	Round	Yes
Koelreuteria paniculata	Goldernraintree	25'	20'	Round	No
Malus spp.	Flowering Crab	25'	10'	Round	Yes
Prunus serrulata	Flowering Cherry	25'	15'	Vary	Yes
Prunus blireiana	Flowering Plum	25'	20'	Round	Yes
Syringa reticulata	Japanese Tree Lilac	25'	15'	Oval/Round	Yes

In order to help residents understand xeriscaping options and maintenance of the Class I trees in park strips, staff will put together a park strip help sheet that will be available online and at the City offices.

CITIZEN PARTICIPATION:

Notice of the public hearing held at the Planning Commission meeting was posted on the state and city websites and three public places on December 1, 2022.

Notice of the public hearing to be held at the City Council meeting was posted on the state and city websites and three public places on December 22, 2022. No comments have been received.

STAFF REVIEW/FINDINGS:

The proposed amendment meets the following findings:

1. It eliminates inconsistencies between the Development and Municipal Codes.
2. It clarifies the definition of xeriscaping.

PLANNING COMMISSION ACTION:

The Planning Commission held a public hearing on December 13, 2022. No comments were made. Commissioners asked questions regarding the secondary water connection used for the park strip. Clarifications were also made regarding existing maintenance requirements for trees in the Municipal Code. The Parks Superintendent was present and shared that he did not have any concerns regarding the types of trees, but did mention that most residents do not refer to the Code for information. Staff will create a park strip help sheet for residents and share it online and at the City Offices.

The Planning Commission voted 5:0 to recommend **APPROVAL** of the proposed text amendment.

FISCAL IMPACT:

This action will not have a financial impact on this fiscal year's budget expenditures.

MOTION TO APPROVE:

I move that the City Council accept the findings and **APPROVE** the proposed amendment that requires new park strips to be xeriscape, updates the tree list, and revises the definition of xeriscape.

ATTACHMENTS:

1. Ordinance

ATTACHMENT 1:

AN ORDINANCE OF THE HIGHLAND CITY COUNCIL AMENDING SEVERAL SECTIONS OF THE HIGHLAND CITY DEVELOPMENT RELATING TO XERISCAPING IN PARK OR PLANTER STRIPS AS SHOWN IN FILENAME TA-22-18.

WHEREAS, all due and proper notices of public hearings and public meetings on this Ordinance held before the Highland City Planning Commission (the "Commission") and the Highland City Council (the "City Council") were given in the time, form, substance and manner provided by Utah Code Section 10-9a-205; and

WHEREAS, the Planning Commission held a public hearing on this Ordinance on December 13, 2022 and

WHEREAS, the City Council held a public hearing on this Ordinance on January 3, 2023.

NOW, THEREFORE, BE IT ORDAINED BY THE Highland City Council as follows:

SECTION 1: **ADOPTION** Several sections of the Development Code relating to xeriscaping in park or planter strips are hereby amended as shown on "Exhibit A" attached hereto and incorporated herein.

SECTION 2: **REPEALER CLAUSE** All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

SECTION 3: **SEVERABILITY CLAUSE** Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinances a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

SECTION 4: **EFFECTIVE DATE** This Ordinance shall be in full force and effect from January 3, 2023 and after the required approval and publication according to law.

PASSED AND ADOPTED by the Highland City Council, January 3, 2023

HIGHLAND CITY, UTAH

_____

Kurt Ostler
Highland City Mayor

ATTEST:

_____

Stephannie Cottle
Highland City Recorder

COUNCIL MEMBER	YES	NO
Timothy A. Ball	☐	☐
Brittney P. Bills	☐	☐
Sarah D. Petersen	☐	☐
Kim Rodela	☐	☐
Scott L. Smith	☐	☐

EXHIBIT A

3-621 Park Or Planter Strips

All park strip areas, the area between the sidewalk and the curb, shall be landscaped and maintained by the property owner directly adjacent to that sidewalk using ~~traditional and /or~~ Xeriscape or water-wise methods as defined in Chapter 10 Definitions. Lawn shall not be installed in park strips.

1. Vegetation such as ornamental grasses, flowers, ground covers and shrubs shall not exceed 22-inches in height. Vegetation shall not include weeds identified on the State of Utah Department of Agriculture and Food Designated Noxious Weed List for Colorado (CO), Idaho (ID), Kansas (KS), Montana (MT), Nebraska (NE), North Dakota (ND), South Dakota (SD), Utah (UT), Wyoming (WY) but may include approved drought tolerant plants.

~~1.~~2. The park strip may be covered with non-living material such as wood chips or decorative landscaping rocks (rock diameter of one inch minimum and six inches maximum) if commonly practiced xeriscape landscaping procedures are followed.

~~2.~~3. Trees planted in the park strip may be separated by non-living materials only if a water source is available at each tree (not from a hose, or above ground sprinkler).

~~3.~~ Only trees from the city approved Class I Trees list may be planted within a park strip. See Section 2.36.160 (J) Tree Class Divisions in the Highland City Municipal Code for the permitted Class I trees. ~~as follows:~~

~~a. acer campestre; Hedge Maple~~
~~b. acer ginnala; Amur Maple~~
~~c. acer grandidentatum; Big Tooth Maple~~
~~d. acer tataricum; Tatarian Maple~~
~~e. koelreuteria paniculata; Goldenrain Tree~~
~~f. prunus serrulata; Flowering Cherry~~
~~g. prunus blireiana; Flowering Plum~~
~~h. Pyrus fauriei, (syn. C. calleryana var. Fauriei) Korean Flowering pear~~
~~i. Pyrus calleryana, 'Callery X Chanticleer Cultivar', Chanticleer (Callery) flowering pear~~
~~j. Pyrus calleryana, 'Cleveland Select', Cleveland Select flowering pear~~
~~k. Pyrus salicifolia, >Pendula' (syn. Silver Frost') Weeping Willowleaf pear~~
~~l. syringe reticulate; Japanese Tree Lilac~~

10-102 Definitions

…

88. Xeriscape. Xeriscape is interpreted to be landscaping in a manner that reduces the need for supplemental irrigation, conserves water and enhances the beauty of the property. ~~At least 25% of the xeriscape area within the front setback of a residence must contain plants, trees and shrubs.~~ Residents should be conscientious of utilizing plants, trees and shrubs appropriate to the climate to avoid losing water to evaporation and run- off. Xeriscape ~~areas~~ shall consist of an attractive mix of plantings, rocks and other landscaping materials. For front yards and park strips, at least 25% of any xeriscape must contain plants, trees and shrubs.

AGENDA NEXT

HIGHLAND CITY

CITY COUNCIL AGENDA REPORT ITEM #5

DATE: January 3, 2023

TO: Honorable Mayor and Members of the City Council

FROM: Andy Spencer, City Engineer/Public Works Director

SUBJECT: **ACTION:** Selection of a Consultant for the Traffic Calming and Pedestrian Safety Manual

TYPE: **GENERAL CITY MANAGEMENT**

PURPOSE:

The City Council will review the selection of a consultant engineer for the Traffic Calming and Pedestrian Safety Toolbox manual. (This was previously referred to as Traffic Control Toolbox). The Council will take appropriate action.

STAFF RECOMMENDATION:

Staff recommends award of the Traffic Calming and Pedestrian Safety Toolbox manual to Wall Consultant Group (WCG).

PRIOR COUNCIL DIRECTION:

As a part of the FY23 budget approval, the Council designated funds for the Traffic Control Toolbox.

On December 6, 2022 the Council was provided an update from staff that the request for proposals had been posted for the study. It was anticipated at that time that the Council would review the potential selection on January 3, 2023.

BACKGROUND:

Per the direction of City Council, the City is seeking a consultant to prepare a Traffic Calming and Pedestrian Safety manual and process. The purpose of this manual is to have a "toolbox" that the city can rely upon and a process to follow when adjustments to travel speed, signage, pedestrian safety, or other road conditions are requested by citizens. The intended result will be to adopt a process whereby citizens can raise traffic related concerns to the City and have those concerns evaluated in an unbiased manner. When an item is determined actionable, the manual will stipulate a predetermined process for obtaining neighborhood consensus, selecting acceptable traffic-calming or pedestrian-safety devices, implementation, and provide a recommended annual funding to allow for implementation.

The request for proposals (RFP) was placed on SciQuest which is the digital advertising service for public projects provided to City's by the State of Utah. The RFP sought responses from interested consultants in preparing a manual for the use of Highland City. The RFP request was advertised for approximately two-weeks. Additionally, staff contacted several local engineering firms to distribute the RFP and solicit interest in the project.

Wall Consulting Group (WCG) complied with the requirements outlined in the City's request for proposals. City staff finds WCG's to be well qualified to complete the project. They have completed several comparable projects.

Recently, the City has been approached by several neighborhoods relative to traffic calming and pedestrian safety requests. As the primary objective of this study and manual is to provide the City guidance on these matters, it appears prudent to defer action on these requests until the study and manual are completed. During this period, pedestrian safety requests will still be evaluated, and action will be taken if further protections at the location are deemed by staff as eminent and necessary for safety.

FISCAL IMPACT:

Multiple sources – budgeted

The cost of this Traffic Calming and Pedestrian Safety Manual is $34,397. Funding for this expense is included within the FY23 budget as follows:

- $17,500 in 10-60-34, Streets and Roads Prof. and Technical Services; and
- $16,897 in 10-66-31, Engineering Professional and Technical Services.

MOTION TO APPROVE:

I move that City Council approve a contract with Wall Consultant Group for the Traffic Calming and Pedestrian Safety Toolbox Manual in the amount of $34,397 and authorize the City Administrator to sign the appropriate contract documents. In addition, direct staff to defer all action on traffic calming until the manual is completed and requests can be evaluated through the adopted process.

ATTACHMENTS:

1. Request for Proposals as solicited by the City.
2. Response to proposals by WCG.
3. WCG pricing which accompanied the proposal as a separate submittal.

HIGHLAND CITY

Highland City Public Works Department

Request for Proposals for a

Traffic Calming and Pedestrian Safety Toolbox

Highland City is soliciting proposals from consultants to create and implement a manual to be used as a "Traffic Calming and Pedestrian Safety Toolbox". The manual, processes, and procedures will address speed management and other associated road safety features. The manual will also provide direction regarding pedestrian crossing signage, markings, and conditions for implementation.

This Request for Proposals (RFP) presents an outline for the scope of work to be accomplished by the consultant or consulting agency contracted. Final scope of work will be determined based upon the consultant proposal.

SUMMARY INFORMATION	
Project: Traffic Calming and Pedestrian Safety Toolbox	
Client & Location	Highland City, Utah
City Engineering Contact	
City Engineer	**Andy Spencer**
Office Phone:	**801-772-4508**
Email Address:	aspencer@highlandcity.org
Instructions	
Date Sending Request to Consultants	November 30, 2022
Submission Deadline for RFP	December 15, 2022, by 5:00 P.M. MST
Submittal Instructions	Electronic submittal in .pdf format is required. Email an electronic file of RFP to the City Engineer, no later than **5 p.m. on the above deadline date.** (acknowledgement of receipt will be sent via email). **RFPs will not be accepted after the 5 p.m. deadline.**

A. Introduction

Highland City is seeking to develop a process and manual whereby roadway corridors can be evaluated for safe access, effective speed control, pedestrian crossing facilities, and other safety considerations such as enhanced LED signage. This manual will provide recommendations for necessary findings of engineering studies and City approval processes to occur before implementation of devices. This process and manual will be applicable to the entire City of Highland. The manual will define the application and subsequent evaluation process whereby a citizen may raise a concern regarding traffic or pedestrian safety.

B. Project Team

The **Consultant** will be responsible for executing most of the work and coordinating completion of all work tasks. The **Consultant** will be responsible directly to the **City Engineering Contact.**

C. Anticipated Scope of Work

The project will create and implement a manual and processes that will generally be referenced as the "Traffic Calming and Pedestrian Safety Toolbox." These processes and procedures are intended to help address and evaluate speed and associated safety issues that may arise from citizens or City staff on City owned and operated roadways. A few of the specific objectives are:

- Define and establish access conditions that create safe and efficient roadway corridors. These conditions will become the City standards.
- Review current City sight-triangle regulations and provide recommendations for any updates or changes.
- Select a variety of speed management techniques that are acceptable to Highland City ranging from passive controls to active controls.
- Define in which conditions each speed management technique would be used.
- Define the process whereby they are implemented. For example, will the process start with passive controls and trend toward active if the passive elements are not successful?
- Create a suggested annual budget item for addressing speed control.
- Define the process whereby pedestrian safety measure requests are evaluated

and if deemed warranted, implemented. Define the devices to be used and conditions under which they are to be installed.

- Define a process for evaluating and implementing requests for augmented signage devices such as LED stop signs, etc.
- Work with staff, attend council meetings as necessary, (anticipated 3 meetings) until the program is adopted.
- Study Canal Boulevard from North County Boulevard (SR-129) to 6800 West and provide traffic, safety, and speed control recommendations for the corridor based upon the processed developed for the Traffic Calming and Pedestrian Safety Toolbox.

D. Schedule

The project schedule will be finalized with the selected **Consultant.** It is anticipated that the work will commence following a City Council meeting on either January 3 or 17, 2023 and is expected to be complete no later than May 1, 2023. The project should start as soon as the contract is signed.

The **Consultant** will communicate or meet with the **City Engineering Contact** as needed through the project.

E. Project Budget

Consultant to provide a pricing proposal as a component of the RFP. Provide pricing in a separate file that can be reviewed independent of the RFP.

F. Submittal Requirements & Contents

4-page maximum length; cover letter and appendix pages are not included in total page count.

Cover Letter

Introduce the **Consultant Team**. (not included in page count)

Consultant Project Manager

Identify the individual who will manage the project and briefly explain their professional qualifications as well as experience on projects of similar size and scope. Include a management approach that outlines how the Project Manager will be involved in the details of the project and ensure the project is completed accurately.

Consultant Team / Project Approach

Briefly explain the relevant experience of proposed personnel and firms. Include experience on projects similar size and scope with references. Specify how team members will contribute to a successful outcome on anticipated scope of work. Outline approach to the project, opportunities, constraints, key issues, and timeline.

Price

Provide a fixed price for the manual including attendance at a kick-off meeting with staff, and three City Council meetings. Additional meetings above those listed provided as additional per hour charges. Provide hourly **Consultant** rates. The overall budget and fixed price should be submitted as a separate attachment in the submittal email. This will be opened separately following review of the proposals.

Appendix

Resumes of **Consultant Project Manager** and **Consultant Team** members,

G. Selection Process and Criteria

Selection Process: The final selection of the Consultant will be by the Highland City Council. The selection team will review the proposals and provide a recommendation to the City Council based upon the scoring methodology indicated below. The Council will be provided the RFP and pricing submittals as submitted by all consultants. These documents will be included in the Council packet and will be part of the public record for the Council meeting.

Selection Criteria - 100 points possible:

1. One-page cover letter (0 points)
2. Firm Experience and Project Approach (30 points)
3. Project Manager and Consultant Team (30 points)
    a. Projected implementation - show how team members will be implemented and time that will be allocated to the project.
    b. Experience of team on projects of similar size and scope
4. Price (40 points)

Interviews with prospective Consultants will be scheduled if determined necessary by the selection team.

WALL CONSULTANT GROUP

TRAFFIC CALMING AND PEDESTRIAN SAFETY TOOLBOX

HIGHLAND CITY

15 DECEMBER 2022

December 15, 2022

City of Highland
Andy Spencer, PE - Highland City Engineer
5400 W. Civic Center Drive
Highland City, UT 84003

Subject: Proposal for Highland City Traffic Calming and Pedestrian Safety Toolbox

Dear Andy and Selection Committee:

WCG is excited to offer our expertise to work with Highland City (City) to complete a comprehensive Traffic Calming and Pedestrian Safety Toolbox that will:

- Create a data-driven, repeatable, and justifiable process for implementing effective speed control measures on City streets
- Identify a process to evaluate safe access and pedestrian crossing facilities, and other safety considerations
- Be customized specifically to Highland City needs and unique considerations
- Define the application and evaluation process whereby a citizen may raise a speed management or pedestrian safety concern

WCG is a leader in safety in Utah. WCG manages UDOT's Highway Safety Improvement Program (HSIP), with dedicated safety experts that evaluate safety concerns, proposed improvements, and trends throughout the state. **We are one of the few firms in the state with experts that have the capability to complete predictive safety modeling, calculating the expected number of crashes, crash severity distribution, and crash types based on existing situations and proposed improvements.** WCG will use our unique expertise to recommend safety improvements, crash patterns, and methodologies to improve pedestrian safety in the City.

WCG is uniquely qualified for this effort in Highland City: in addition to having completed similar efforts for many cities in the past, WCG is the only firm that was selected by UDOT to create their speed management plan. **WCG completed a comprehensive research effort on all types of speed management and traffic calming techniques, providing us with detailed information on the expected speed reductions resulting from each measure, the anticipated safety benefits of each, and situations that each measure is most effective.** WCG will use our extensive knowledge in this area to develop a plan that emphasizes the most effective and budget-conscious solutions to improve speed management and pedestrian safety.

To ensure that this plan is truly customized and unique to the context of Highland City, WCG proposes to hold several key stakeholder meetings to better understand the characteristics and needs of Highland City. For example, we would like to meet with the Police and Fire Chiefs to better understand emergency routes in the City, measures that would impede their operations, and how to improve safety from their perspective. Similarly, we'd like to meet with representatives from maintenance to understand how different speed management techniques will impact their efforts. We also plan to meet with engineering, planning, elected officials (if desired), and concerned residents to understand how to best address speed management and pedestrian safety in their view. Using this feedback, WCG will create a data driven process that meets the objectives of the City and creates an effective program.

WCG's experience and capabilities uniquely qualify us to assist Highland City with this effort. We are very familiar with the City, having completed numerous projects in and around the City. WCG has immediate availability for this project. We will be completing the Salem City TMP and associated traffic calming program this month, and can smoothly transition our transportation planning team to this project in January. We are committed to providing Highland City with the very best product and services.

Highland City will gain the following benefits by selecting WCG:

- A uniquely experienced firm with detailed knowledge of the expected speed reductions, safety benefits, and situational effectiveness of all speed management techniques
- Safety experts that can identify safety concerns and methodologies to systematically and situationally improve pedestrian safety
- A team that is experienced in completing detailed speed management plans with an implementable application and evaluation process
- A team with immediate availability to focus on this project.

We appreciate your time and consideration of our proposal and look forward to helping you create a comprehensive Traffic Calming and Pedestrian Safety Toolbox to guide Highland City's speed management and pedestrian improvements in the future. Please contact Jeremy Searle at 801-669-7345 / jeremy.searle@wcg.us with any questions or to discuss further.

Sincerely,

Jeremy Searle, PE, PTOE
Project Manager

UDOT SPEED MANAGEMENT

Adam Lough, PE, UDOT Traffic & Safety Design Engineer, 801-718-4326, alough@utah.gov

WCG staff developed the idea for a Speed Management study type and associated info sheets to address concerns that requests to evaluate lowered speed limits were resulting in speed limit increases due to 85th percentile speeds. Our team worked with UDOT to develop this study type to consider a holistic approach to speed limits, resulting in recommendations for speed limit adjustments as well as treatments to modify the road context to promote travel at the recommended speed. To ensure speed management measures are appropriate for UDOT roadways, WCG staff worked closely with traffic engineering staff from all four UDOT regions, in addition to UDOT Traffic and Safety staff. The new Speed Management study type was tested with pilot studies in each region and has now been implemented in the Traffic & Safety Studies system. WCG led UDOT's first approach into developing their speed management plan, which identifies specific techniques that are appropriate for state highways. ***WCG will use the research findings used to support this effort in developing a data drive process for Highland City.***

UTAH SPEED LIMIT POLICY

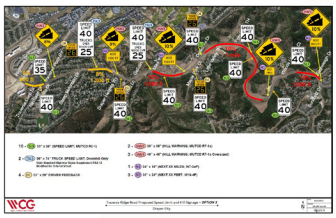
Robert Miles, PE, UDOT Traffic & Safety Director, 801-965-4273, robertmiles@utah.gov

WCG is a leader in Utah regarding speed limits, speed management, and traffic calming. WCG was recently selected to update the Utah Speed Limit Policy, which dictates how UDOT and cities study and set speed limits in the state. ***WCG is currently working with UDOT and key stakeholders throughout the State in creating a new methodology for setting speed limits, which will ultimately update UDOT's policy and Utah State Code for setting speed limits.*** WCG has previously researched and is continuing to study a variety of methodologies for setting speed limits. These methodologies include published research, other state strategies, and methodologies used in other countries throughout the world. Jeremy recently finished serving as a member of a Technical Advisory Committee for a research thesis examining the National Cooperative Highway Research Program (NCHRP) Project 17-76 of the new Speed Limit Setting Tool (SLS-Tool) by Brigham Young University. In addition, WCG staff have reviewed the new draft of the Manual on Uniform Traffic Control Devices (MUTCD) and provided comments for this nationally published document that drives speed limit setting policies through the United States.

DAYBREAK, WALKABLE COMMUNITY TRANSPORTATION MASTER PLANNING, SOUTH JORDAN, UT

Brad Klavano, South Jordan City Engineer, 801-381-8100, bklavano@sjc.utah.gov

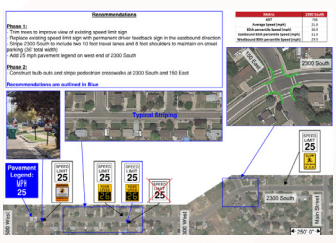
Since 2009, WCG has managed all transportation master planning and traffic operations efforts for the Daybreak development located in South Jordan, UT. Spanning nearly 4,100 acres, Daybreak is home to nearly 24,000 residents, with plans for up to 15 million SF of commercial space. One of Daybreak's most compelling features is its walkable nature and unique design. This is purposefully done to calm traffic and provide safe alternatives to vehicular travel. WCG has planned and implemented speed management techniques as a placemaking design feature, not as a retro-fitted answer to try to fix a problem. This creates a unique neighborhood where vehicles naturally drive slower and more people use the robust active transportation network that accommodates a full range of users and modes. WCG leads the effort to integrate the details of big-picture speed management and active transportation planning ideas into engineering designs and construction documents. WCG works with the Daybreak team in mastering the art of placemaking and creating a culture of connectivity and safety for all modes of travel and all types of land uses.



TRAVERSE RIDGE ROAD SPEED LIMIT AND SPEED MANAGEMENT ASSESSMENT, DRAPER

Todd Hammond, PE, Engineer - Draper City, 801-576-6336, Todd.hammond@draperutah.gov

WCG completed an assessment of speed limit and hill signage on Traverse Ridge Road in Draper. Additionally, speed management measures for the roadway were evaluated. Safety data were reviewed to determine if reported high speeds were associated with higher than average speed related crashes and more frequent severe crashes, and was found to not be the case. Improved signage (specifically for heavy vehicles on steep downhill grades), increased law enforcement, and electronic driver feedback speed signage were recommended to increase compliance with current speed limits. Comprehensive signing plan alternatives for the roadway were provided as the deliverable.



CLEARFIELD CITY TRAFFIC CALMING AND PEDESTRIAN SAFETY STUDY

Braden Felix, PE, Clearfield City Public Works Director / Engineer, 801-525-4401, braden.felix@clearfieldcity.org

WCG recently completed a traffic calming study for Clearfield City, evaluating multiple roadways that were the subject of consistent resident concerns and higher speeds. WCG studied 575 East, 2200 South, 875 East, and 2300 South in Clearfield to provide options for reducing speed and improving pedestrian safety. The study involved a detailed data collection effort and analysis. WCG provided recommendations for improvements along each of these corridors, including bulb-outs, driver feedback signs, raised crosswalks, rectangular rapid flashing beacons (RRFB's), pavement markings, and lane narrowing. WCG's recommendations significantly reduced the prevailing speeds on these corridors and improved pedestrian safety for the city.

LA VERKIN MAIN STREET STUDY

Chris Hall, UDOT Region 4 Planner, 435-592-4243, cdhall@utah.gov

WCG recently completed a Main Street study in La Verkin. The study focused on developing solutions for creating a unique Main Street while accommodating the needs of a growing community and a worldwide tourist destination as the entry point for Zion National Park. A major focus of the study was changing the context of the street to slow traffic and create a more walkable downtown area. WCG explored multiple traffic calming methodologies as well as street configurations to create the slower speeds and walkable community that the City desired. The study included a stakeholder committee including representatives from Dixie MPO, Washington County, the City, UDOT, local business owners, and citizens. The study evaluated the current conditions, explored the context of the community, identified needs, and analyzed multiple alternatives. Ultimately, WCG helped La Verkin and UDOT identify their preferred alternative of a one-way couplet system and developing a walkable corridor with street trees, inviting land uses using form based code, and infrastructure that will accommodate future growth and create a unique downtown experience.

TRAFFIC CALMING TOOLBOX FOR TRANSPORTATION MASTER PLANS - SALEM, WEST POINT

Bruce Ward, PE, Salem City Engineer, 801-360-6297, brucew@salemcity.org

WCG recently completed a couple of transportation master plans that had a significant emphasis on traffic calming. We understand that resident complaints about speeding and safety are becoming more common, and that a defined process is needed to evaluate these concerns, identify areas of real need, and identify the specific solution to address the concern. As part of the TMP, WCG developed a traffic calming toolbox that provides direction on specific traffic calming measures, when they should be implemented, and the process to follow.

AMERICAN FORK TRAFFIC CALMING TOOLBOX*, AMERICAN FORK, UT

Andy Spencer, Former American Fork City Engineer, 801-772-4508, aspencer@highlandcity.org

Jeremy Searle and Scott Johnson helped develop the American Fork Traffic Calming Toolbox by gathering best practices from around the state and nation to develop a tool for the city to evaluate traffic calming needs. This included reviewing the most up to date research, studying how these methods had been implemented in surrounding communities, and tailoring a plan to meet the needs of American Fork. The team met with various city staff, including leaders from the police and fire departments, to create a list of desirable traffic calming measures, the contexts where they could be considered, as well as locations or streets where they should be excluded. The team also developed a process where residents could submit a request for a traffic calming study, the request could be evaluated by the city, and a scoring system to determine if the minimum requirements for traffic calming were met and how that project should be prioritized.

**Completed while with a previous firm.*

PROJECT MANAGER & CONSULTANT TEAM

JEREMY SEARLE, PE, PTOE

PROJECT MANAGER

- *Utah Speed Policy Update*
- *UDOT Speed Management*
- *American Fork Traffic Calming Toolbox*
- *Clearfield City Traffic Calming & Ped Safety Study*

Jeremy is the transportation and planning division manager at WCG. He is currently the project manager (PM) for the Utah Speed Policy Update, the Herriman TMP, Salem TMP and West Point TMP. Jeremy is committed to meeting the needs of the City and providing a useful and quality traffic calming and pedestrian safety toolbox that will provide Highland City with a defined and data driven process to make speed management decisions into the future.

Jeremy has completed numerous transportation master plans, area plans, and corridor studies, including being the project manager or lead transportation engineer for the Weber County TMP, Bluffdale TMP, South Jordan TMP, Herriman TMP, Garland TMP, Twin Falls, ID TMP, South Weber TMP, West Point TMP, Salem TMP, and sub-area transportation master plans for Nephi City, Pleasant View, Sandy, and Spanish Fork. Jeremy recently completed serving on the planning commission for Woodland Hills, a small mountain community in Utah County. Jeremy is committed to providing the very best product and service to Highland City.

HIGHLAND CITY

JEREMY SEARLE, PE, PTOE
PROJECT MANAGER

RICA WYGONIK, PHD, PE, RSP1
SENIOR ADVISOR: TRAFFIC CALMING

SCOTT JOHNSON, PE, PTOE
TRAFFIC ENGINEER

EHALEY HOLMES
TECHNICAL EDITOR

SHAWN SEAGER, AICP, ASLA
SENIOR PLANNER

AUSTIN FEULA, PE, PTOE
TRANSPORTATION PLANNER

PIN VO
GRAPHICS

Jeremy's experience on projects similar to this one is extensive. He was integral to the completion of the American Fork Traffic Calming Toolbox, which included creating a manual that defined a process for evaluating and implementing traffic calming measures in the community. Jeremy was the PM for the UDOT Speed Management program, where he and the WCG team researched all types of speed management and traffic calming techniques, identified specifics on expected speed reductions by technique, situational efficiency, and specific safety benefits. With this project Jeremy was able to meet

with key UDOT staff throughout the state to better understand their concerns and desires for speed management techniques. Throughout this effort, Jeremy and the WCG team developed a data-driven approach to completing speed management studies and recommending speed management improvements that are appropriate for state highways.

Jeremy recently served on a technical advisory committee for a research thesis examining the National Cooperative Highway Research Program (NCHRP) Project 17-76 of the new Speed Limit Setting Tool (SLS-Tool) by Brigham Young University. Jeremy's expertise was useful in guiding the research, providing reviews, and understanding how this tool may be useful to the state of Utah in setting more appropriate speed limits and encouraging safer speeds.

MANAGEMENT APPROACH

Jeremy will serve as the PM for this effort. Jeremy believes that the key to a successful traffic calming project is to collaborate with a wide variety of key stakeholders. While each of these key stakeholders shares a common vision of controlling speeds and providing a safe community, each brings different viewpoints and experience about what methods may work and fit the context of the local community in Highland City. To ensure that this plan is truly customized and unique to Highland City, WCG proposes to hold several key stakeholder meetings to better understand the characteristics of Highland City. We plan to meet with the Police and Fire chief to better understand emergency routes in the City, measures that would impede their operations, and how to improve safety from their perspective. Similarly, we plan to meet with representatives from maintenance to understand how different speed management techniques will impact their efforts. We also plan to meet with engineering, planning, elected officials (if desired), and concerned residents to understand how to best address speed management and pedestrian safety in their view. Using this feedback, Jeremy will lead the WCG team to create a data-driven process that meets the objectives of the City and creates an effective program.

Jeremy will be involved in the project on a day-to-day basis, providing direction, coordination, and review of all materials. Jeremy will work closely with City staff to ensure that the right stakeholders are involved, that the City is getting the product they need to be successful, and that the project stays on schedule and within budget.

ERICA WYGONIK, PHD, PE, RSP1

SENIOR ADVISOR: TRAFFIC CALMING

- *UDOT Speed Management Study Development*
- *Sego Lily Drive Safety & Traffic Calming Analysis*
- *NHDOT Evaluating Influential Roadway Characteristics on User Speeds in Work Zones*

Erica is a leading voice regarding thoughtful approaches to speed management throughout the country, and she has particular skills at developing simple yet robust solutions to serve public agencies. She has served as a consultant for the UDOT Traffic & Safety Traffic Studies Retainer, through which she contributed to the development of the new Speed Management study. Erica has also supported safety efforts for the department through crash data analysis and site-specific evaluations to mitigate crash patterns using treatments appropriate to the road context. In New Hampshire, she has used big data to study the influences on travel speeds in work zones, finding particular value in downposting speed limits during work hours supported by speed feedback signs. Erica has worked to match appropriate road design to the road context and user group through multiple bicycle, pedestrian, transit, and park and ride projects throughout New England. She has also conducted site-specific evaluations for the suitability of pedestrian infrastructure–such as pedestrian hybrid beacons–throughout Utah. In addition, Erica serves on the City of Portsmouth (NH) Parking and Traffic Safety Committee, where she serves on a subcommittee evaluating speed limits and roadway classifications throughout the city.

SHAWN SEAGER, AICP, ASLA

SENIOR PLANNER

- *Midway City Main Street Traffic calming redesign*
- *Kamas City Main Street redesign*
- *Heber City Main Street design*
- *Wasatch County Planning Street Design Standards*

Over the past three decades, Shawn has partnered with UDOT Region Planners and local government engineers to design regional and local streets that are safe for pedestrians and bicyclists. He's worked to develop the Point I-15 redesign, UVU pedestrian Bridge, Provo FrontRunner Station Pedestrian Crossing, the Murdock Canal trail and the Provo River Parkway trail among others. Shawn recently retired as the Regional Planning Director for Mountainland Association of Governments in Orem, Utah after a 34-year career in local government regional planning. At MAG, Shawn managed the board of directors for the MPO Regional Planning Committee (county commissioners, mayors, Utah Department of Transportation, and Utah Transit Authority), developed long-range regional transportation plans, and selected transportation projects for programing/ funding and the public's involvement in their development.

AUSTIN FEULA, PE, PTOE

TRANSPORTATION PLANNER

- *UDOT Speed Management*
- *Daybreak Transportation Planning Assistance*
- *Herriman City Active Transportation Plan & Transportation Master Plan*

Austin works in many aspects of transportation engineering and planning and thus understands the needs of all users. He has recently completed two projects for UDOT: Speed Management and Latent Pedestrian Demand. The policy updates from these efforts are currently being utilized in dozens of studies every year and thus pushing the needle closer towards a balanced transportation system for all users along UDOT roadways. Austin also currently provides transportation planning and operations support for Daybreak. Austin performs PSAs (Project Safety Analysis) for UDOT Traffic & Safety, where roadway context issues are frequently addressed via crash history and countermeasure recommendations. On these PSAs, FHWA Proven Safety Countermeasures one-page summaries are utilized to convey clear recommendations to UDOT project managers. Additionally, Austin has worked on multiple solutions development studies, with the US-89 and SR-9 study specifically addressing roadway context through communities between Panguitch and Kanab.

SCOTT JOHNSON, PE, PTOE

TRAFFIC ENGINEER

- *American Fork Traffic Calming Toolbox*
- *LaVerkin Main Street Study*
- *Clearfield Freeport Center TS*

Scott is a traffic engineer at WCG specializing in microsimulation analysis and transportation planning. He is currently the traffic engineer for several projects around the state and provides support for design and planning efforts. Scott has studied traffic calming solutions for several municipalities, both for specific projects and locations as well as city-wide traffic

calming plans that include specific traffic calming measures and evaluation tools to prioritize traffic calming needs.

HALEY HOLMES

TECHNICAL EDITOR

- *MAG Planning and Modeling Pool*
- *UDOT and West Jordan 7800 South*
- *CASI Model + Research Articles (Dr. Bryant Jensen)*

Haley has been working as a technical writer for over six years and has diverse experience working on a variety of projects. At WCG, Haley works as a member of the marketing team to write, edit, and create content for public documents and boards, various projects, proposals, and project websites. She excels at creating continuity and clarity in her work and is committed to producing high-quality writing.

PIN VO

GRAPHICS

- *Salem Transportation Master Plan*
- *South Weber Transportation Master Plan*
- *Herriman Transportation Master Plan*

Pin creates flyers, one-pagers, infographics, booklets, and more. She has created various one-pagers for UDOT and transportation master plan documents. She thoroughly excels at editing photos and videos as well as motion graphics. From her experience working at marketing agencies in the past, she has developed the ability to work under pressure quickly and efficiently on multiple projects and deliver extraordinary results on time.

PROJECT APPROACH

WCG has created numerous manuals, processes, and study guidelines for speed management and traffic calming. As noted in Jeremy's project management approach, a major key to the success of this project is coordination with key stakeholders. WCG will kick-off the project by meeting with City staff to discuss the objectives of the project, identify key stakeholders, and finalize the schedule. The key objective for meeting with each of the stakeholders is to better understand their concerns, discuss traffic calming methodologies and how they impact stakeholder responsibilities, and to identify solutions that fit the context of the community.

Using this information and previous research completed on traffic calming techniques, WCG will develop a manual that includes a toolbox of potential mitigation strategies. These will include information on safety benefits, approximate cost, expected speed reduction, locations where the measure is appropriate, etc. Additionally, this manual will address sight-triangle regulations and make any necessary updates to the City's current regulations. **A great example of this type of work is the Speed Management Info Sheets that WCG created for UDOT. These info sheets have been promoted by WFRC, MAG, and UDOT to cities all along the Wasatch Front.** Jeremy has presented on these Speed Management Info Sheets in several conferences and MPO meetings within the last year. We have included them in the Appendix for reference.

WCG will create an application and evaluation process for citizen concerns with safety and speed management. These types of concerns are common and many cities struggle with how to address them equitably and in a cost effective manner. WCG has helped multiple communities overcome this concern. By creating a standard process, with specific criteria that must be met in order to implement speed management techniques, the manual will make this a simple, fair, and cost effective process. **WCG has researched other community traffic calming procedures as well, and can incorporate innovative ideas such as requiring the neighborhood to participate in the cost of speed management measures.** WCG will define the conditions and process by which the speed management techniques will be implemented. New construction, or reconstruction projects offer opportunities that may not be as easy to implement in a retrofit. WCG will focus on cost effective solutions that provide real results. WCG will define the process for specific requests such as LED stop signs, crosswalks, etc.

WCG's team includes Shawn Seager, AICP, who served as the Regional Planning Director for MAG for many years. **His experience with planning, budgets, and implementation will be valuable as we work with Highland City to implement a workable plan with an annual budget that will successfully implement the outlined strategies.** The WCG team also includes a national expert: Erica Wygonik, PE, PhD, from Portsmouth, New Hampshire. **Erica brings national experience with DOTs and traffic calming efforts in the northeast, as well as projects here in Utah.** She will serve as a Senior Advisor on the project and will provide guidance on best national practices, research, and implementation strategies.

WCG will complete a focused traffic calming effort for Canal Boulevard from North County Boulevard (SR-129) to 6800 West. WCG will collect speed data for a full 24-hours at four (4) locations along Canal Boulevard within the study area. Using this data, WCG will evaluate the current conditions, variation throughout the corridor, and overall demand. WCG will outline a specific plan identifying traffic calming techniques specific to the corridor to achieve the desired speeds and pedestrian facilities and improved safety. WCG has completed multiple studies similar in scope and has been able to identify a variety of improvements that alert drivers to pedestrians and naturally slow traffic throughout the corridor.

WCG will present the final traffic calming and pedestrian safety toolbox to the Highland City Council for review and adoption. Jeremy has extensive experience presenting to City Councils, planning commissions, and other entities, and is able to communicate the ideas, strategies, and processes in a clear and simple manner. We anticipate up to three (3) meetings with the Highland City Council or Planning Commission to review and adopt the plan. **We are committed to completing the project by the end of April**, as shown in the schedule below.

SCHEDULE	JAN	FEB	MAR	APR
Project Management / Stakeholder Outreach	●	○	○	○
Speed Management Techniques			☑ *Identified and Summarized*	
Pedestrian Safety Techniques			☑ *Identified and Summarized*	
Application and Evauation Process				☑ *Complete*
Canal Boulevard Traffic Calming Study				☑ *Complete*
Final Toolbox & Adoption				*Final Report Complete* ☑

LEGEND: ● Kick-off Mtg ○ Project Team Meetings ☑ *Key Deliverables*

APPENDIX

1. RESUMES
2. UDOT SPEED MANAGEMENT INFO SHEETS, (CREATED BY WCG)

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Jeremy Searle, P.E., PTOE, RSP$_1$

WCG Traffic Operations & Transportation Planning Mngr.

Jeremy has 12 years of traffic engineering and transportation planning experience that ranges from transportation master plans, corridor studies, traffic impact studies, parking studies, safety, and traffic operations analysis.

Traffic Engineering & Transportation Planning

Jeremy has extensive experience in traffic operations and transportation planning. Jeremy has completed numerous data collection and traffic analysis projects including the Bus Rapid Transit operations in Provo / Orem, the Daybreak North Station Area Plan, the Deer Valley Drive Bus Only Lanes Review, US-89 Corridor Visioning Study, Payson 800 South Study, the I-80 / State Street Interchange, and the 10600 South Interchange. US-89 Corridor Visioning Study, Bus Rapid Transit operations in Provo / Orem, Payson 800 South Study, the I-80 / State Street Interchange, and the 10600 South Interchange.

Jeremy was the lead traffic engineer on numerous traffic, VISSIM, corridor, parking, safety, TOD, connectivity and planning studies. Responsible for planning several route and design alternatives, identifying impacts, and improving connectivity. Representative projects include:

- Bluffdale Transportation Master Plan
- South Jordan Transportation Master Plan
- Weber County Transportation Master Plan
- Twin Falls, ID Transportation Master Plan
- Pleasant View Sub-area Master Plan
- Spanish Fork – 1000 North Corridor Study
- Richfield Main Street Corridor Study
- State Street / I-80 Interchange EIS
- Provo Orem Transportation Improvement Project (UVX)
- 7000 South Feasibility Study
- Protected Bike Lanes on Bulldog Boulevard
- Provo Parking Management Plan
- 10600 South Interchange Improvement Project
- SR-56 MP 49.8 – 58.2 Safety Analysis and Implementation

UDOT Operational Safety and Traffic Studies Engineering

Jeremy served as UDOT's Operations Safety Report (OSR) and Traffic Studies Review Engineer for 7 years (2013 – 2020). His responsibilities included overseeing the program and reviewing all of the signal warrant, left-turn, pedestrian, speed, ball-bank, advanced warning signal (AWS), and traffic count studies that were performed by UDOT. Jeremy would ensure that each study was completed according to UDOT and national standards, and that they were completed on time. Jeremy would then sign and send the studies to each UDOT Region. Jeremy would attend the field reviews to discuss warranted signals, left-turn phasing, pedestrian crossings, etc. Jeremy also oversaw the update of the UDOT pedestrian policy, left-turn phasing guidelines, and the AWS guidelines.
Jeremy currently manages UDOT's Intersection Control Evaluation (ICE) program. The ICE program evaluates intersections for safety, operations, right-of-way, utilities, and environmental to determine the best alternative.

EDUCATION

- Master of Science in Civil and Environmental Engineering, Brigham Young University, Provo, Utah, 2010
- Bachelor of Science in Civil and Environmental Engineering, Brigham Young University, Provo, Utah, 2009
- Bachelor of Science in Urban and Rural Planning, Brigham Young University, Provo, Utah, 2009

CERTIFICATIONS

- Professional Engineer (PE) License Number: 8905056-2202 (UT), 52047 (CO), 24447 (NV), 56195 (WA)
- Professional Traffic Operations Engineer (PTOE): 3822
- Roadway Safety Professional (Level 1) (RSP$_1$): 753

AFFILIATION

- Institute of Transportation Engineers (ITE) – Member

EXPERIENCE

- Transportation & Planning Group Manager
  WCG
  Salt Lake City, UT
  Jan 2020 – Present
- Project Manager & Transportation Engineer
  Hales Engineering
  Lehi, UT
  Mar 2013 – Jan 2020
- Project Engineer
  Project Engineering Consultants
  West Jordan, UT
  Jan 2011 – Mar 2013

VOLUNTEER

- Engineers Without Borders – Designed and implemented gravity-fed water distribution system, Salkantay, Peru
- Previous member of local Planning Commission

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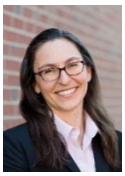
ERICA WYGONIK, PhD, P.E., RSP$_1$
Transportation Engineer



18 years' experience
Traffic Calming, Traffic Operations & Traffic Impact Studies, Safety Analysis, Transportation Planning

TRAFFIC CALMING/SPEED MANAGEMENT

Erica is a leading voice regarding thoughtful approaches to speed management throughout the country, and she has particular skills at developing simple yet robust solutions to serve public agencies. She has contributed to the development of the new Speed Management study. Erica has also supported safety efforts for UDOT through crash data analysis and site-specific evaluations to mitigate crash patterns using treatments appropriate to the road context. In New Hampshire, she has used big data to study the influences on travel speeds in work zones, finding particular value in down posting speed limits during work hours supported by speed feedback signs. Erica has worked to match appropriate road design to the road context and user group through multiple bicycle, pedestrian, transit, and park and ride projects throughout New England. She has also conducted site-specific evaluations for the suitability of pedestrian infrastructure–such as pedestrian hybrid beacons–throughout Utah. In addition, Erica serves on the City of Portsmouth (NH) Parking and Traffic Safety Committee, where she serves on a subcommittee evaluating speed limits and roadway classifications throughout the city.

- UDOT Speed Management
- UDOT Speed Limit Policy Update
- Sego Lily Drive Safety & Traffic Calming Analysis
- NHDOT Evaluating Influential Roadway Characteristics on User Speeds in Work Zones
- Birchwood Terrace Travel Demand Management Plan
- NHDOT Dover-Somersworth-Rochester NH-108 Complete Streets Improvement Project

TRAFFIC OPERATIONS/TRANSPORTATION PLANNING

Erica Wygonik, PhD PE, leads WCG's Northeast Region Transportation Practice, completing traffic impact analysis and campus and community planning for a wide range of organizations including private developers, public agencies, and non-profit institutions. She excels at identifying optimal strategies across all transportation modes to reduce local and system-wide impacts. Erica has been involved in all aspects of traffic analysis and transportation planning for over fifteen years, conducting data collection and field work, analysis and modeling, and public involvement and testimony.

- UDOT Traffic Operations On-Call Support Services
- Campus Planning & Traffic Impact Studies for the Expansion of the Thayer School of Engineering at Dartmouth College, Old Tuck Drive Opening, and Parking Garage
- Vermont State Highways On-Road Bicycle Facilities Plan
- UDOT Latent Pedestrian Demand Project

EDUCATION

- PhD, Civil & Environmental Engineering, University of Washington (2014)
- MSE, Civil & Environmental Engineering, University of Washington (2010)
- BE, Engineering, Dartmouth College (2007)
- BA, Cognitive Science, Dartmouth College (2000)

CERTIFICATIONS

- Professional Engineer, State of New Hampshire (12551)
- Roadway Safety Professional (Level 1) (RSP$_1$)

EXPERIENCE

- Vice President
  WCG
  Portsmouth, NH
  September 2021 – current
- Director
  RSG
  White River Junction, VT
  August 2014 – September 2021
- Senior Analyst
  RSG
  White River Junction, VT
  July 2000 – July 2008

SERVICE

- Portsmouth (NH) Parking & Traffic Safety Committee (2019-present)
- Hanover (NH) Bicycle & Pedestrian Committee (2014-2018)
- Norwich (VT) Development Board of Review (2003-2004)
- Board of Directors, Upper Valley Transportation Management Association (2002-2008, Chair 2008)
- Urban Freight Committee (AT025) of the Transportation Research Board (2015-present, Vice Chair 2021-2022, Chair 2022+)

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Shawn Seager, AICP
Senior Transportation & Community Planner

Over the past two decades Shawn partnered and worked with key Utah Transportation Legislators, Utah Transit Authority policy leads, Utah Department of Transportation Region Planners and Local Governments to develop the UVX Bus Rapid Transit Project, Free Fare February, FrontRunner South extension to Payson, I-15 CORE, Lehi Tech Corridor and the Pony Express Parkway among others. He has also worked alongside our Rural Utah partners on transit demand, trail development, roadway safety and funding.

Transportation Planning

At MAG Shawn managed the board of directors for the Metropolitan Planning Organization (MPO) Regional Planning Committee (County Commissioners, Mayors, Utah Department of Transportation, and Utah Transit Authority), developed long range regional transportation plans, selection of transportation projects for programing/funding and the public's involvement in their development.

Shawn was the lead project manager on Wasatch County Rural Planning Organization, The Planning Director of the Provo/Orem MPO, The Chair of the Unified Plan Finance Committee, Lead staff to the Joint Transportation Policy Committee and testified regularly before the Joint Utah Transportation Legislative Interim Committee.

- Heber Bypass demand, design, corridor preservation and EIS
- Summit County Rural Planning Organization Development
- Utah Roadway and Transit Cost Study
- Point of the Mountain Transit Cost and Funding Committee
- Utah Transportation Bonding White Paper via LYRB
- Union Pacific Railroad Provo Sub Legislative planning/funding
- Orem 1600 North corridor preservation and jurisdictional transfer
- Provo River Parkway Trail Gap funding
- Central Corridor BRT on State Street planning study
- Santaquin Main Street Interchange analysis
- Active Transportation plans in Utah, Wasatch and Summit Counties
- Transit service analysis in Eagle Mountain and Saratoga Springs
- ITE Grid network analysis and corridor preservation in Utah County
- Legislative affairs representation and lobbying

Community Planner

Shawn served as the President of the Utah Travel Region association and developed tourism product to be marketed to national and international visitors leading up to the Salt Lake City 2002 Winter Olympic Games including the Utah Scenic Byway Program. Shawn lead economic development, Main Street development and sales tax leakage analysis for Kamas, Heber City, Midway City. Shawn is a Landacape Architect. He designed regional parks, playgrounds, ball fields, Golf Courses and natural stram restoration plans.

Shawn would ensure that the key stakeholders in each one of these communities was engaged and supportive of the project as it was developed and moved forward into construction as trust is the commodity we trade in.

EDUCATION

- Master of Public Administration, Brigham Young University, Provo, Utah, 2012
- Bachelor of Landscape Architecture and Environmental Planning, Utah State University, Logan, Utah, 1988

CERTIFICATIONS

- AICP - American Institute of Certified Planners, American Planning Association
- Registered Utah State Lobbyist

AFFILIATION

- American Society of Landscape Architects

EXPERIENCE

- Senior Planner
  WCG
  Salt Lake City, UT
  April 2022 – Present
- Planning Director
  Mountainland Association of Governments
  Orem, UT
  Sept. 1988 – March 2022
- Architectural Designer
  Design West
  Logan, UT July 1986 – Sept. 1988

VOLUNTEER

- Utah State University Landscape Architecture and Environmental Planning Advancement Board Member
- Local neighborhood-based efforts and political campaigns in Sandy, Utah

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Austin Feula, P.E., PTOE, RSP1
Transportation Planner & Engineer

Austin has 10 years of traffic engineering, travel demand modeling, and transportation planning experience that ranges from transportation master plans, corridor studies, traffic impact studies, active transportation plans, and complex micro- and macro-simulation modeling.

Transportation Modeling

Austin is an expert in both micro-simulation (intersection studies, corridors, roundabouts, etc.) and macro-simulation modeling (regional travel models). His expereince on both sides of modeling make him adept at coordinating between projects, and ensuring all details are maintained when models are linked. Austin is proficient in TransModeler, Cube/Voyager, TransCAD, TransModeler, ArcGIS, Synchro/SimTraffic, VISSIM, and Sidra.

Austin has been the project manager or lead modeler for numerous modeling project within Utah and throughout the country. Representative projects include:

- Park City Long Range Transportation Plan
- Summit County MPO Regional Model Development
- Wasatch Boulevard Transportation Master Plan
- UDOT Traffic Study Support
- Bluffdale City Transportation Master Plan Update
- Provo-Orem Transportation Improvement Project
- Oquirrh Connection Feasibility Study
- Hurricane City Transportation Master Plan
- Logan Airport (Boston, MA) Traffic Analysis Model
- Bluetooth Origin/Destination Data Collection (FL, NH, VT)

Active Transportation

Austin has been involved in all aspects of active transportation projects. This includes managing data collection, performing site visits, leading public outreach efforts, performing analysis, and tying all of this together into final recommendations and reports. Currently, Austin is working with UDOT to help them understand how pedestrian treatment can encourage pedestrian travel.

On a personal level, as someone who has exclusively commuted to work via active transportation for the last 3+ years he understands how pedestrian and bicycle treatment work once actually built.

Representative projects include:

- UDOT Latent Pedestrian Demand Research
- Herriman City Active Transportation Plan
- Salt Lake County Active Transportation Implementation Plan
- Southern Utah County Active Transportation Study
- New Hampshire Pedestrian and Bicycle Facilities Plan and Economic Analysis

EDUCATION

- Master of Science in Transportation Engineering, University of Massachusetts-Lowell, 2015
- Bachelor of Science in Civil and Environmental Engineering, University of Massachusetts-Lowell, 2011

CERTIFICATIONS

- Professional Engineer (PE) License Number: 9871986-2202 (UT)
- Professional Traffic Operations Engineer (PTOE): 4324
- Roadway Safety Professional – RSP1 (Institute of Transportation Engineers)

AFFILIATION

- Institute of Transportation Engineers (ITE) – Member

EXPERIENCE

- Transportation Planner & Engineer
  WCG
  Nov 2020 – Present
- Transportation Engineer
  RSG
  Feb 2013 – Nov 2020
- Research Assistant
  University of Massachusetts-Lowell
  Jun 2010 – Jan 2013

SPEED MANAGEMENT STUDIES

WHAT ARE SPEED MANAGEMENT STUDIES?

Speed Management Studies are an alternative to typical speed studies. These studies may indicate that the 85th percentile speed is much greater than the posted speed limit, but instead of raising the speed limit, speed management should be considered to instead lower the 85th percentile speed.

HOW DO I REQUEST A SPEED MANAGEMENT STUDY?

Speed Management Studies are performed through the UDOT traffic studies process in the same manner as traditional speed studies, signal warrants, left-turn studies, and many other common study types. Request are generally initiated at the regional or community level then are submitted through Workflow Manager by UDOT Region traffic engineers.

WHERE TO UTILIZE SPEED MANAGEMENT STUDIES?

Speed Management Studies should be utilized when there is a disconnect between vehicle speeds and the roadway context or when 85th percentile speeds are higher than recommended for safety. This includes situations when non-motorists are commonly present, when adjacent land uses are not consistent with roadway character, or when the roadway design does not match the traveling speed.

SPEED MANAGEMENT ≠ ARTIFICIALLY LOWERING SPEED LIMITS

Speed management is a holistic approach to dealing with speed. Research has shown that artificially lowering speed limits generally does not lead to lower vehicle speeds. Speed limits should be lowered in conjunction with speed management measures.

SPEED MANAGEMENT MAY MEAN "ENGINEERING UP"

When there is a disconnect between vehicle speeds and roadway design the solution may not always be to slow traffic. Sometimes on key connectors carrying significant traffic the solution may be to design the roadway to better accommodate the speeds in which users want to travel. This could mean wider shoulders, median barrier, consolidated accesses, improved alignment, etc.

Speed Management is considered within the framework of the ***Safe System Approach***[1], which means designing a roadway in which impacts on the human body are kept at tolerable levels. Examples of this are as follows:

1. If a roadway has frequent pedestrian or bicycle users, then speeds should be managed so that an impact is less likely to be fatal. If speeds can't be reduced, vulnerable roadway users need to be separated from vehicular traffic.
2. If there is a high likelihood of centerline crossing crashes, then speeds should be managed so that a head-on crash is less likely to be fatal. If speeds can't be reduced, centerline crossing can be mitigated via median barrier.

This guide focuses specifically on measures to slow traffic. Design improvements to accommodate higher speeds could be an outcome of a speed management study, but specific recommendations would not be provided.

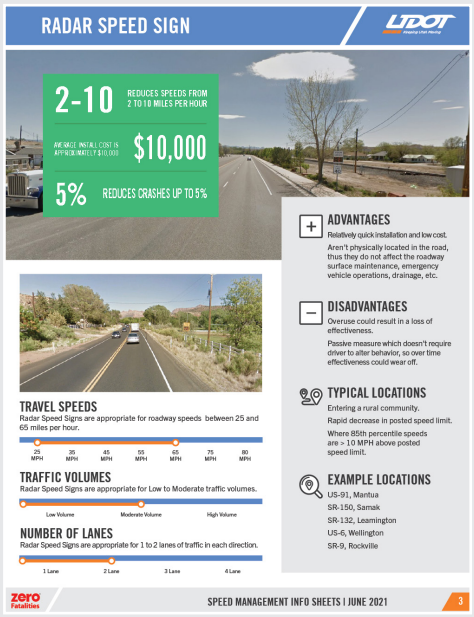
INFO SHEETS

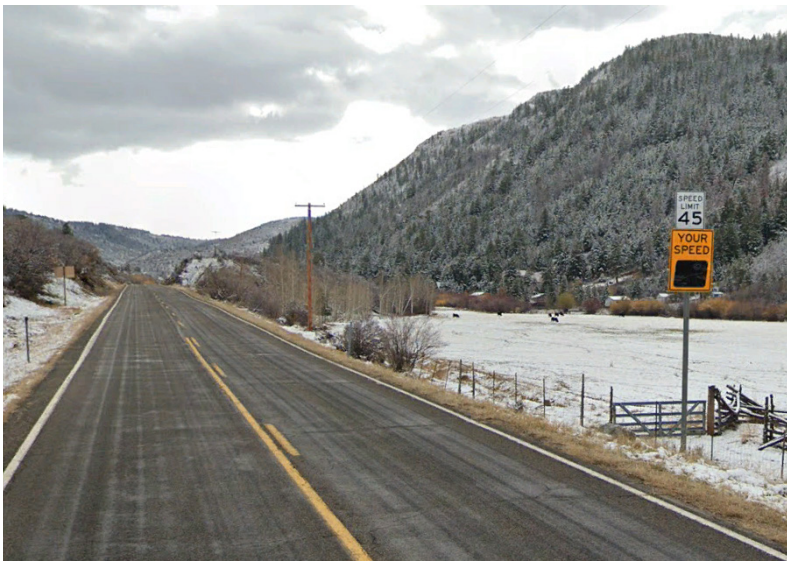
Information sheets on a range of speed management measures are provided to help guide the study engineer when selecting appropriate treatments.

These info sheets highlight key aspects of each speed management measure including advantages, disadvantages, costs, implementation considerations, and example/typical locations.

- Radar Speed Sign
- Pavement Speed Limit Marking
- Optical Speed Bars
- Road Diet
- Median Island
- Roundabout
- Roadway Narrowing (bike lanes, lane narrowing, on-street parking, etc.)
- Curb Extensions (bulb-outs)
- Roadside Gateway Features (street trees, lighting, signage, banners, public art, etc.)

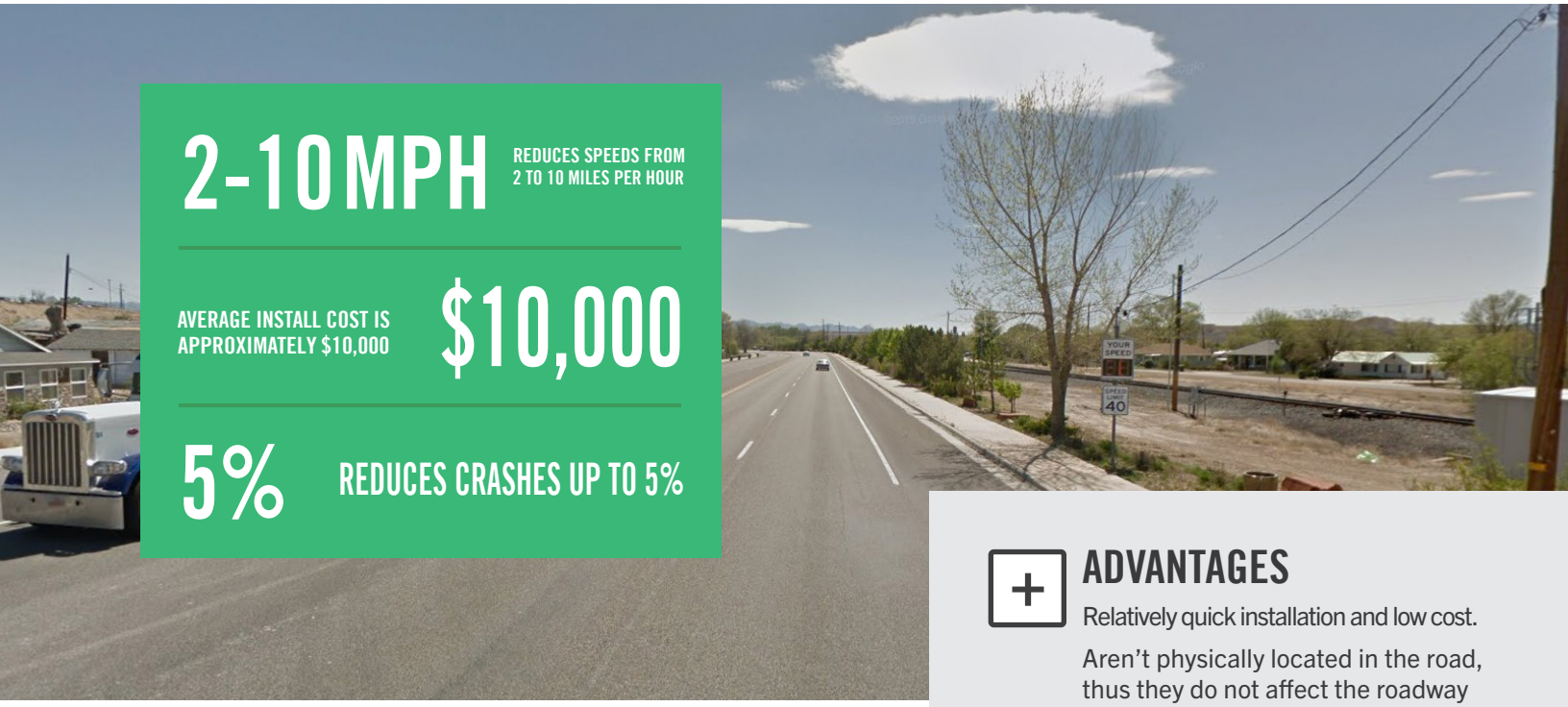
For guidance on roadway safety improvements outside of speed management please consult the Safety Countermeasure Fact Sheets.





1 https://safety.fhwa.dot.gov/zerodeaths/docs/FHWA_SafeSystem_Brochure_V9_508_200717.pdf

RADAR SPEED SIGN



2-10 MPH REDUCES SPEEDS FROM 2 TO 10 MILES PER HOUR

AVERAGE INSTALL COST IS APPROXIMATELY $10,000 **$10,000**

5% REDUCES CRASHES UP TO 5%

TRAVEL SPEEDS

Radar Speed Signs are appropriate for roadway speeds between 25 and 65 miles per hour.

25 MPH | 35 MPH | 45 MPH | 55 MPH | 65 MPH | 75 MPH | 80 MPH

TRAFFIC VOLUMES

Radar Speed Signs are appropriate for Low to Moderate traffic volumes.

Low Volume | Moderate Volume | High Volume

NUMBER OF LANES

Radar Speed Signs are appropriate for 1 to 2 lanes of traffic in each direction.

1 Lane | 2 Lane | 3 Lane | 4 Lane

ADVANTAGES

Relatively quick installation and low cost.

Aren't physically located in the road, thus they do not affect the roadway surface maintenance, emergency vehicle operations, drainage, etc.

DISADVANTAGES

Overuse could result in a loss of effectiveness.

Passive measure which doesn't require driver to alter behavior, so over time effectiveness could wear off.

TYPICAL LOCATIONS

Entering a rural community.

Rapid decrease in posted speed limit.

Where 85th percentile speeds are > 10 MPH above posted speed limit.

EXAMPLE LOCATIONS

US-91, Mantua

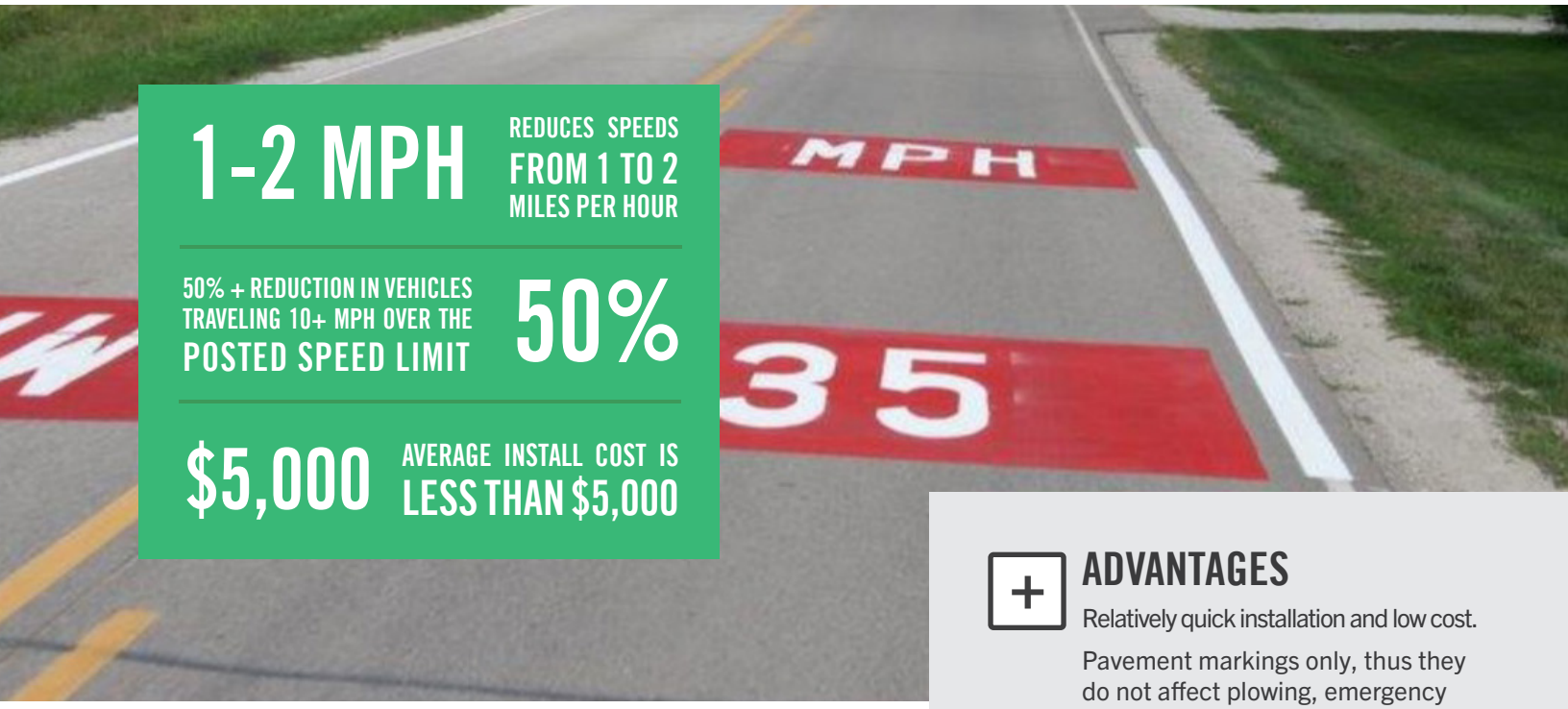
S.R. 150, Samak

S.R. 132, Leamington

US-6, Wellington

S.R. 9, Rockville

PAVEMENT SPEED LIMIT MARKING



1-2 MPH REDUCES SPEEDS FROM 1 TO 2 MILES PER HOUR

50% + REDUCTION IN VEHICLES TRAVELING 10+ MPH OVER THE POSTED SPEED LIMIT **50%**

$5,000 AVERAGE INSTALL COST IS LESS THAN $5,000

TRAVEL SPEEDS

Pavement Speed Limit Markings are appropriate for ALL roadway speeds.

25 MPH | 35 MPH | 45 MPH | 55 MPH | 65 MPH | 75 MPH | 80 MPH

TRAFFIC VOLUMES

Pavement Speed Limit Markings are appropriate for ALL traffic volumes.

Low Volume | Moderate Volume | High Volume

NUMBER OF LANES

Pavement Speed Limit Markings are appropriate for ALL lanes of traffic.

1 Lane | 2 Lane | 3 Lane | 4 Lane

ADVANTAGES

Relatively quick installation and low cost.

Pavement markings only, thus they do not affect plowing, emergency vehicle operations, drainage, etc.

DISADVANTAGES

Passive measure which doesn't require driver to alter behavior, so over time effectiveness could wear off.

In the traveled way, thus wear off over time.

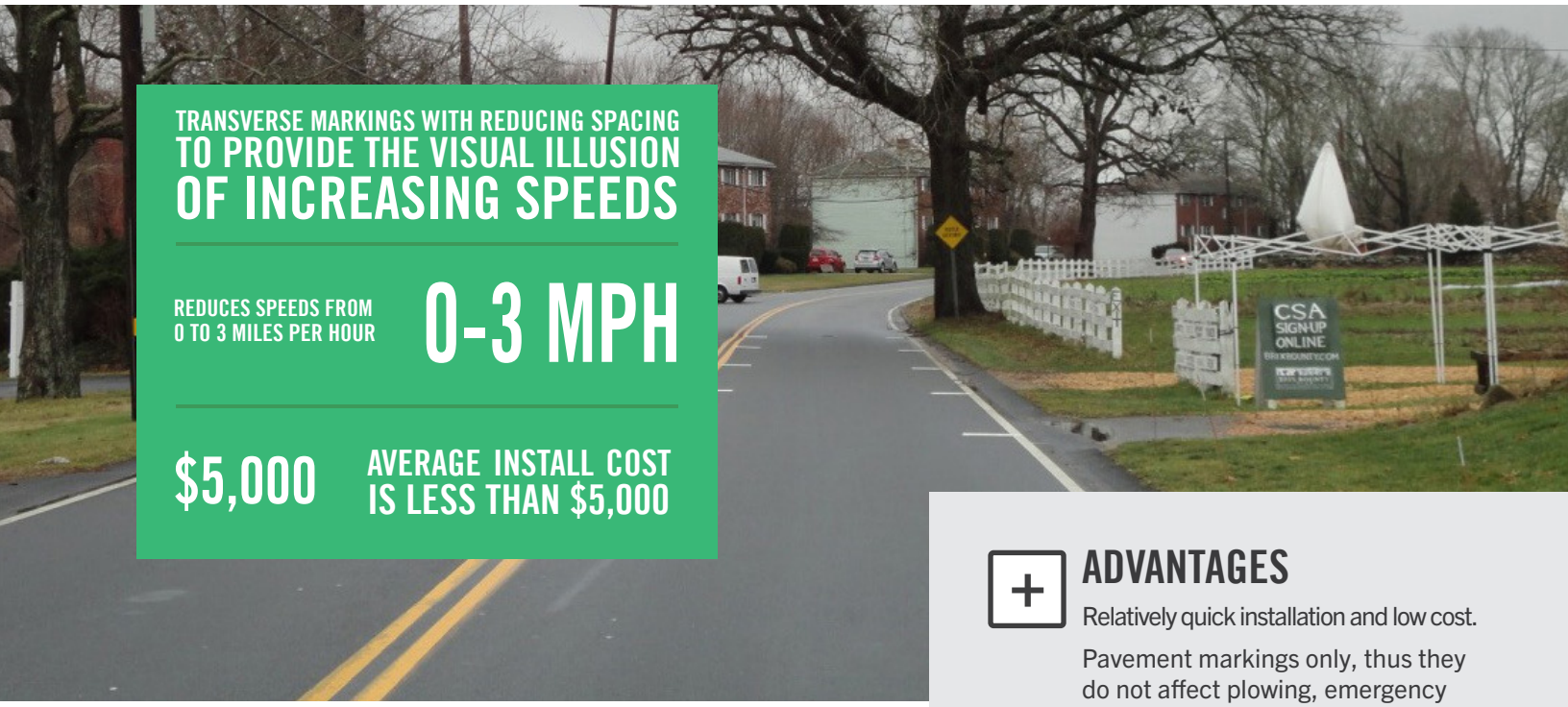
TYPICAL LOCATIONS

Any location where additional emphasis is needed. (curves, entering developed areas, reduction in posted speed limit).

EXAMPLE LOCATIONS

I-80 Eastbound at I-15, SLC

OPTICAL SPEED BARS



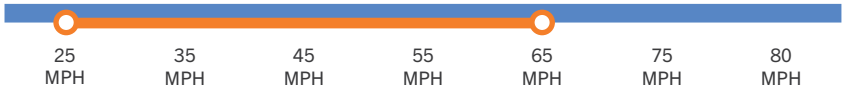
TRANSVERSE MARKINGS WITH REDUCING SPACING TO PROVIDE THE VISUAL ILLUSION OF INCREASING SPEEDS

REDUCES SPEEDS FROM 0 TO 3 MILES PER HOUR **0-3 MPH**

$5,000 AVERAGE INSTALL COST IS LESS THAN $5,000

TRAVEL SPEEDS

Optical Speed Bars are appropriate for roadway speeds between 25 and 65 miles per hour.



TRAFFIC VOLUMES

Optical Speed Bars are appropriate for Low to Moderate traffic volumes.

NUMBER OF LANES

Optical Speed Bars are appropriate for 1 to 2 lanes of traffic in each direction.

ADVANTAGES

Relatively quick installation and low cost.

Pavement markings only, thus they do not affect plowing, emergency vehicle operations, drainage, etc.

DISADVANTAGES

Passive measure which doesn't require driver to alter behavior, so over time effectiveness could wear off.

In the traveled way, thus wear off over time.

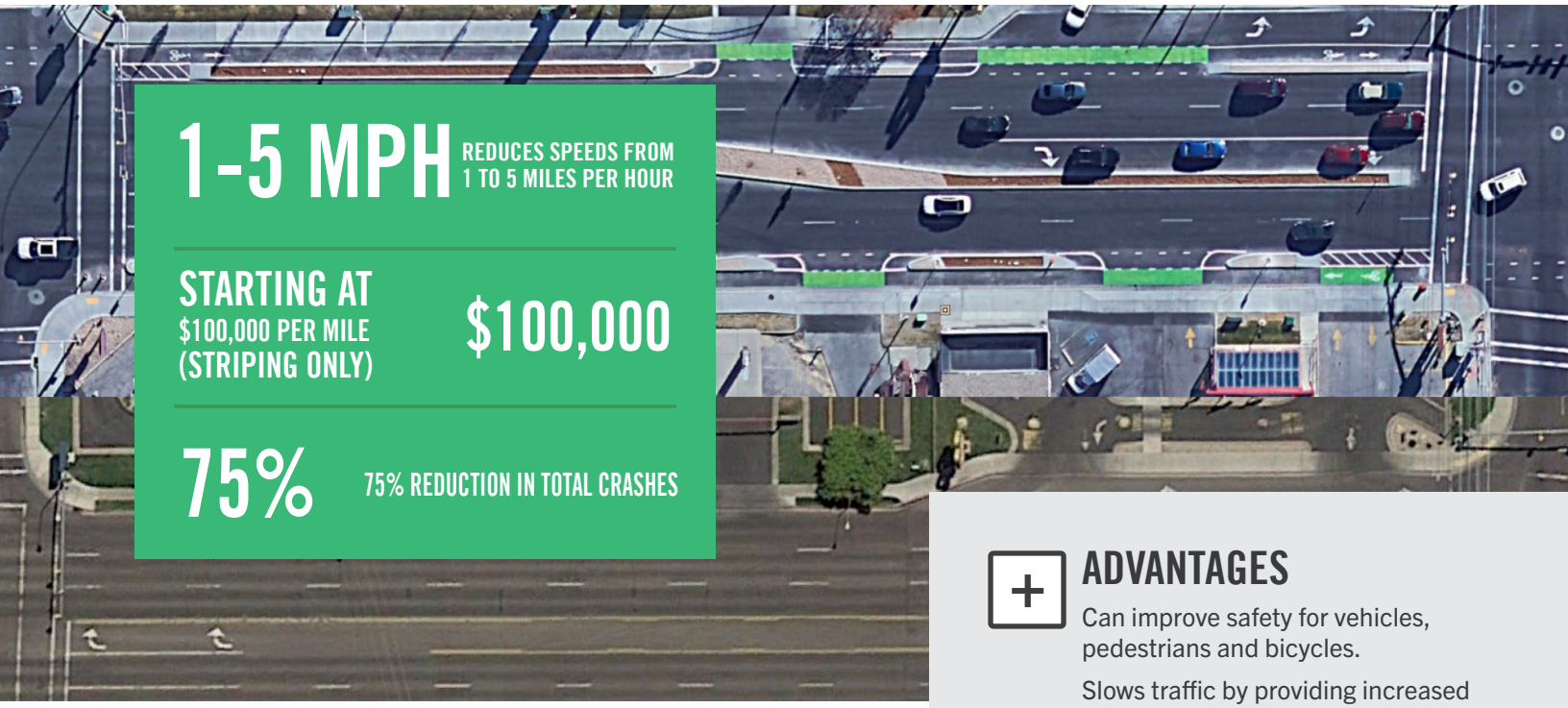
TYPICAL LOCATIONS

Curves and entering rural communities.

EXAMPLE LOCATIONS

None within Utah

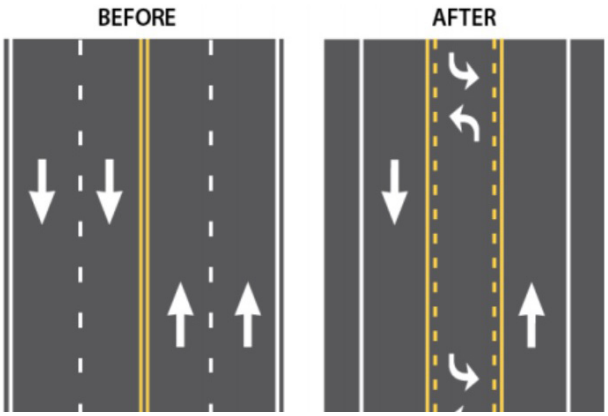
ROAD DIET



1-5 MPH REDUCES SPEEDS FROM 1 TO 5 MILES PER HOUR

STARTING AT $100,000 PER MILE (STRIPING ONLY) **$100,000**

75% 75% REDUCTION IN TOTAL CRASHES



TRAVEL SPEEDS

Road Diets are appropriate for roadway speeds between 25 and 50 miles per hour.

25 MPH | 35 MPH | 45 MPH | 55 MPH | 65 MPH | 75 MPH | 80 MPH

TRAFFIC VOLUMES

Road Diets are appropriate for Low to Moderate traffic volumes.

Low Volume | Moderate Volume | High Volume

NUMBER OF LANES

Road Diets are appropriate for 2 to 4 lanes of traffic in each direction.

1 Lane | 2 Lane | 3 Lane | 4 Lane

ADVANTAGES

Can improve safety for vehicles, pedestrians and bicycles.

Slows traffic by providing increased friction.

DISADVANTAGES

Could impact roadway capacity, and emergency services/evacuation times.

TYPICAL LOCATIONS

Roadways with frequent curb cuts and with traffic volumes that are lower than roadway capacity.

EXAMPLE LOCATIONS

S.R. 258, Elsinore

S.R. 118, Richfield

Cougar Blvd, Provo

200 West, SLC

California Ave
(east of Redwood Rd), SLC

LANDSCAPED MEDIAN ISLAND

1-5 MPH REDUCES SPEEDS FROM 1 TO 5 MILES PER HOUR

$0.5 TO 1 MILLION PER MILE

71% REDUCES CRASHES UP TO 71%

Treatment also includes curb extensions

TRAVEL SPEEDS

Median Islands are appropriate for roadway speeds between 25 and 65 miles per hour.

25 MPH | 35 MPH | 45 MPH | 55 MPH | 65 MPH | 75 MPH | 80 MPH

TRAFFIC VOLUMES

Median Islands are appropriate for ALL traffic volumes.

Low Volume | Moderate Volume | High Volume

NUMBER OF LANES

Median Islands are appropriate for All lanes of traffic.

1 Lane | 2 Lane | 3 Lane | 4 Lane

ADVANTAGES

Physical treatment so effectiveness does not wear off with time.

Provides improved pedestrian crossing.

Landscaped medians improve aesthetics as well as reduce travel speeds.

DISADVANTAGES

Increased maintenance. Could require additional right-of-way.

Back to back curb medians without landscaping have not been shown to reduce travel speeds.

TYPICAL LOCATIONS

Roadways with two-way left-turn lanes and where u-turns, alternate access, or median openings can be accommodated. Existing and potential pedestrian crossing locations.

EXAMPLE LOCATIONS

US-89, downtown Ogden

US-89 @ 50 North, SLC

S.R. 68 @ 5500 South, Taylorsville

S.R. 34, St. George

ROUNDABOUT

SIGNIFICANT SPEED REDUCTIONS

AVERAGE INSTALL COST OF 1-3 MILLION **$1-3 MILLION**

88% REDUCE FATAL AND SERIOUS INJURY CRASHES BY UP TO 88%

TRAVEL SPEEDS

Roundabouts are appropriate for roadway speeds between 25 and 65 miles per hour.

25 MPH | 35 MPH | 45 MPH | 55 MPH | 65 MPH | 75 MPH | 80 MPH

TRAFFIC VOLUMES

Roundabouts are appropriate for Low to Moderate traffic volumes.
**High volume roadways may be possible with additional review / design.*

Low Volume | Moderate Volume | High Volume

NUMBER OF LANES

Roundabouts are appropriate for 1 to 2 lanes of traffic in each direction.
**3 lane roadways may be possible with additional review / design.*

1 Lane | 2 Lane | 3 Lane | 4 Lane

ADVANTAGES

Alters vehicle path thus necessitates major reductions in speed.

Major safety improvements.

Can handle a wide range of mainline and turning traffic.

Pedestrian safety improved due to lower speeds.

DISADVANTAGES

Relatively expensive. May require additional right-of-way.

TYPICAL LOCATIONS

Intersections with available right-of-way. Where speeds, safety, and congestion are all concerns.

EXAMPLE LOCATIONS

I-80 interchange, Jeremy Ranch Park City

S.R.63, Oljato-Monument Valley

S.R. 12 & S.R. 63, Bryce Canyon

S.R. 130, Enoch

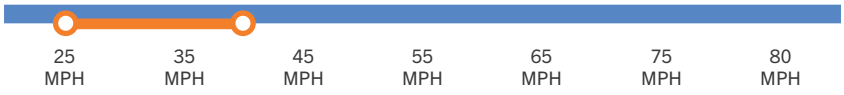
ROADWAY NARROWING
(BIKE LANES, LANE NARROWING, ON-STREET PARKING, ETC.)

STARTING AT $20,000 PER MILE (STRIPING ONLY)

0-3 MPH MINOR (0 TO 3 MILES PER HOUR) EFFECT ON VEHICLE SPEED WITHOUT OTHER CHANGES

PROVIDES SPACE FOR BIKE LANES OR PARKING

TRAVEL SPEEDS
Roadway Narrowing is appropriate for roadway speeds between 25 and 40 miles per hour.



TRAFFIC VOLUMES
Roadway Narrowing is appropriate for Low to Moderate traffic volumes.

NUMBER OF LANES
Roadway Narrowing is appropriate for 1 to 3 lanes of traffic in each direction.

ADVANTAGES
Potentially improved bike facilities or increased on-street parking.

Low cost.

DISADVANTAGES
Without other changes has not been shown to drastically vehicle speeds.

TYPICAL LOCATIONS
Combined with other treatments. Where treatments are needed for bicycle activity, high demand for parking, etc. and not just lowering vehicle speeds.

Roadways with wider pavement section than needed.

EXAMPLE LOCATIONS
200 South @ 800 East, SLC

Daybreak Parkway, South Jordan

CURB EXTENSIONS

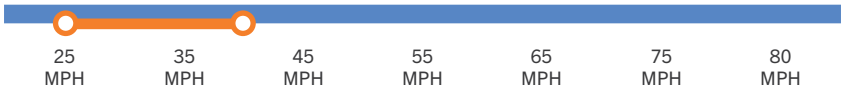
LIKELY REDUCTION IN VEHICLE SPEEDS
DEPENDING ON DESIGN

APPROXIMATELY $100,000 OR GREATER
$100,000

UP TO 30% REDUCTION IN PEDESTRIAN CRASHES

TRAVEL SPEEDS

Curb Extensions are appropriate for roadway speeds between 25 and 40 miles per hour.



TRAFFIC VOLUMES

Curb Extensions are appropriate for Low to Moderate traffic volumes.

NUMBER OF LANES

Curb Extensions are appropriate for 1 to 2 lanes of traffic in each direction.

ADVANTAGES

Physical treatment so effectiveness does not wear off with time.

Provides improves pedestrian crossing.

DISADVANTAGES

Increased maintenance. Could interfere with large vehicle movements.

TYPICAL LOCATIONS

Corridors with on-street parking. Intersections with pedestrian activity and a small number of turning heavy vehicles.

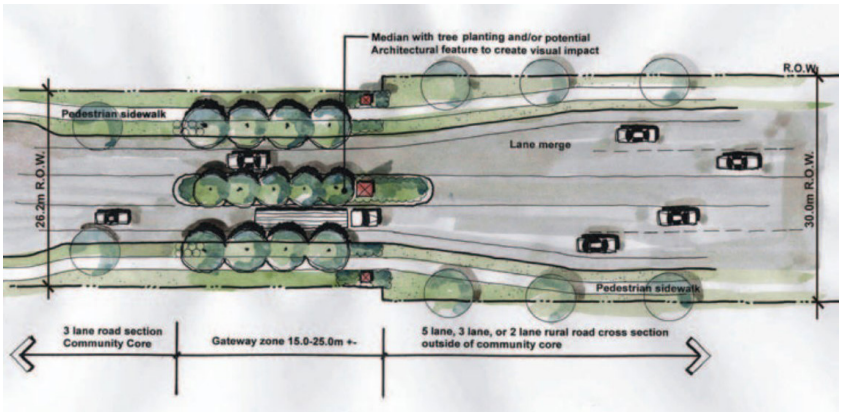
EXAMPLE LOCATIONS

US-89, downtown Ogden
US-89 & 500 N, SLC
US-40, downtown Ogden
S.R. 120, Richfield
US-89, Gunnison
S.R. 12, Triopic

ROADSIDE GATEWAY FEATURES
(STREET TREES, LIGHTING, SIGNAGE, BANNERS, PUBLIC ART, ETC.)

POSSIBLE VEHICLE SPEED REDUCTION
DEPENDING ON DESIGN

VARYING INSTALLATION COST



TRAVEL SPEEDS
Roadside Gateway Features are appropriate for roadway speeds between 25 and 50 miles per hour.

25 MPH | 35 MPH | 45 MPH | 55 MPH | 65 MPH | 75 MPH | 80 MPH

TRAFFIC VOLUMES
Roadside Gateway Features are appropriate for ALL traffic volumes.

Low Volume | Moderate Volume | High Volume

NUMBER OF LANES
Roadside Gateway Features are appropriate for ALL lanes of traffic.

1 Lane | 2 Lane | 3 Lane | 4 Lane

ADVANTAGES
Alerts drivers when entering community. Beautifies community gateway.

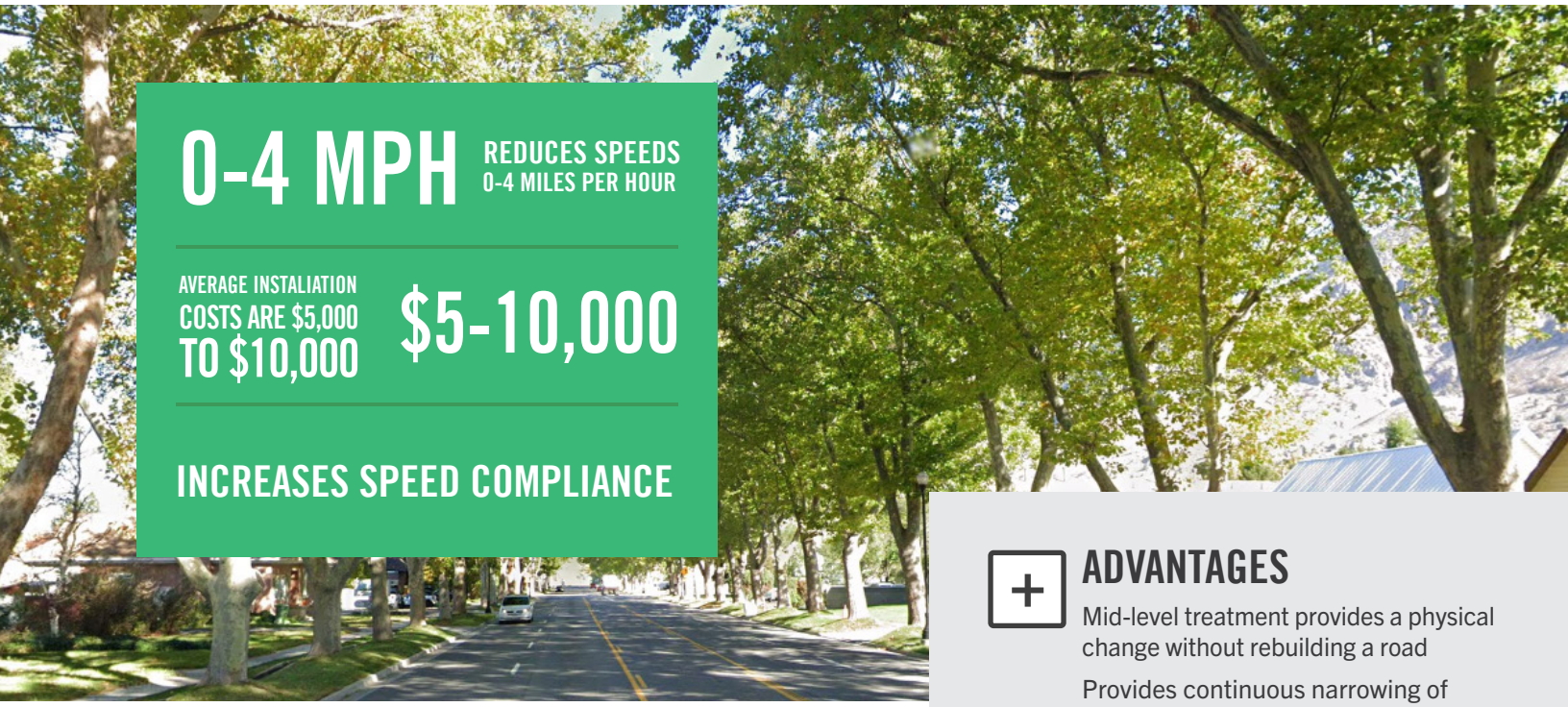
DISADVANTAGES
No researched speed reductions. Speed reductions will vary greatly on level of treatment.

TYPICAL LOCATIONS
Entering a community with a decrease in speed limit.

Combined with other speed management measures.

EXAMPLE LOCATIONS
S.R. 9 (over Virgin River), La Verkin

LANDSCAPING



0-4 MPH REDUCES SPEEDS 0-4 MILES PER HOUR

AVERAGE INSTALIATION COSTS ARE $5,000 TO $10,000 **$5-10,000**

INCREASES SPEED COMPLIANCE

TRAVEL SPEEDS

Landscaping is appropriate for roadway speeds between 25 and 65 miles per hour.

25 MPH | 35 MPH | 45 MPH | 55 MPH | 65 MPH | 75 MPH | 80 MPH

TRAFFIC VOLUMES

Landscaping is appropriate for LOW to HIGH traffic volumes.

Low Volume | Moderate Volume | High Volume

NUMBER OF LANES

Landscaping is appropriate for 1 to 4 lanes of traffic in each direction.

1 Lane | 2 Lane | 3 Lane | 4 Lane

ADVANTAGES

- Mid-level treatment provides a physical change without rebuilding a road
- Provides continuous narrowing of perceived width
- Improves streetscape aesthetics and reduces heat-island effect
- Works well in conjunction with other treatments

DISADVANTAGES

- Must be designed to avoid creating sight distance triangle obstructions
- Often requires maintenance
- May be challenging in a dry climate

TYPICAL LOCATIONS

- Along transition zones
- At gateways
- Within developed areas

EXAMPLE LOCATIONS

- St George S.R. 34
- Hurricane S.R. 9
- Brigham City S.R. 13
- Park City S.R. 248
- Farmington S.R.106

TOUCAN SIGNAL

RAISED CROSSWALK

RAISED INTERSECTION

The information sheets supplied above provide measures for typical UDOT roadways. In unique situations more local roadway or urban centric measures might be desired. The list below, provides additional speed management measures.

FORCED TURN ISLAND / TOUCAN SIGNAL

Limits higher speed cut through trips by forcing turns at major intersections. Provides priority to bicycles.

SIGNAL PROGRESSION

Timing a corridor to a lower target speed can help reduce travel speeds.

CHICANE

Slows drivers by alternating parking or curb extension along a corridor.

RAISED CROSSWALK

Forces drivers to slow down. May be combined with midblock pedestrian crossings.

TRAFFIC CIRCLE / MINI ROUNDABOUT

Reduces speed for previously uncontrolled movements.

RAISED INTERSECTION

Slows vehicles through the intersection and provides a more protected pedestrian environment.

These additional measures provide significant reductions in travel speeds and associated improvements to safety, however they may also reduce mobility. These should be used in situations when safety is a significant concern and must be prioritized over mobility. These also may be applicable in communities where the treatment supports local initiatives and is consistent with land use and street plans.

PROJECT BUDGET - TRAFFIC CALMING AND PEDESTRIAN SAFETY TOOLBOX

HIGHLAND CITY

		Project Manager	Senior Advisor	Senior Planner	Transportation Planner	Traffic Engineer	Graphics	Technical Editor	Admin Staff	HOURS PER TASK	COST PER TASK
		Jeremy Searle	Erica Wygonik	Shawn Seager	Austin Feula	Scott Johnson	Pin Vo	Haley Holmes	ShaVon Anderson		
	RATE	$ 165.00	$ 160.00	$ 155.00	$ 150.00	$ 145.00	$100.00	$100.00	$80.00		
	SCOPE OF WORK	LABOR HOURS									
1	Project Management / Stakeholder Outreach	18		12					8	38	$ 5,470.00
2	Speed Management Techniques	4	4	2	6	8	2	2		28	$4,070.00
3	Pedestrian Safety Techniques	4	4	2	8	8	2	2		30	$4,370.00
4	Application & Evaluation Process	6	4	6	8	12	4	2		42	$6,100.00
5	Canal Boulevard Traffic Calming Study	4	4	2	8	16	4	4		42	$5,930.00
6	Final Toolbox Document & Adoption	12	4	4	12	12	8	6		58	$8,180.00
	TOTAL LABOR HOURS	48	20	28	42	56	20	16	8	238	
	RAW LABOR COSTS	$7,920.00	$3,200.00	$4,340.00	$6,300.00	$8,120.00	$2,000.00	$1600.00	$640.00	$34,120.00	$34,120.00

DIRECT EXPENSES SUMMARY

			Unit	Sub-Total
Mileage	400	$ 0.585	mile	$ 234.00
81/2 x 11 Prints - Color	40	$ 0.650	each	$26.00
11 x 17 Prints	20	$ 0.850	each	$17.00
81/2 x 11 Prints	0	0.170	each	0.00
		TOTAL DIRECT EXPENSES		$ 277.00

Direct Expenses	$ 277.00
Labor Costs	$ 34,120.00
GRAND TOTAL	$ 34,397.00

AGENDA NEXT

HIGHLAND CITY

CITY COUNCIL AGENDA REPORT
ITEM #6

DATE: January 3, 2023

TO: Honorable Mayor and Members of the City Council

FROM: Andy Spencer, City Engineer/Public Works Director

SUBJECT: **ACTION:** Purchase Contracts for Storage and Security Improvements for the PI Meter Project

TYPE: **GENERAL CITY MANAGEMENT**

PURPOSE:

The City Council will consider the approval of two contracts, Northwest Fence in the amount of $33,000 and Rugged Containers in the amount of $28,995.98 for the purpose of providing a storage facility to house the materials for the PI meter installation project. The combined cost of these improvements is $61,995.98. The Council will take appropriate action.

STAFF RECOMMENDATION:

Staff recommends the purchase and expansion of the fenced in area surrounding Well #2 be installed by Northwest Fence as well as the purchase of four storage containers from Rugged Container to be placed within this area allowing for adequate storage of PI meter related materials.

PRIOR COUNCIL DIRECTION:

On November 1, 2022, Council approved the purchase contracts of the necessary meters and brass materials associated with the PI meter installation project. This authorization included parts totaling approximately $5M in total cost.

BACKGROUND:

With the recent authorization to purchase PI meters and associated parts, the City will be storing meters and brass parts for approximately 4,500 Highland City PI services. There may be as much as to $5M in parts in storage at the beginning of the project. With such concentration of valuable items in one place, it is wise to provide a secure location to store these materials.

Staff proposes the storage site be at Well #2. The site is approximately ¼-mile west of the Public Works shop and on the south side of SR 92. The attached maps provide a location and notations regarding the proposed storage layout. Well #2

was selected because it is out of sight of the traffic on Timpanogos Highway and the surrounding area. As such, the storage containers and fencing will not be obtrusive to neighbors thereby minimizing impact on the adjacent properties.

The work will require replacement of the existing chain-link fence and will extend the fenced area to the east, to create a larger secure area to facilitate the daily interaction with contractors to distribute parts. The new fencing will be black, vinyl-coated, chain-link fence. It will have an added barbed wire assembly on top of the fence for security purposes. The City will also need to purchase four shipping containers to store the PI meters and associated parts securely out of the weather. All storage containers will be locked up when employees are not present, the area will be well lit, and have 24-hour video surveillance. There will also be employees at the site daily to distribute parts to the contractors. Staff has also contacted the City's insurance carrier and the City will be adding insurance riders to cover the cost of damage or theft.

Multiple bids were solicited for the storage containers. Rugged Containers was the lowest bidder. Multiple bids were solicited for the chain-link fencing. Of the three bids that were solicited, only two responded with bids. Northwest was the lowest bidder.

FISCAL IMPACT:

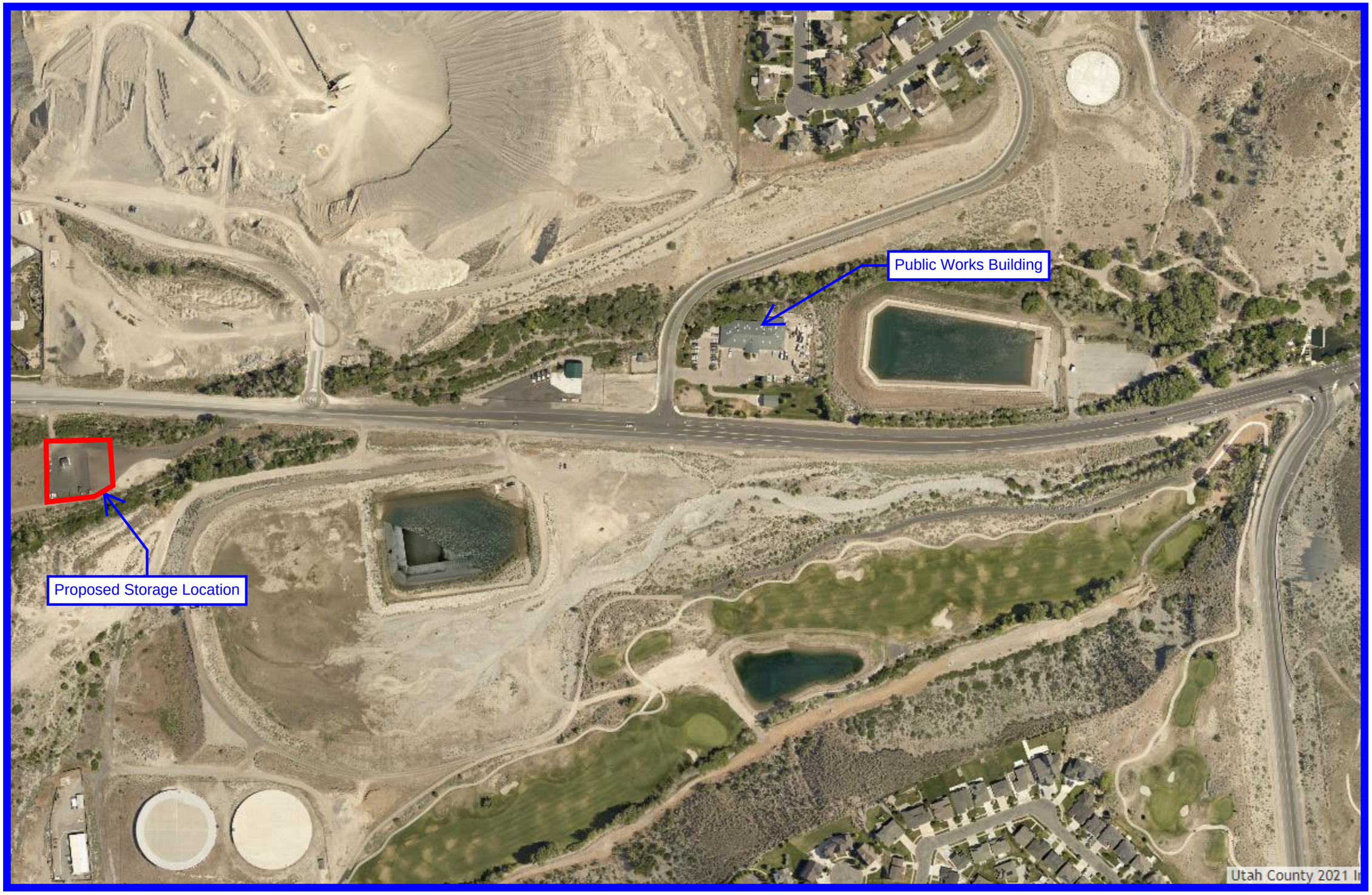
The total cost of this purchase is $61,995.98. Funding for this expense will be taken from GL 53-40-50, PI Meter Grant within the FY23 budget. Funds will be transferred to this account as they are received from the grant sources with the commensurate local match being transferred from the capital account 53-40-60.

MOTION TO APPROVE:

I move that City Council APPROVE the purchase of additional fencing and storage containers to be placed at Well #2 site in the amount of $61,995.98 and AUTHORIZE the City Administrator to sign the necessary contracts.

ATTACHMENTS:

1. Vicinity Plan
2. Site Layout Plan
3. Northwest Fence Bid
4. American Fence Bid
5. Rugged Container Bid
6. Container Bid Summary


Public Works Building
Proposed Storage Location
Utah County 2021 I

Timpanogos Hwy
92
W 11000 N 92
American Fork Canyon Ditch
American Fork Canyon Ditch
Tall trees and vegitation hiding building from Timpanogos Hwy.
Approximate location of new fence line.
Security camera to be added to existing building
Four 40'x8' storage containers to store all meters and brass parts.
Tall trees and vegitation hiding building from surrounding area.
Mitchell Ditch
Mitchell Ditch
Mitchell Ditch
Mitchell Ditch
Mitchell Ditch
Google

American Fork Canyon Ditch
12' drive gate
4' walk gate
190'
16' drive gate
4' walk gate
75'
152'
220'
Mitchell Ditch
Google

NORTHWEST FENCE & SUPPLY

240 S 1060 W Lindon UT 84042
PHONE (801) 796-8800 FAX (801) 796-8899
northwestfenceutah.com

"IN NO EVENT SHALL THE COMPANY OR ANY THIRD PARTY BE LIABLE TO CUSTOMER OR ANY THIRD PARTY FOR ANY WATER OR RELATED DAMAGE SUFFERED AS A RESULT OF COMPANY'S SERVICE OR MATERIALS PROVIDED UNDER THIS AGREEMENT. INCLUDING IN THE EVENT THAT THE COMPANY BREAKS OR RUPTURES A WATER LINE, PIPE OR CONTAINER."

BUYER MUST BE PRESENT WHEN JOB IS STARTED

DATE: 6 DEC 2022 | Wufoo Number:

Contract/Proposal 98043

PRIMARY PHONE | WORK PHONE | FAX NUMBER

SECONDARY PHONE | SALESMAN: DARREN 801 358 4009

EMAIL ADDRESS: VANC@HIGHLANDCITY.ORG JEFFC@HIGHLANDCITY.ORG

CREDIT CARD # | EXP DATE

BL ST # | MARKED | EXPIRED | RENEW

BL ST (Side Street) | BL ST (Side of Lot)

BILL TO: HIGHLAND CITY | ATTENTION: JEFF / VAN

ADDRESS

CITY, STATE, ZIP

JOB NAME: PUMP HOUSE | SUPER'S NAME

ADDRESS

CITY: HIGHLAND | JOB PHONE

CO-OP | PO# | Start

Drawing Attached ☒

8gauge fused barded wire
1 5/8 40 top rail
2 3/8" 40 posts
2 7/8" 40 gate posts - 12'
4" 40 gate posts - 16'

HOLES IN ASPHALT

Plated Post / Core Drill
Qty Size
Qty Size

WIRESIDE

NORTH	IN ☐	OUT ☐
SOUTH	IN ☐	OUT ☐
EAST	IN ☐	OUT ☐
WEST	IN ☐	OUT ☐

CLEAN UP DIRT: YES NO

SELVAGE

KK BK BB ____ UP DOWN
KK BK BB ____ UP DOWN
KK BK BB ____ UP DOWN

GRADE

LEVEL ☐ TERRACED ☐
FOLLOW GRADE ☒ STRAIGHT ☒

POWDER COATING

Section ALL Color BLACK
Section Color

Pipe Origin: DOM IMP Wire Origin: DOM IMP

Mushroom Stop: Yes No Qty
Gate Holdback: Yes No Qty

Sprinkler Line Insurance $6.00 Per Hole _____Accept_____Decline
Due to unforseen underground obstacles, additional charges may be incurred.

FABRIC or PANEL DESCRIPTION / RAIL / LINE POSTS

FEET	HT	GA	WV	TYPE	COLOR	RAIL TOP	RAIL MID	RAIL BOT	1 3/8 1 5/8	055 065 20 40	1 7/8 2 3/8	065 20 40	QTY	T-Wire	SPACING	BRCS
601	6/6H	8	2	YW FB	BLK	X			1 3/8 1 5/8	055 065 20 40	1 7/8 2 3/8	065 20 40	52	8	10 8	NO YES
									1 3/8 1 5/8	055 065 20 40	1 7/8 2 3/8	065 20 40			10 8	NO YES
									1 3/8 1 5/8	055 065 20 40	1 7/8 2 3/8	065 20 40			10 8	NO YES

GATE POSTS

QTY	HT	OD	065 20 40
2	6/7	4	065 20 40
2	6/7	2 3/8	065 20 40
2	6/7	2 3/8	065 20 40

GATES

TYPE	WIDTH	HT	1 3/8 1 5/8 1 7/8	065 20 40	QTY	HINGE	LATCH	R-Whl	F-Whl	TRACK	Space	Cant Whl
DD	16	6/6H	1 3/8 1 5/8 1 7/8	065 20 40	1	B	FWC					
DD	12	6/6H	1 3/8 1 5/8 1 7/8	065 20 40	1	B	FWC					
WG	4	6/6H	1 3/8 1 5/8 1 7/8	065 20 40	2	B	L					

CORNERS

QTY	HT	OD	065 20 40
6	6/7	2 3/8	065 20 40
			065 20 40
			065 20 40

END POSTS

QTY	HT	OD	065 20 40
			065 20 40
			065 20 40
			065 20 40

SLATS

FEET	HT	CLR	TYPE	INSTLL Y N

BARBED WIRE, TIES & HOG RINGS

POINT	OUT	IN	UP	STRANDS	CRN ARMS PS MI

Ties 12 11 9 | Al Stl | Post Spacing 12 | Rail Spacing 24

FITTINGS: DCA PS | Hogs: 11 9 Every____ | CLEARING BY: N/A Owner NWF | REMOVED BY: N/A Owner NWF

TERMS: Down-Net 30 | MT-55 | SKIDSTEER 100% | DD | HAND

FENCE / GATES	$30,600.00
ADD BARBED WIRE	$2,400.00
REMOVE OLD FENCE	$2,900.00
3% Charge for Credit Cards	
GRAND TOTAL	
DOWN PAYMENT	

By signing, purchaser acknowledges reading and agrees to the terms set forth in this contract and the attached Terms and Conditions. Purchaser also acknowledges and agrees to the personal guarantee set forth in the Terms and Conditions, and acknowledges and agrees to be responsible for underground utilities and irrigation lines.

Purchaser is responsible for obtaining permits and locating property lines

SELLER _____ DATE _____

BUYER _____ DATE _____

Once signed contract/proposal and 1/2 down is received, buyer will be added to our installation roster, and will be contacted prior to starting job.

82 10 20

TERMS AND CONDITIONS

By signing or otherwise agreeing (whether via email or orally) to the Contract/Proposal (the "**Contract**") to which these Terms and Conditions (these "**Terms**," and together with the Contract, the "**Agreement**") are attached, the purchaser who has signed or otherwise agreed to the Contract ("**Purchaser**") agrees to be bound by the Contract and these Terms. Northwest Fence & Supply ("**Company**" or "**Seller**").shall be bound by this Agreement (and any changes thereto) only upon the execution of the Contract by an authorized agent of Company.

1. **General Terms**. Pursuant to the terms and conditions of this Agreement, Company agrees (either itself or through its subsidiary, affiliate or a subcontractor) to provide only the fence installation services, including labor and materials (collectively, the "***Services***"), described in the Contract, at the location specified in the Contract (the "***Service Location***").

2. **Fee**. In addition to all other amounts Purchaser may owe to Company hereunder, Purchaser agrees to pay to Company (a) the fee set forth in the Contract, and (b) all additional fees and all costs and expenses incurred by Company as a result of (i) changes in the Services requested by Purchaser or (ii) inaccurate representations made by Client (collectively, as such may be adjusted pursuant to the terms and conditions of this Agreement, the "***Fee***"). Client agrees to pay the Fee as such amounts are invoiced to Client throughout the performance of the Services.

3. The Seller may at its option suspend work and deliveries under this contract if the Purchaser has not paid cash in full for all amounts owing under this Agreement, and, in Seller's sole opinion, the credit of the Purchaser becomes doubtful or impaired, until the Seller has received full settlement or satisfactory security for shipments made and services rendered and is satisfied as to Purchaser's credit for further shipments and/or services. If Purchaser fails or refuses to make payment as provided or to furnish such satisfactory security, the Seller shall have the right to enforce payment of the value of the Services already furnished, or in process, and shall have a reasonable extension of time for the performance thereof as is necessitated by the suspension.

4. Company shall be responsible only for reasonable diligence in performance. In the event the Services are not substantially completed within the time period specified in the Contract, or an extended time period required in connection with changes in the Services, because of the unavailability of materials, failure of other contractors performing work at the Service Location to complete their respective work in a timely manner, labor strikes, acts of God or causes that are beyond the reasonable control and anticipation of Company, Company shall have a reasonable additional period of time to complete the Services and otherwise perform under this Agreement. Such delays shall not be deemed a breach of this Agreement by Company and shall not serve to cancel, amend or diminish any of Purchaser's obligations. Without limiting the foregoing, acceptance of performance by Purchaser shall constitute a waiver of any claims for damages on account of delays.

5. Purchaser agrees that Purchaser shall have a period of five (5) days from substantial completion of the Services to inspect the materials and work provided with respect thereto (the "***Inspection Period***"). Any Services not rejected by Purchaser during the Inspection Period shall be deemed accepted. Purchaser agrees that Purchaser shall have no right whatsoever to reject any materials or work provided as part of the Services after the Inspection Period except as set forth in Section 6 below.

6. **WARRANTY DISCLAIMER.** Seller agrees to provide the Services in a good and workmanlike manner. OTHER THAN AS EXPRESSLY SET FORTH IN THIS SECTION, SELLER MAKES NO REPRESENTATION OR WARRANTY OF ANY NATURE, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THOSE OF DESIGN, CONDITION OR QUALITY, OR ANY WARRANTIES OF MERCHANTABILITY AND/OR FITNESS FOR A PARTICULAR PURPOSE, RELATED TO ANY OF THE MATERIALS AND/OR SERVICES SELLER PROVIDES HEREUNDER, AND SELLER HEREBY EXPRESSLY DISCLAIMS ANY SUCH REPRESENTATIONS OR WARRANTIES. Purchaser hereby acknowledges and accepts such disclaimer and hereby waives any and all rights Purchaser may have by virtue of the representations and warranties disclaimed. While Seller does not warrant any materials provided, the manufacturers of such materials may provide warranties with respect thereto. COMPANY HAS NOT AUTHORIZED ANYONE TO MAKE ANY REPRESENTATION OR WARRANTY OTHER THAN AS PROVIDED IN THE FIRST SENTENCE OF THIS SECTION.

7. **Exclusive Remedy**. CUSTOMER'S SOLE AND EXCLUSIVE REMEDY FOR ANY BREACH OF COMPANY'S SOLE WARRANTY SET FORTH IN SECTION 6 ABOVE OR FOR ANY SERVICES RIGHTFULLY REJECTED BY CUSTOMER WITHIN THE INSPECTION PERIOD PURSUANT TO SECTION 5 SHALL BE REPLACEMENT OF, OR, AT COMPANY'S SOLE OPTION, AND SUBJECT TO SECTION 5, REFUND FOR ANY NONCONFORMING MATERIALS OR LABOR PROVIDED AS PART OF THE SERVICES.

8. **Limitation on Company's Liability**. EXCEPT AS OTHERWISE RESTRICTED BY APPLICABLE LAW, AND NOTWITHSTANDING ANY OTHER PROVISION CONTAINED HEREIN, IN NO EVENT SHALL COMPANY OR ANY THIRD PARTY BE LIABLE TO CUSTOMER OR ANY OTHER PERSON FOR CONSEQUENTIAL, INCIDENTAL, SPECIAL, EXEMPLARY, PUNITIVE, OR INDIRECT DAMAGES ARISING UNDER OR IN ANY WAY RELATED TO THE SERVICES OR THIS AGREEMENT (INCLUDING BUT NOT LIMITED TO LOST PROFITS, BUSINESS INTERRUPTION, AND DAMAGES THAT RESULT FROM INCONVENIENCE, DELAY, OR LOSS ARISING HEREUNDER OR IN CONNECTION HEREWITH) EVEN IF COMPANY OR ANY THIRD PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR LOSSES. COMPANY'S TOTAL LIABILITY FOR DAMAGES SUFFERED HEREUNDER, IF ANY, SHALL BE LIMITED TO THE AMOUNTS ACTUALLY PAID TO COMPANY BY CUSTOMER UNDER THIS AGREEMENT.

9. No one has authority to depart from the terms and conditions of sale as set forth in this Agreement, nor to make representations or arrangements other than those printed hereon whether in the execution or in the performance of this Agreement, unless the same are written on this Agreement or are given in writing with it or in pursuance of it, and are approved in writing by an authorized agent of Seller.

10. Purchaser agrees to furnish necessary property line and grade stakes. If errors are discovered while work is in progress, or after installation has been completed, changes and/or alterations will be charged to the Purchaser in an amount equal to Seller's consequent additional expense.

11. The Agreement shall be governed by and construed in accordance with the laws of the State of Utah. In the event Seller shall institute and prevail, or defend and prevail, in any action or suit for payment of the determination of right hereunder, Purchaser will pay to Seller all costs and expenses, including a reasonable attorney's fee, incurred on account thereof.

12. Full payment for all Services is due 30 days from the invoice date ("**Payment Deadline**"). Any outstanding balance after the Payment Deadline will accrue interest at a rate of 1.5% per month or 18% per year compounded monthly or the maximum amount allowable under applicable state law, whichever is greater. Seller accepts payment by credit card and check. In the event that payment is not received by the Payment Deadline, this account may be turned over to a collections agency for collection. Purchaser is responsible for all costs of collection, including without limitation reasonable attorneys' fees.

13. All changes to the Services provided by Seller hereunder and the applicable price of such work shall be agreed upon by Seller and Purchaser, whether orally or in writing, prior to Seller's performance of the services or providing of the materials applicable to such change. Purchaser agrees that Seller is entitled to payment for all materials and Services Seller provides in connection with any changes to the Contract requested by Purchaser as if such materials and services were part of the Contract from the beginning and that Purchaser will pay Seller for such materials and Services in accordance with this Agreement even if a separate written agreement has not been entered into by the parties for the provision of such additional materials and Services.

14. Purchaser shall obtain and maintain, for the Seller's benefit, fire, hazard, and home or property owners insurance on the premises in which Seller is providing materials and services with reasonable and customary terms, policy limits and deductibles. Purchaser shall bear the cost of all premiums of such insurance.

15. Purchaser will be responsible for and indemnify the Seller against any irrigation line damage, or damage to any other underground pipes, lines, wires, etc. Purchaser shall be responsible for obtaining all applicable permits and licenses, and for marking and staking underground utilities, including contacting Blue Stakes or other authority responsible for locating or marking underground utilities.

16. If the Purchaser is a corporation, limited liability company, partnership, trust, estate or other entity, the person executing the Agreement warrants that he or she has authority to bind such party to the terms and conditions contained in the Agreement.

17. ANY PERSON SIGNING THE CONTRACT ON BEHALF OF ANOTHER PERSON, ENTITY OR OTHER PARTY ALSO PERSONALLY GUARANTEES, BY WAY OF SUCH SIGNATURE, THE PAYMENT OF ALL AMOUNTS OWED FOR SERVICES AND MATERIALS PROVIDED BY SELLER UNDER THIS AGREEMENT, TOGETHER WITH ALL OTHER AMOUNTS OWED TO SELLER UNDER THIS AGREEMENT, INCLUDING INTEREST, COLLECTION COSTS AND ATTORNEYS' FEES.

18. Credit reports from all of the credit reporting agencies may be run on Purchaser (or any individual executing this Agreement on behalf of Purchaser, as applicable) if credit is extended to Purchaser or Purchaser's account is past due. Purchaser (or the individual executing this Agreement on behalf of Purchaser, as applicable), by signing below, hereby authorizes Seller to order such credit reports.

19. By signing below, Purchaser authorizes Seller to charge the credit card set forth on the Contract for all amounts to which Seller is entitled under this Agreement and which the Purchaser does not otherwise pay on demand. Any charges to such credit card under this Agreement will include an additional bank handling fee of 3%. The Purchaser represents and warrants that the Purchaser is authorized to use the above-referenced credit card for the purposes stated in this Agreement and that such credit card is valid and has not expired.

20. Special order materials, as determined by Company, will be subject up to a 100% restocking fee if the job is cancelled or changed such that such materials are no longer utilized in the anticipated project for the Purchaser. Please discuss with a Company representative whether any of the materials to be used in connection with the Services involve or constitute "special order" materials.

21. **Access; Interruptions**. Seller shall at all times have access to the Service Location. Purchaser agrees that neither Purchaser nor Purchaser's agents shall interfere with, restrict, interrupt, harass or obstruct the Services or their progress, physically, by nuisance, or in any other manner. Purchaser acknowledges and agrees that Seller's employees, unless otherwise told or restricted, will use Purchaser's onsite services, which include water and electrical. Purchaser will be responsible for and indemnify Seller from and against any damage to any property or person, including Purchaser's property, that results from Seller's use of the onsite services, which include water and electrical. Purchaser agrees to notify Seller of any problems associated with the use of the onsite services, which include water and electrical.

22. These Terms and the Proposal (including all attachments thereto), which is incorporated herein, constitute the entire agreement between the parties and supersede any and all prior negotiations, warranties, understandings or agreements between the parties. There are no oral agreements, representations or warranties that modify or affect the Agreement. Except as otherwise stated herein, the Agreement cannot be modified except by mutual written agreement of the parties.

23. The failure of any party to enforce at any time any of the provisions of this Agreement shall in no way be construed to be a waiver of any such provision, nor in any way to affect the validity of this Agreement or any part hereof or the right of any party thereafter to enforce each and every such provision. No waiver of any breach of this Agreement shall be held to be a waiver of any other or subsequent breach.

24. **Protection Against Liens**. Notice is hereby provided in accordance with Section 38-11-108 of the Utah Code that, under Utah law, Purchaser may be protected against liens being maintained against an "owner-occupied residence" and from other civil action being maintained to recover monies owed for "qualified services" performed or provided by suppliers and subcontractors as part of this Agreement, if and only if the conditions required by law are satisfied, including the following: (a) Purchaser or Purchaser's agent must enter into a written contract with the Company as an "original contractor" who is properly licensed or exempt from licensure, and (b) Purchaser must pay the Company in full in accordance with this Agreement and any written amendments to this Agreement. Purchaser must be the owner of an owner-occupied residence that is a detached single-family unit or duplex. As provided by applicable law, the Company may be entitled to file a lien against Purchaser's real property if Purchaser fails to make payment to Company for materials and services the Company provides to Purchaser, in which case Purchaser shall be liable for all costs and fees the Company incurs in connection therewith.

25. The Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

26. I, the Purchaser, certify that I have reviewed this Agreement, including the personal guaranty set forth in **Section 17**. I understand and agree to this Agreement.

AMERICAN FENCE COMPANY, INC.
3310 South West Temple
Salt Lake City, UT 84115
Telephone (801)487-7431 Fax (801)487-7979
License #269839-5501

TO: Highland City

ATTN: Jeff Murdoch

HIGHLAND CITY WELL FENCE

Project: Fence and Gates
Project Address: Highland, Utah

Date 12/28/22	Billing Address	
Customer Account #		
Phone Number 801-420-4861	City / State / Zip Code	
Fax Number	Mobile / Job Site Phone Numbers	
Branch Mgr Approval	Branch Admin Approval	RO#

SCOPE OF WORK: American Fence Company is pleased to submit this proposal for the WORK as listed below:

Furnish & Install : 6' tall PVC Coated Chainlink Fence

Install Approximately: 637' linear feet of 6' tall PVC Coated Chainlink Fence
Install (2) 4'x6' Single Swing Gates
Install (1) 12'x6' Double Swing Gate
Install (1) 16'x6' Double Swing Gate $ 33,750.00

Option for Barbed Wire $ 2,100.00 Option for Tear Out $ 3,913.00

Materials:
4" o.d. AP-40 Gate Posts for 16' Double Gate
2 7/8" o.d. AP-40 Gate and Terminal Posts
2 3/8" o.d. AP-40 Line Posts
1 5/8" o.d. AP-40 Top Rail
11 GA Core 8 GA Finish PVC Coated Chainlink Fence

EXCLUSIONS:

Exclude all Concrete Work except for Post Footings. Clearing and Staking of Fence Line
Exclude Grounding and all Electrical Work
Exclude Grading, Mow Strips, Walls, Flat Work and Curbing
Exclude Patching of the Asphalt. Excludes Sprinkler Line Locating and Repairs if Damaged.

SPECIAL PROVISIONS:

Price is based on site being all accessible

LUMP SUM CONTRACT $ See Pricing Above TERMS:

(To be determined by Corporate Credit)

Price is valid for 10 days

By signature below, the customer acknowledges that he/she is duly authorized to sign this agreement, has read and accepts the Contract terms and conditions set forth on page 2 and inclusive of any attachments.

AMERICAN FENCE COMPANY, INC.

By:

Its: Zachary A Willard- Sales Estimator

Print Name and Title

Accepted By:

(Company Name)

By:

Its:

Print Name and Title

Andy Spencer

From: Tayson Arnoldson
Sent: Thursday, December 8, 2022 8:27 AM
To: Andy Spencer; Jeff Murdoch
Subject: Fwd: Rugged Containers Quote for well #2

Sent from my Samsung Galaxy Tab A7 Lite, an AT&T 4G LTE tablet
Get Outlook for Android

From: marianne@ruggedcontainer.com <marianne@ruggedcontainer.com>
Sent: Wednesday, December 7, 2022 3:22:31 PM
To: Tayson Arnoldson <taysona@highlandcity.org>
Cc: marianne@ruggedcontainer.com <marianne@ruggedcontainer.com>
Subject: Rugged Containers Quote

Thank you very much for requesting quote from Rugged Containers.

Tayson Arnoldson City of Highland	Valid Until
Quote # 5189	12/14/2022
Depot Address: SALT LAKE CITY, Utah - Mileage: 34 - 4 40' High Cube NEW (1-Trip)	27396.00
Delivery Charges	1600.00
Sales Tax	0.00
Total	**28995.98**

View Quote

Website: https://ruggedcontainer.com/

View Our Site Prep & Delivery Video: https://ruggedcontainer.com/about-delivery/

DELIVERY 10-15 BUSINESS DAYS

5 YEAR GUARANTEE

WIND AND WATER TIGHT (WWT)

Company	Cost (with delivery without tax)	Timeline
Dry Box Shipping Containers		
Used	$6,150	Immediate
New	$8,150	
Boxhub		
Used	$6,995	10-14 days
New (40 foot high)	$9,095	
Rugged Container		
Used	$6,528	5-10 business days
Used (high cube)	$6,219	
New (40 foot high)	$7,249	4 weeks

AGENDA NEXT

HIGHLAND CITY

CITY COUNCIL AGENDA REPORT
ITEM #7

DATE: January 3, 2023
TO: Honorable Mayor and Members of the City Council
FROM: Kellie Smith, Planner & GIS Analyst
SUBJECT: **ACTION:** Preliminary Plat – Abbies Acres
TYPE: **LAND USE (ADMINISTRATIVE)**

PURPOSE:
The City Council will consider a request by Peak Real Estate & Development LLC for preliminary plat approval of a 6-lot subdivision located at approximately 4943 W 11200 N. The City Council will take appropriate action.

STAFF RECOMMENDATION:
Staff recommends the City Council accept the findings, and **APPROVE** the proposed preliminary plat with the following stipulations:

1. The final plat shall be in substantial conformance with the preliminary plat received November 16, 2022.
2. The existing ditch along the east side of the property be abandoned by the Lehi Irrigation Company and filled by the developer.
3. All public improvements shall be installed as required by the City Engineer.
4. The civil construction plans shall meet all requirements as determined by the City Engineer
5. Right of way along 11200 N must be dedicated and improved to match the city standard park strip and sidewalk configuration as approve thy the city engineer.

BACKGROUND:
The property is approximately 6.12 acres and is zoned R-1-40. The square footage allows for a 6-lot subdivision in the R-1-40 Zone.

SUMMARY OF THE REQUEST:

1. The applicant is requesting preliminary plat approval of six (6) single-family residential lots located at approximately 4943 W 11200 N.
2. Drive and utility access to the site will be from 11200 N. One (1) of the lots will face S.R.92 using an existing driveway access.
3. The subdivision includes one 21,151 square foot lot. The rest of the lots are greater than 30,000 square feet.

CITIZEN PARTICIPATION:
Notice of the public hearing held at the Planning Commission meeting was sent to all residents within 500' of the subject property. Notice of this public hearing was also posted on the state and city websites on December 1, 2022. A sign was also posted on the property

notifying of the date and time of the public hearing. Staff received one communication from a resident concerned that it did not meet R-1-40 square footage requirements. Staff shared the section in the Development Code that details the area and width requirements in the R-1-40 Zone.

STAFF REVIEW:

Zoning

- The property is designated as Low-Density Residential in the General Plan Land Use Map. It is zoned R-1-40.
- The properties directly north, east, and west of the proposed project are zoned R-1-40. The property south of S.R.92 is zoned R-1-20. The proposed subdivision is compatible with the surrounding uses.

Density

- The subdivision consists of 6.12 acres. With R-1-40 density requirements, the developer is allowed 6 lots.
- There is one (1) lot that is less than 30,000 square feet. This meets the requirement that no more than 25% of the lots can be under 30,000 square feet in the R-1-40 Zone.

Access and Utilities

- The proposed cul-de-sac meets the requirement in Section 5-8-105 of the Development Code that "cul-de-sacs shall not exceed 600 feet in length and shall have a minimum terminal radius of 50 feet."
- The applicant contacted the Utah Department of Transportation (UDOT) seeking one additional road access onto S.R.92. UDOT stated that the only way they would allow one road access was if the resident adjacent gave up their driveway access on S.R.92 and accessed from the new road. This resident declined.
- Lots 1-5 will receive utility access from 11200 N. Lot 6 will use existing water and sewer laterals from S.R.92.

FINDINGS:

With the proposed stipulations, the preliminary plat meets the following findings:

- The preliminary plat is consistent with the General Plan.
- The preliminary plat is compliant with R-1-40 Zoning requirements.
- The proposed subdivision meets the applicable requirements in Article 5-8 General Requirements of All Subdivisions in the Development Code.

PLANNING COMMISSION ACTION:

The Planning Commission held a public hearing on December 13, 2022. One resident that lived adjacent to the development participated in the public hearing. The resident requested that a wall or fence along the border of the subdivision be considered. The resident also expressed concern regarding traffic on 11200 N. The applicant was also present and shared that he would be more than happy to talk with the resident to see if they could come to a private agreement.

The Planning Commission voted 5:0 to recommend **APPROVAL** of the preliminary plat with the following stipulations:

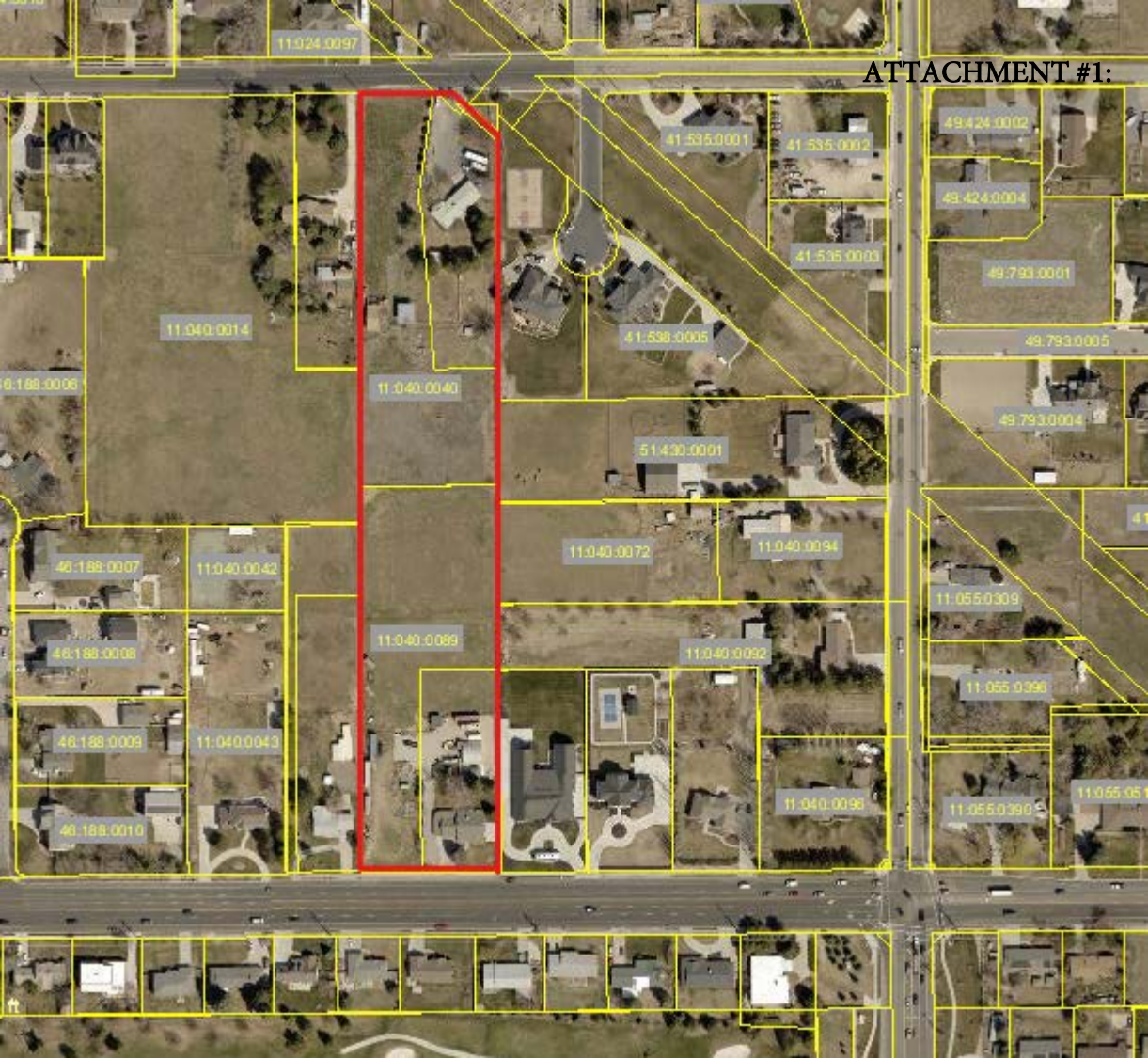
1. The final plat shall be in substantial conformance with the preliminary plat received November 16, 2022.
2. The existing ditch along the east side of the property be abandoned by the Lehi Irrigation Company and filled by the developer.
3. All public improvements shall be installed as required by the City Engineer.
4. The civil construction plans shall meet all requirements as determined by the City Engineer
5. Right of way along 11200 N must be dedicated and improved to match the city standard park strip and sidewalk configuration as approve thy the city engineer.

FISCAL IMPACT:
This action will not have a financial impact on this fiscal year's budget expenditures.

MOTION TO APPROVE:
I move that the City Council accept the findings and **APPROVE** the preliminary plat for the Abbies Acres subdivision subject to the five (5) stipulations recommended by Staff and the Planning Commission.

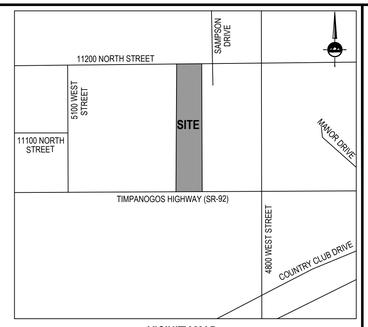
ATTACHMENTS:
1. Vicinity Map
2. Proposed Preliminary Plat
3. Utility Plan

ATTACHMENT #1:

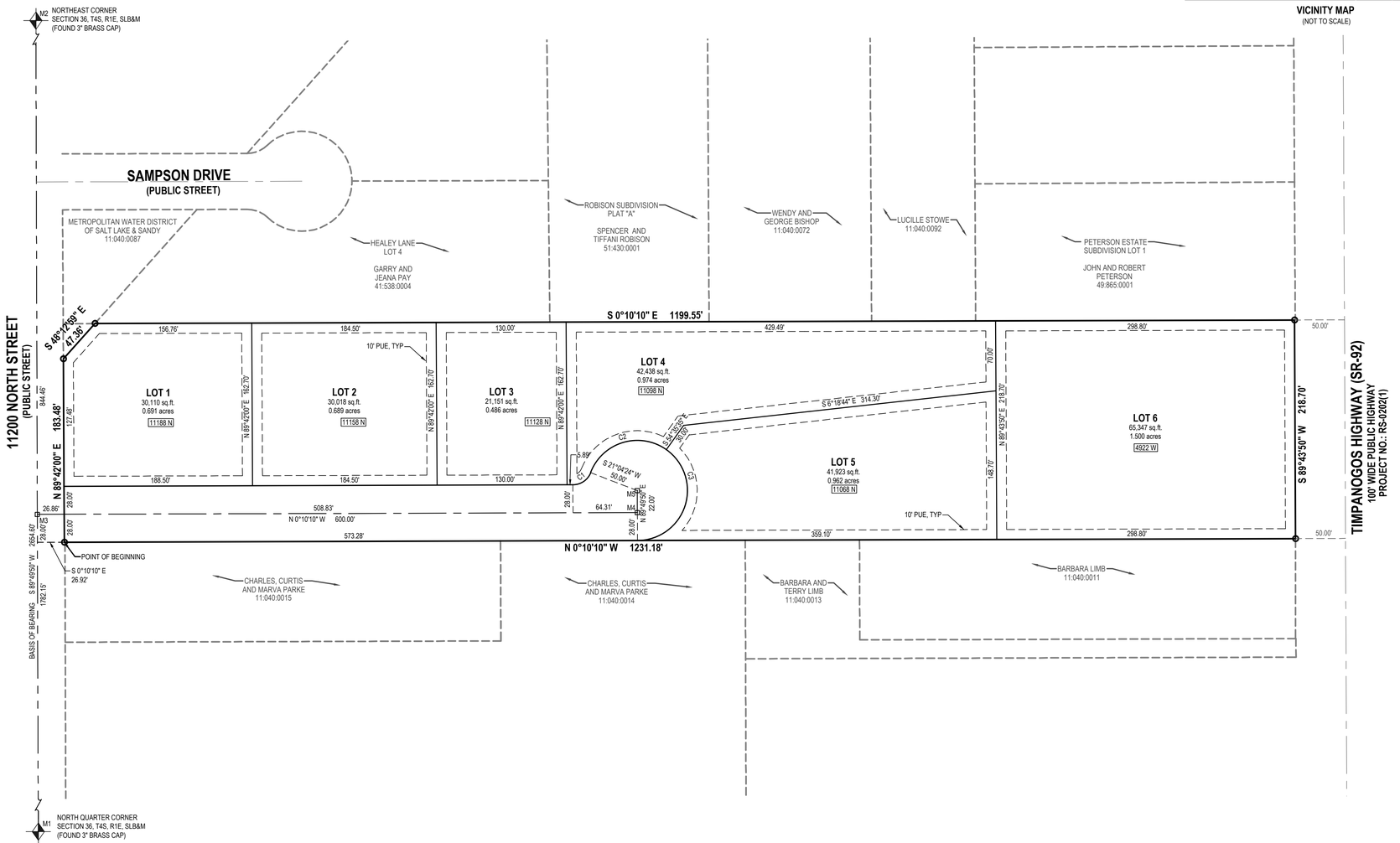


ABBIES ACRES SUBDIVISION

**LOCATED IN THE NORTHEAST QUARTER OF SECTION 36,
TOWNSHIP 4 SOUTH, RANGE 1 EAST, SALT LAKE BASE & MERIDIAN
HIGHLAND CITY, UTAH COUNTY, UTAH**



VICINITY MAP
(NOT TO SCALE)



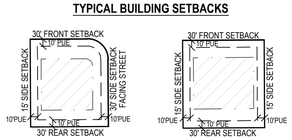
LEGEND

- EXISTING STREET MONUMENT
- PROPOSED STREET MONUMENT
- SECTION CORNER
- ENSIGN ENG. LAND SURV. — SET 5/8" REBAR WITH YELLOW PLASTIC CAP, OR NAIL STAMPED "ENSIGN ENG. & LAND SURV." AT ALL LOT CORNERS; OFFSET PINS TO PLACED IN BACK OF CURBS
- BOUNDARY LINE
- SECTION LINE
- CENTER LINE
- EASEMENT LINE

POINT TABLE		
POINT #	NORTHING	EASTING
M1	7327513.37	1564297.95
M2	7327505.52	1561643.35
M3	7327510.87	1563453.49
M4	7326910.88	1563455.27
M5	7326910.94	1563477.27

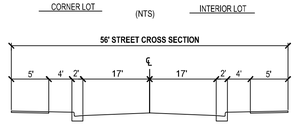
CURVE TABLE					
CURVE	RADIUS	LENGTH	DELTA	BEARING	CHORD
C1	19.00'	22.80'	68°45'26"	S34°32'53"E	21.46'
C2	50.00'	91.05'	104°20'00"	S16°45'35"E	78.98'
C3	50.00'	125.83'	144°11'42"	N72°29'44"W	95.16'

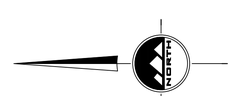
TYPICAL BUILDING SETBACKS



(NTS)

56' STREET CROSS SECTION





HORIZONTAL GRAPHIC SCALE

60 0 30 60 120
(IN FEET)
HORZ: 1 inch = 60 ft.

SHEET 1 OF 1
PROJECT NUMBER : 11378
MANAGER : JBG
DRAWN BY : SJL
CHECKED BY : PMH
DATE : 11/15/22

ENSIGN
SALT LAKE CITY
45 W. 10000 S., Suite 500
Sandy, UT. 84070
Phone: 801.255.0529
Fax: 801.255.4449
WWW.ENSIGNENG.COM

LAYTON Phone:801.547.1100
TOOELE Phone: 435.843.3590
CEDAR CITY Phone: 435.865.1453
RICHFIELD Phone: 435.590.0187
COLORADO SPRINGS Phone: 719.476.0718

SURVEYOR'S CERTIFICATE

I, PATRICK M. HARRIS, do hereby certify that I am a Professional Land Surveyor in the State of Utah and that I hold License No. 286882 in accordance with Title 58, Chapter 22, of the Professional Engineers and Land Surveyor's Act; I further certify that by authority of the Owners, I have completed a survey of the property described on this subdivision plat in accordance with Section 17-23-17 and have verified all measurements; that the reference monuments shown on this plat are located as indicated and are sufficient to accurately establish the lateral boundaries of the herein described tract of real property; and has been drawn correctly to the designated scale and is a true and correct representation of the herein described lands included in said subdivision, based upon data compiled from records of the county recorders office. I further certify that all lots meet frontage width and area requirements of the applicable zoning ordinances.

BOUNDARY DESCRIPTION

A parcel of land situate in the Northeast Quarter of Section 36, Township 4 South, Range 1 East, Salt Lake Base and Meridian, being more particularly described as follows:

Beginning at a point on the Southerly Right-of-Way line of 11200 North Street, said point being South 89°49'50" West 872.46 feet along the Section Line and South 0°10'10" East 26.92 feet from the Northeast Corner of Section 36, Township 4 South, Range 1 East, Salt Lake Base and Meridian, and running;

thence North 89°42'00" East 183.48 feet along said Southerly Right-of-Way line;
thence South 48°12'59" East 47.36 feet;
thence South 00°10'10" East 1,199.55 feet to the Northerly Right-of-Way line of Timpanogos Highway (SR-92);
thence South 89°43'50" West 218.70 feet along said Northerly Right-of-Way line;
thence North 00°10'10" West 1,231.18 feet to the point of beginning.

Contains 268,712 Square Feet or 6.169 Acres and 7 Lots.

DATE

PATRICK M. HARRIS
CERTIFICATE NO. 286882
(SEE SEAL BELOW)

OWNER'S DEDICATION

We, all of the undersigned owners of all the property described in the Surveyor's Certificate hereon and shown on this map, have caused the same to be subdivided into lots, blocks, streets, and easements and do hereby dedicate the streets and other public areas as indicated hereon for perpetual use of the public. The public utility easements to all providers, public or private, and the irrigation easements to all lot owners, and their successors and assigns in perpetuity.

In witness hereof we have set our hands this _____ day of _____, A.D. 20 ____.

By:

LIMITED LIABILITY COMPANY ACKNOWLEDGMENT

STATE OF UTAH)
County of Utah)S.S.

On the _____ day of _____ A.D., 20_____,
, personally appeared before me, the undersigned Notary Public, in and for said County of _____ in the State of Utah, who after being duly sworn, acknowledged to me that He/She is the _____,
of _____, a Limited Liability Company and that He/She signed the Owner's Dedication freely and voluntarily for and in behalf of said Limited Liability Company for the purposes therein mentioned and acknowledged to me that said Limited Liability Company executed the same.

MY COMMISSION EXPIRES: _____,

_____ RESIDING IN _____ COUNTY.
NOTARY PUBLIC

APPROVAL BY LEGISLATIVE BODY

THE DEPARTMENT OF PUBLIC WORKS AND ENGINEERING OF HIGHLAND CITY, COUNTY OF UTAH, APPROVES THIS SUBDIVISION AND HEREBY ACCEPTS THE DEDICATION OF ALL STREETS, EASEMENTS AND OTHER PARCELS OF LAND INTENDED FOR PUBLIC PURPOSE FOR THE PERPETUAL USE OF THE PUBLIC THIS _____ DAY OF _____, A.D. 20____.

APPROVED BY MAYOR _____

APPROVED _____ ATTEST _____
CITY ENGINEER (SEE SEAL BELOW) — CLERK- RECORDER (SEE SEAL BELOW)

HIGHLAND CITY ATTORNEY

APPROVED AS TO FORM THIS _____ DAY OF _____ A.D. 20____.

_____
HIGHLAND CITY ATTORNEY

PLANNING COMMISSION APPROVAL

APPROVED THIS _____ DAY OF _____, A.D. 20____.

_____ PLANNING COMMISSION CHAIR

_____
COMMUNITY DEVELOPMENT DIRECTOR

CONDITIONS OF APPROVAL

There are conditions of approval attached to this subdivision which are indicated on this plat. These conditions have been recorded with this subdivision. Potential buyers are requested to read these conditions carefully and obtain a copy of these conditions and restrictions prior to purchasing or contracting to purchase any lots within this subdivision. These conditions are binding and have been imposed by the legislative body of Highland City. A copy of these conditions may be obtained through the Utah County Recorder's office or the Highland City Recorder's office. In addition, Highland City has approved binding zoning laws through a legally binding Development Code. It is the responsibility of the buyer to do their due diligence in obtaining all accurate information and/or regulations that may directly or indirectly affect the use of property prior to purchasing or contracting to purchase any property anywhere. Conditions of approval conveyed on this property by the legislative body of Highland City, which are in addition to the Development , are as follows:

1) 70% of the front yard landscaping shall be installed by the homeowner within one year after receiving a certificate of occupancy.
2) Landscaping and construction materials of any type are not permitted upon or within the street, curb & gutter, park strip or sidewalk (street right-of-way) with the exception of the park strip which requires 75% to be landscaped.
3) A fence that abuts open space or has a trail has additional restrictions of size and opacity. Fences along open space or a trail must comply with Highland City Ordinance. A fence permit is required for all fences.
4) Highland City Ordinances restrict height of foundations above curb. It is the responsibility of the buyer to contact the city prior to purchasing any lot. This restriction applies to all lots in this subdivision.

ABBIES ACRES SUBDIVISION

**LOCATED IN THE NORTHEAST QUARTER OF SECTION 36,
TOWNSHIP 4 SOUTH, RANGE 1 EAST, SALT LAKE BASE & MERIDIAN
HIGHLAND CITY, UTAH COUNTY, UTAH**

SURVEYOR'S SEAL	NOTARY PUBLIC SEAL	CITY-COUNTY ENGINEER SEAL	CITY RECORDER SEAL
PROFESSIONAL LAND SURVEYOR No. 286882 PATRICK M. HARRIS STATE OF UTAH			

ATTACHMENT #3:

811 Know what's below. Call before you dig.

CALL BLUESTAKES @ 811 AT LEAST 48 HOURS PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION.

BENCHMARK

NORTHEAST CORNER OF SECTION 36, TOWNSHIP 4 SOUTH, RANGE 1 EAST SALT LAKE BASE AND MERIDIAN

ELEV = 4946.68'

NORTH

HORIZONTAL GRAPHIC SCALE

50 0 25 50 100

(IN FEET)

HORZ: 1 inch = 50 ft.

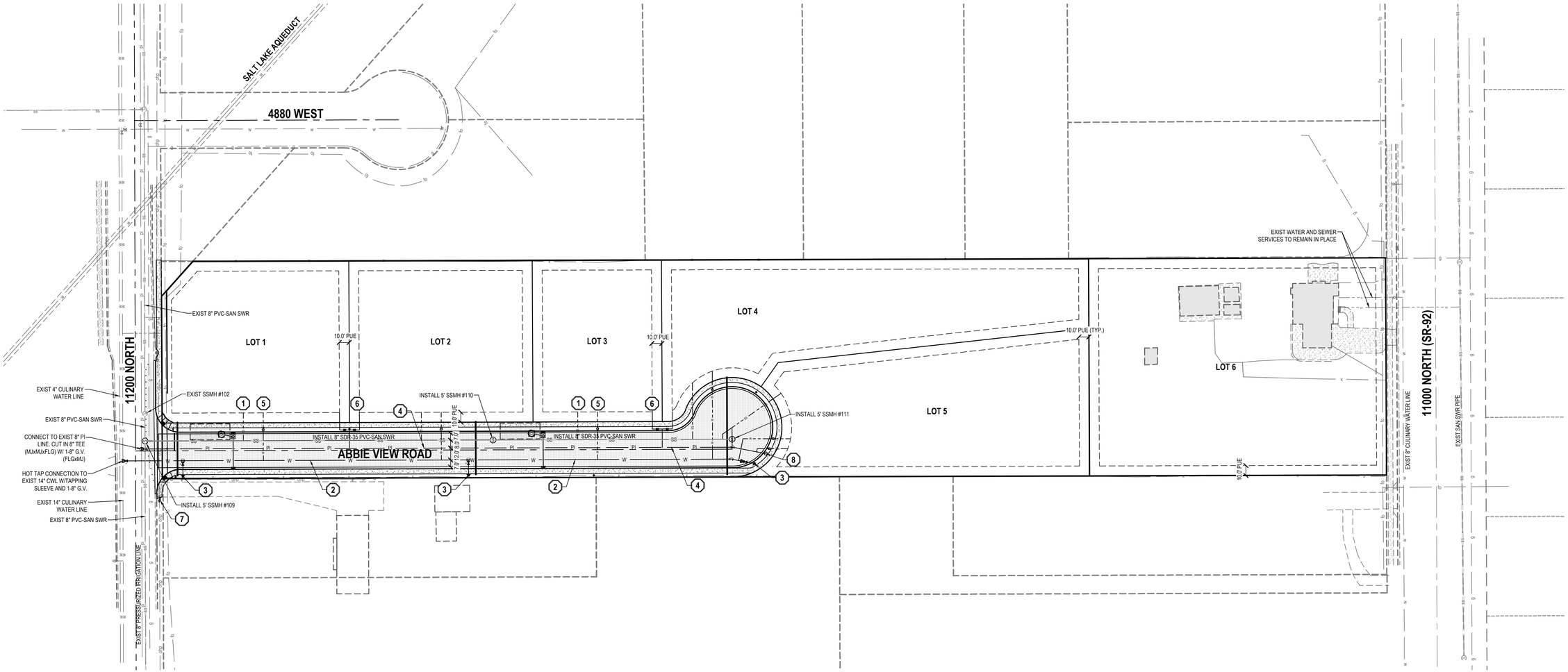
GENERAL NOTES

1. ALL WORK TO COMPLY WITH THE GOVERNING AGENCY'S STANDARDS AND SPECIFICATIONS.
2. EXISTING UNDERGROUND UTILITIES AND IMPROVEMENTS ARE SHOWN IN THEIR APPROXIMATE LOCATIONS BASED UPON RECORD INFORMATION AVAILABLE AT THE TIME OF PREPARATION OF THESE PLANS. LOCATIONS MAY NOT HAVE BEEN VERIFIED IN THE FIELD AND NO GUARANTEE IS MADE AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION SHOWN. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO DETERMINE THE EXISTENCE AND LOCATION OF THE UTILITIES SHOWN ON THESE PLANS OR INDICATED IN THE FIELD BY LOCATING SERVICES. ANY ADDITIONAL COSTS INCURRED AS A RESULT OF THE CONTRACTOR'S FAILURE TO VERIFY THE LOCATIONS OF EXISTING UTILITIES PRIOR TO THE BEGINNING OF CONSTRUCTION IN THEIR VICINITY SHALL BE BORNE BY THE CONTRACTOR AND ASSUMED INCLUDED IN THE CONTRACT. THE CONTRACTOR IS TO VERIFY ALL CONNECTION POINTS WITH THE EXISTING UTILITIES. THE CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE CAUSED TO THE EXISTING UTILITIES AND UTILITY STRUCTURES THAT ARE TO REMAIN. IF CONFLICTS WITH EXISTING UTILITIES OCCUR, THE CONTRACTOR SHALL NOTIFY THE ENGINEER PRIOR TO CONSTRUCTION TO DETERMINE IF ANY FIELD ADJUSTMENTS SHOULD BE MADE.
3. ALL SANITARY SEWER INFRASTRUCTURE TO BE INSTALLED PER GOVERNING AGENCY STANDARD PLANS AND SPECIFICATIONS.
4. ALL WATER INFRASTRUCTURE TO BE INSTALLED PER GOVERNING AGENCY OR APWA STANDARD PLANS AND SPECIFICATIONS.
6. DEFLECT OR LOOP ALL WATERLINES TO AVOID CONFLICTS WITH OTHER UTILITIES PER GOVERNING AGENCY'S STANDARDS AND SPECIFICATIONS.
7. PROJECT SHALL COMPLY WITH ALL UTAH DIVISION OF DRINKING WATER RULES AND REGULATIONS INCLUDING, BUT NOT LIMITED TO, THOSE PERTAINING TO BACKFLOW PROTECTION AND CROSS CONNECTION PREVENTION.
8. THE CONTRACTOR IS TO COORDINATE ALL UTILITIES WITH MECHANICAL/PLUMBING PLANS.
9. NOTIFY ENGINEER OF ANY DISCREPANCIES IN DESIGN OR STAKING BEFORE PLACING UTILITY STRUCTURES OR PIPES.
10. THE CONTRACTOR SHALL ADJUST TO GRADE ALL EXISTING UTILITIES AS NEEDED PER LOCAL GOVERNING AGENCY'S STANDARDS AND SPECIFICATIONS.
11. THE CONTRACTOR IS TO PROTECT AND PRESERVE ALL EXISTING IMPROVEMENTS, UTILITIES, AND SIGNS, ETC. UNLESS OTHERWISE NOTED ON THESE PLANS.

SCOPE OF WORK:

PROVIDE, INSTALL AND/OR CONSTRUCT THE FOLLOWING PER THE SPECIFICATIONS GIVEN OR REFERENCED, THE DETAILS NOTED, AND/OR AS SHOWN ON THE CONSTRUCTION DRAWINGS:

1. 4" SDR-35 PVC SANITARY SEWER LATERAL @ 2.00% MIN SLOPE PER HIGHLAND CITY STD DETAIL SS-01 AND SPECIFICATIONS.
2. 8" CLASS 350 DIP POLYWRAPPED POTABLE WATER LINE PER HIGHLAND CITY STANDARDS AND SPECIFICATIONS.
3. FIRE HYDRANT ASSEMBLY COMPLETE PER HIGHLAND CITY STD DETAIL DW-03 AND SPECIFICATIONS.
4. 8" C-900 DR-18 PVC PRESSURIZED IRRIGATION LINE PER HIGHLAND CITY STANDARDS AND SPECIFICATIONS.
5. 3/4" CULINARY WATER METER AND 3/4" SERVICE LINE PER HIGHLAND CITY STD DETAIL DW-01 AND SPECIFICATIONS (SERVICE LINE TO BE TYPE K COPPER UP TO METER. AFTER METER, 1" DIA. DR-9 POLY PIPE CAN BE USED).
6. 1" PRESSURIZED IRRIGATION METER AND 1" PURPLE POLY SERVICE LINE PER HIGHLAND CITY STD DETAIL PI-01, PI-02, AND SPECIFICATIONS (FOR DUAL SERVICES, SERVICE LINE TO BE 1-1/2" FROM MAINLINE TO LATERAL TEE).
7. INSTALL RELOCATED POWER POLE (COORDINATE WITH ROCKY MOUNTAIN POWER).
8. INSTALL BLOW-OFF VALVE PER HIGHLAND CITY STANDARDS AND SPECIFICATIONS.



ENSIGN
THE STANDARD IN ENGINEERING

SALT LAKE CITY
45 W. 10000 S., Suite 500
Sandy, UT 84070
Phone: 801.255.0529

LAYTON
Phone: 801.547.1100

TOOELE
Phone: 435.843.3590

CEDAR CITY
Phone: 435.865.1453

RICHFIELD
Phone: 435.896.2983

WWW.ENSIGNENG.COM

FOR:
BON-CO REAL ESTATE LLC

CONTACT:
COREY JONES
PHONE: 801-656-8916

ABBIES ACRES
PRELIMINARY PLAT
4922 W 1100 NORTH
HIGHLAND, UTAH

2022.11.14_PRELIM.

UTILITY PLAN

PROJECT NUMBER 11378
PRINT DATE 11/15/22
DRAWN BY AH
CHECKED BY RQE
PROJECT MANAGER JG

C-400

HIGHLAND CITY

CITY COUNCIL AGENDA REPORT
ITEM #8

DATE: January 3, 2023

TO: Honorable Mayor and Members of the City Council

FROM: Rob Patterson, City Attorney

SUBJECT: **ACTION:** Approval of Donation and Naming Rights Agreements for Mountain Ridge Park

TYPE: **GENERAL CITY MANAGEMENT**

PURPOSE:

The City Council will hold a public meeting to consider approving the form and template contracts that will be used to record donations made to the City for Mountain Ridge Park, as well as the granting of naming rights for large donations. The Council will take appropriate action.

STAFF RECOMMENDATION:

Staff recommends approval of the template agreement forms and establishing the amount of a donation that qualifies for the large donor naming rights, such as for donations of at least $10,000.

PRIOR COUNCIL DIRECTION:

The City Council has been pursuing and planning Mountain Ridge Park for a long time. As part of the process of budgeting for the park, the Council has generally approved of seeking and accepting donations from residents and others, including some larger potential donations from particular residents. On August 16, 2022, the Council generally indicated support for a particular design for a large monument to recognize donors. No firm budget has been set for the monument yet.

BACKGROUND:

While tax deductible donations for the park may be made to the Highland City Foundation, federal law and IRS regulation also allows tax deductible donations and gifts to be made directly to the City, so long as the donation is made for exclusively public purposes and is not given in exchange for any service or good from the City. A public park is a public purpose under federal law. Further, the City can, without running afoul of the charitable contribution tax rules, provide non-monetary recognition of donors.

Because the Council desires to recognize donors to Mountain Ridge Park, staff has prepared forms to be used to record the names to be honored, provide a record to donors of their gift, and to provide a means by which the City can record the names that people would like to have honored as part of the donor monument. A template donation form has been prepared by staff to handle this for donations to the City. This is not meant to limit donations made to the Foundation, but just to ensure that if the City ever directly receives

donations, we can appropriately record them. Donors in this category will be eligible for naming rights whether they donate directly to the City or through the Foundation.

The form provides a space for individuals to describe what kinds of facilities they would like to donate for (e.g., a bench), a space to provide the name that will be added to the donor monument for the donation, and states that the City reserves the right to remove/alter a name if necessary to avoid inappropriate names and to protect the reputation and integrity of the City

In addition, for large donations, regardless of how they are received by the City, the Council has discussed providing special recognition and naming rights, such as naming a pavilion. In order to facilitate this, a separate agreement is recommended in order to establish the terms and conditions of those naming rights. The draft agreement provides, in short:

1. The donor describes what facility they are donating for (e.g., pavilion)
2. The donor can pick a name or statement to be honored, subject to city review for appropriateness
3. That name or statement will be included on the general donor monument, in a plaque or other visible memorialization with the facility, and used on the City's website and other places to describe the facility (e.g., for reserving the pavilion)
4. The name or statement will continue with that facility for its useful life, and upon deconstruction/reconstruction/remodeling in the future, the donor has a first right of refusal to make another donation to obtain naming rights for the new/remodeled facility.

The city council may make any changes desired to these template forms. Further, the council should decide what the donation threshold is for special naming rights. Such threshold may be for donations of $10,000 or more or higher. Staff recommends making the threshold higher (in the thousands at least) so as not incur too much administrative burden regarding naming rights for specific facilities.

FISCAL IMPACT:

The form agreements provide the potential for future donations to the City (income) and can result in additional, unbudgeted costs to provide the naming rights and donor recognition materials/monument (expenditure). However, these costs would be offset from the income from the donations.

MOTION TO APPROVE:

I move that City Council approve staff to use the template forms for the donation form and naming rights agreement, and direct that the naming rights agreement be used for donations of at least [$X].

ATTACHMENTS:

1. Mountain Ridge General Donation Form
2. Mountain Ridge Special Naming Agreement

Highland City
5400 West Civic Center Drive, Suite 1
Highland, UT 84003
Phone (801) 756-5751
www.highlandcity.org

HIGHLAND CITY DONATION FORM – MOUNTAIN RIDGE PARK

Thank you for making a special contribution to Highland City to help improve and provide the needed equipment, materials, and facilities for Mountain Ridge Park. The Mayor and City Council appreciate your generosity, and your donation will help make this park a highlight of Highland City for years to come.

Your Name(s): _____

Total Amount of Your Contribution: $ _____

If you are donating for the City to acquire or provide a specific item or improvement, please describe them below. The City will strive to use the donation for the items and improvements indicated, but may reallocate donations to other items or improvements based on number and amount of donations, availability of items and improvements, and park needs. All donations will be used for Mountain Ridge Park.

1. _____ 3. _____

2. _____ 4. _____

Highland City will recognize and honor your generosity by adding your name to a memorial. Please indicate the name(s) you would like to have recognized. Names may be limited, removed, or restricted for space, appropriateness, and availability, or to protect the integrity or reputation of Highland City, in which case you will have an opportunity to provide a different name. Removal or limitation of a name or the removal or destruction of the memorial shall not entitle you to a refund.

Name to be Recognized: _____

HIGHLAND CITY USE

By signing below, Highland City represents that it is a duly organized municipality and political subdivision of the State of Utah, the contribution is being exclusively used for a public purpose pursuant to 26 U.S.C. § 170(c)(1), the City has received the contribution in the indicated amount in the indicated year, and that no goods or services were provided in exchange for your contribution. Accordingly, the full amount of your contribution is tax deductible for federal income tax purposes.

_____ _____

Highland City Official Date Donation Received

PLEASE KEEP A SIGNED COPY OF THIS FORM FOR YOUR RECORDS

Highland City
5400 West Civic Center Drive, Suite 1
Highland, UT 84003
Phone (801) 756-5751
www.highlandcity.org

SPECIAL RECOGNITION AND NAMING AGREEMENT – MOUNTAIN RIDGE PARK

This Agreement is made by and between _____ _____ ("**Donor**"), and Highland City ("**City**"), regarding a gift and donation made by Donor to City.

1. Donor hereby irrevocably gifts to City $ _____ ("**Donation**"), either by way of the Highland City Foundation or by direct donation to the City, for the improvement of Mountain Ridge Park ("**Park**"). The Donation is by way of gift, and City has not and shall not provide any good, property, service, or other benefit to Donor in exchange for the Donation.

2. The Donation is intended to provide for the following facilities ("**Facilities**"):

   _____

3. City shall, without further approval or consent of Donor, use the Donation to develop and improve the Park and provide the Facilities. The specific use of the Donation and details the Park's improvement shall be determined solely by City, provided the Donation shall be used for public purposes per 26 U.S.C. § 170(c)(1) and consistent with this agreement.

4. City shall recognize and honor the Donation by allowing Donor to provide a name or statement that will be displayed and honored ("**Naming**"), as follows:

   a. Name/Statement to be Recognized: _____

      _____

      _____

   b. Naming may be limited, removed, or restricted to avoid protect the integrity or reputation of City, as City may reasonably and in good faith determine, in which case Donor shall have an opportunity to provide a different name/statement.

   c. The Naming shall be placed on or near the Facilities by way of plaque, sign, monument, or other appropriate, visible acknowledgment; on the general donor monument, if applicable; and shall be used to denote, describe, and reference the Facilities for all City purposes, including for signage, reservations, and websites.

d. Donor may change the name/statement during the duration of Donor's Naming rights by paying City's actual costs to rename the acknowledging materials.

5. Donor's Naming rights shall continue for the useful life of the Facilities. In the event the Facilities are involuntarily damaged or destroyed, and City determines, in its discretion, to rebuild, repair, or reconstruct the Facilities, City shall reestablish and continue the Naming with the rebuilt, repaired, or reconstructed Facilities for their useful life. If the City does not rebuild, repair, or reconstruct the Facilities, the Naming rights shall cease, subject to Donor's right of first refusal set forth in section 7.

6. In the event City voluntarily demolishes the Facilities, or, after the end of the useful life of the Facilities, significantly reconstructs, rebuilds, renovates, upgrades, or modifies the Facilities, the Naming shall cease, and Donor shall have no further rights thereto, subject to Donor's right of first refusal set forth in section 7.

7. Donor shall be given the first right of refusal to make a new donation or other contribution, according to City's then-existing donation policy, for naming rights related to any new facility or improvement constructed in the place of the Facilities or related to any renovated, upgraded, or modified Facilities.

8. This agreement and the rights and benefits hereunder may not be assigned by either party without the prior written consent of the other party, which consent shall be in the sole and absolute discretion of the non-assigning party.

9. This agreement constitutes the entire agreement and understanding of the parties with regard to the matters referred to herein, and supersedes all prior oral and written agreements or representations. This agreement may not be modified or amended except by written agreement executed by both parties hereto.

10. Donor represents that Donor is legally authorized to execute this agreement, and that all steps or actions required for Donor to execute this agreement and provide the Donation to City have been completed.

11. Nothing herein grants Donor any right, title, or interest to any property owned by City, nor any control over or special rights to the Facilities or the Park.

For Donor:	**For Highland City**
_____	_____
Signature	Signature
_____	_____
Name	Name

Title	Title
Date	Date
Signature	Attested:
Name	City Recorder
Title	
Date	

AGENDA NEXT

HIGHLAND CITY

CITY COUNCIL AGENDA REPORT
ITEM #9a

DATE: January 3, 2023

TO: Honorable Mayor and Members of the City Council

FROM: Kellie Smith, Planner & GIS Analyst

SUBJECT: **RESOLUTION:** Designating the Value of Orphan Parcels for 2023

TYPE: **GENERAL CITY MANAGEMENT**

PURPOSE:

The City Council will consider a resolution designating the value of orphan parcels for 2023. The Council will take appropriate action.

STAFF RECOMMENDATION:

Staff recommends the City Council adopt the resolution.

PRIOR COUNCIL DIRECTION:

In 2021, the City Council discussed the process and procedures for the disposal of orphan property. The City Council adopted an orphan property disposal policy (Resolution No: 2021-15). The policy declares the following:

> *The City Council declares that is the policy of Highland City to determine the valuation of surplus orphan parcels as follows:*
>
> *a. The City Council shall review the county assessed value of different lots from different areas of the City;*
> *b. The lots will be chosen based on location, open space subdivision status, diversity, and size in order to obtain a reasonable, average, per square foot valuation;*
> *c. The City Council shall calculate the average price per square foot for the sample lots and apply a multiplier to the average in order to account for the fact that the property being designated as surplus are not buildable lots, have issues that impede development or access, and/or have a limited number of potential buyers.*
> *d. The City Council shall then adopt by separate resolution the current valuation for orphan parcels. The resulting square foot value shall be used as the basis for the sale of surplus orphan parcels. The potential buyer may, at their own cost and expense, conduct an appraisal to challenge such valuation, which the City Council shall consider in deciding whether and on what terms to sell the parcel*

Resolution No: 2021-09 was approved by the City Council on June 1, 2021. This resolution describes how the cost per square foot is determined in detail. That same process to determine the cost for purchases in 2021, was completed for 2022. The proposed resolution describes the same formula and solidifies the calculated cost for orphan parcels in 2023.

BACKGROUND:

Based on the methodology discussed above, the value for orphan parcels for 2023 is **$4.71** per square foot.

Approving this new rate does not obligate the Council to sell any property. It just sets a rate for 2023 if the Council decides to do so.

MOTION TO APPROVE:

I move that City Council **ADOPT** the Resolution designating the valuation of orphan parcels for 2023.

ATTACHMENTS:

1. 2022 Orphan Parcel Price Data Sheet
2. Resolution

ATTACHMENT #1:

Parcel Code	Open Space	Address	Acreage	Sq. Ft.	2022 Value	$/acre	$/sq. ft.	25%
Avery								
36:930:0070	Yes	6638 W CANTERBURY DR	0.3900	16988.4	$353,600	$906,667	$20.81	$5.20
36:979:0198	Yes	6749 W CANTERBURY DR	0.5243	22839.2	$320,200	$610,702	$14.02	$3.50
41:599:0002	No	6541 W AVERY AVE	0.6932	30196.7	$552,200	$796,573	$18.29	$4.57
Eagleview								
12:005:0066	No	6248 W 9600 NORTH	0.5000	21780.0	$306,400	$612,800	$14.07	$3.52
37:104:0001	No	9639 N 6220 WEST	0.9390	40902.8	$363,400	$387,007	$8.88	$2.22
37:104:0003	No	6255 W 9680 NORTH	0.5170	22520.5	$303,800	$587,621	$13.49	$3.37
11350 N								
41:409:0001	No	11339 N 5835 WEST	1.0590	46130.0	$717,700	$677,715	$15.56	$3.89
55:537:0005	No	5876 W 11350 NORTH ST	1.2560	54711.4	$653,800	$520,541	$11.95	$2.99
55:537:0004	No	5856 W 11350 NORTH ST	1.0900	47480.4	$714,300	$655,321	$15.04	$3.76
View Pointe								
54:195:0101	Yes	4031 W PARK CIR	0.2170	9452.5	$295,300	$1,360,829	$31.24	$7.81
54:195:0106	Yes	4087 W PARK CIR	0.2080	9060.5	$291,600	$1,401,923	$32.18	$8.05
54:197:0308	Yes	4151 W VIEW POINTE	0.2250	9801.0	$298,500	$1,326,667	$30.46	$7.61
Average	41.67%		0.6349	27655.282(	$430,900	$820,364	$18.83	$4.71

ATTACHMENT #2:

A RESOLUTION DESIGNATING THE VALUATION OF ORPHAN PARCELS FOR 2023

WHEREAS, the Highland City Council is authorized under State law, Highland City Code 2.44.030, and Highland City resolutions and policies to establish such terms and conditions as the Council deems desirable, fair and appropriate for any sale or other disposal of surplus property, considering intended use, property tax value, and the interests of the city in such property;

WHEREAS, the City Council desires to establish a uniform method for handling the valuation and disposal of such property that protects the interests of the City and its residents and produces a fair return.

NOW THEREFORE, BE IT RESOLVED by the Highland City Council as follows:

1. The City Council designates the valuation of surplus orphan parcels as follows: Based on the average 2022 county assessed value of sample properties, at a 25% multiplier, the 2023 valuation of surplus orphan parcels is **$4.71 per square foot**.
2. This valuation shall be in effect for surplus orphan parcels designated as such by resolution for the year 2023. Sales and other disposals of property that are not approved within 2023 are not entitled to rely on the $4.71 valuation and may be subject to different and higher valuations.
3. The potential buyer may, at their own cost and expense, conduct an appraisal to challenge the valuation provided above, which the City Council shall consider in deciding whether and on what terms to sell the parcel.

PASSED AND ADOPTED by the Highland City Council, January 3, 2023

HIGHLAND CITY, UTAH

_____
Kurt Ostler
Highland City Mayor

ATTEST:

_____
Stephannie Cottle
Highland City Recorder

COUNCIL MEMBER	YES	NO
Timothy A. Ball	☐	☐
Brittney P. Bills	☐	☐
Sarah D. Petersen	☐	☐
Kim Rodela	☐	☐
Scott L. Smith	☐	☐

AGENDA

CITY COUNCIL AGENDA REPORT
ITEM #10a

DATE: January 3, 2023

TO: Honorable Mayor and Members of the City Council

FROM: Andy Spencer, City Engineer/Public Works Director

SUBJECT: **DISCUSSION:** Parks Division Operation Building - Bid Results

TYPE: **GENERAL CITY MANAGEMENT**

PURPOSE:

The City Council will discuss the proposed City Parks Division operations building (parks building) and the recently received bids. The Council will take no action as this will be a discussion item only.

STAFF RECOMMENDATION:

Staff recommends City Council discuss the bids and provide staff direction whether to move forward with a contract award on the parks building as bid.

PRIOR COUNCIL DIRECTION:

In the FY23 approved budget, the Council funded $900,000 for the parks building planned to be located at the Community Center.

As a part of the discussion on Mountain Ridge Park funding, the Council reaffirmed a commitment to the parks building construction.

BACKGROUND:

With the continued growth of Highland City, the current Public Works shop is insufficient for the needs of the Department. The City currently rents several storage units to accommodate Parks Division storage needs. The current storage unit rental rate is $1,369 per month. Parks needs additional storage facilities to house mowing equipment, dry fertilizer, spray equipment, snow removal, and other miscellaneous equipment. In prior years the City had additional storage facilities including the Highland Water (HW) building, which is now the new commercial area north of Meier's Meats and Fine Foods. The Parks Division also used the Jensen and Walkenhorst home garages which were in Pheasant Hollow prior to the recent Canal Boulevard construction. With the elimination of these storage facilities, the City rented storage units in American Fork and recently moved from this location to Highland Hideaway Storage. This is challenging when certain equipment is needed for use. During winter months, it is necessary to store the snowplow trucks inside the Public Works building which leaves little room for additional storage.

Because of the lack of space and challenges with temporary storage, the City Council has previously determined that constructing additional facilities to accommodate the Parks Division is the preferred course of action. Over the years there has been discussion of various locations, building types, and sizes. Currently the selected and planned location is at the Community Center to build a new 4,000 sq. ft. facility. This construction will include the new 4,000 sq. ft. building, a covered downstairs entry connecting to the kitchen of the Community Center, a fuel building where two above ground fuel tanks will be stored, and a trash enclosure. The parking lot will be completed and will extend near the northerly property boundary. There will be precast concrete fencing on the east and northern side of the enclosed yard, and a tube-steel (wrought-iron appearance) fence on the west side of the enclosed yard.

Staff recently bid out the construction of the facility at the Community Center. The project bids were received on December 21, 2022. The lowest bid is $989,362.38. Bidders were asked to provide a time of completion along with their bid. The lowest bidder provided 150 calendar days as their time of completion. The average time of completion from all bidders is 230 days.

FISCAL IMPACT:

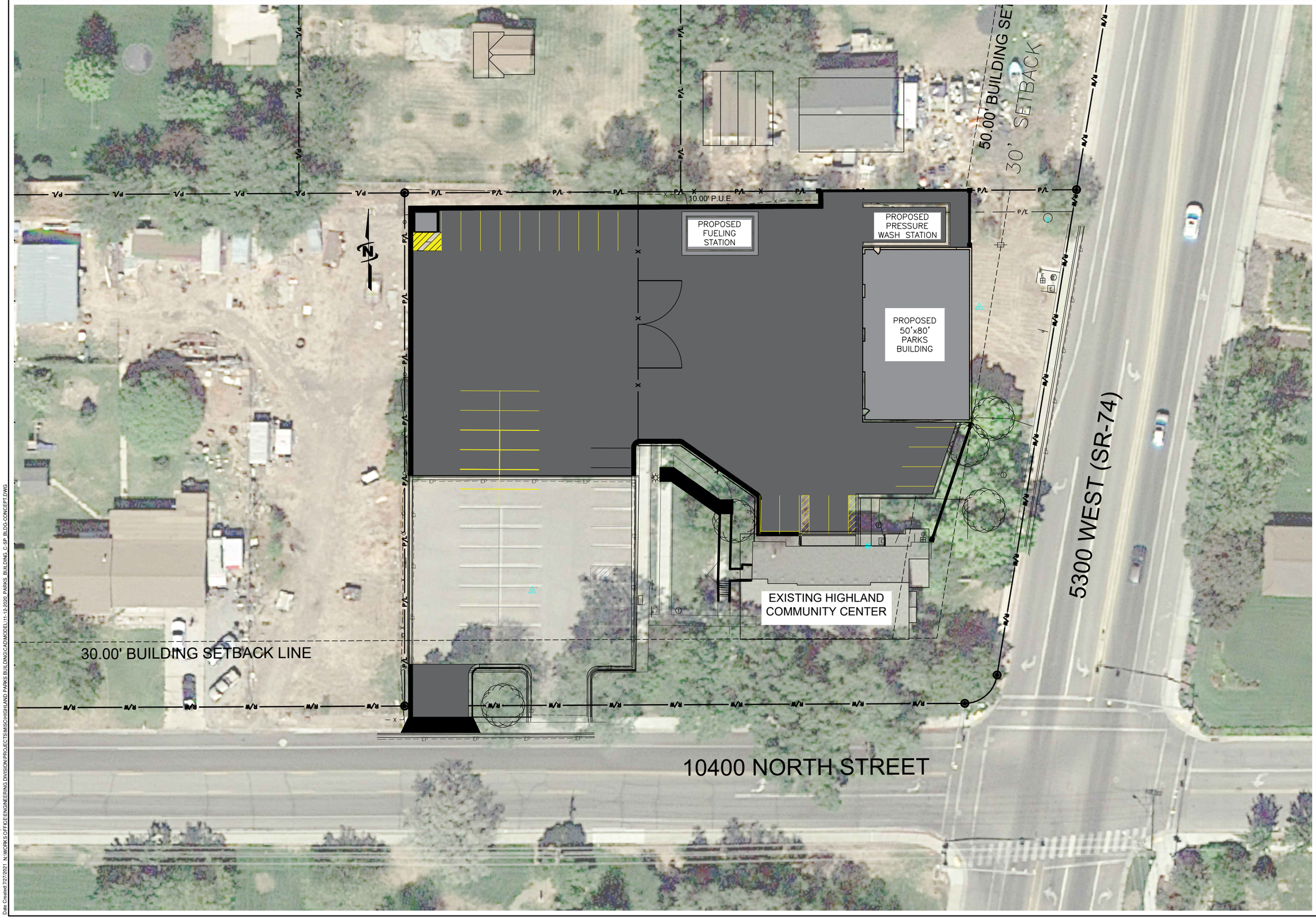
The FY23 Budget included $900,000 in GL 42-40-67, Building Capital. Of that funded amount, $885,500.00 is available for construction as $15,000 has been spent on the plan preparation.

For this funding analysis, the lowest bid of $989,362.38 . With a 15% contingency of $148,404.36, the likely maximum total construction cost is $1,117,766.74. The City would need to designate additional funds in the amount of $252,766.74 to fund this construction total. As the construction is likely to not be completed until early FY24, the additional funds could be designated in the FY24 budget year.

ATTACHMENTS:

1. Parks Building Design and Site Plans (5 pages)
2. Parks Building Bid Tabulations (3 pages)

HIGHLAND
CITY



PRELIMINARY PLANS

NOT FOR CONSTRUCTION

REUSE OF DRAWINGS
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NO.	DESCRIPTION	BY	APP.	DATE
	REVISION			

HIGHLAND CITY MAINTENANCE BUILDING CONCEPT LOCATION

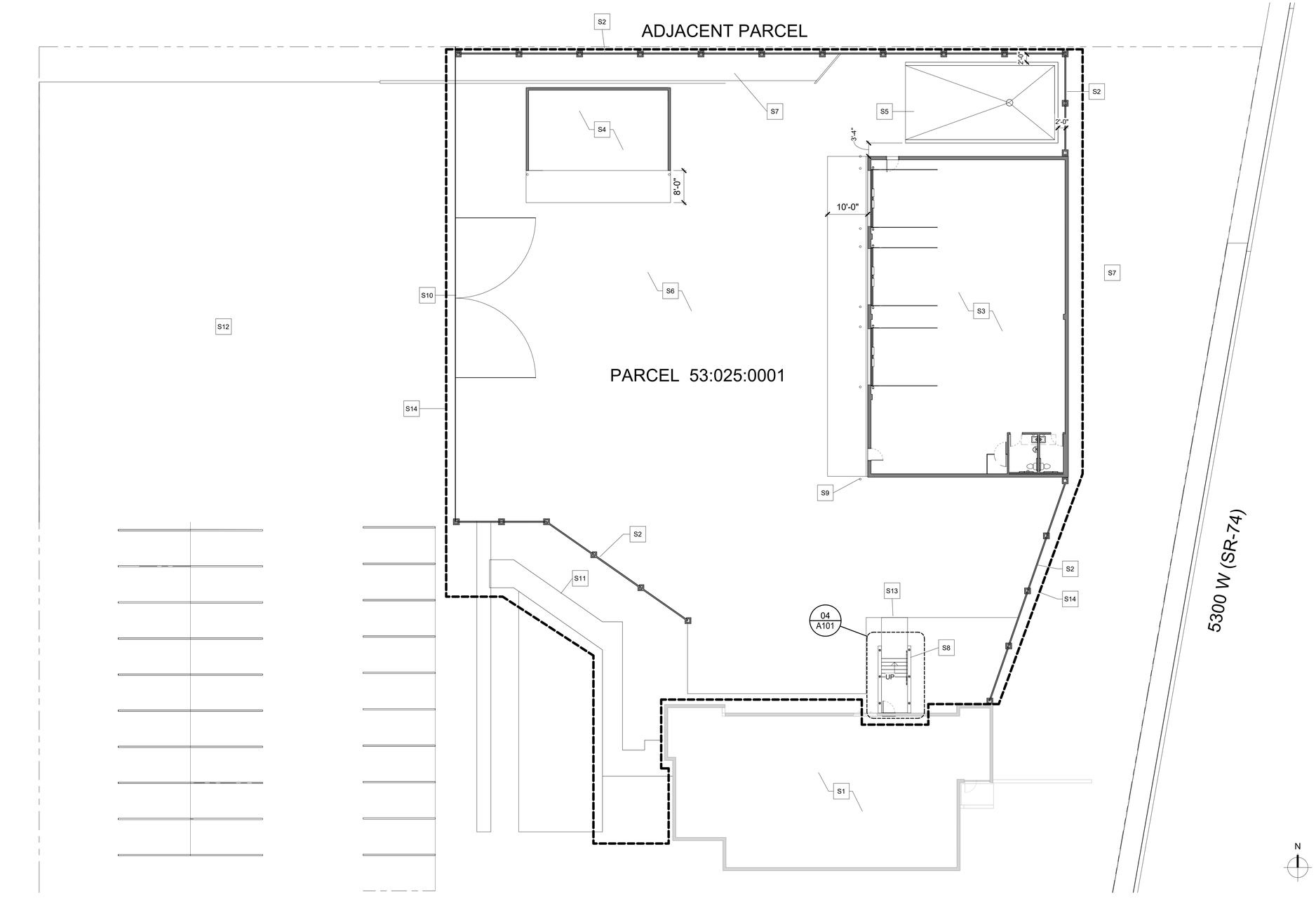
OLD CITY HALL LOCATION

LAST UPDATED: 7/27/2021

SHEET NUMBER:

Plot Date:8/17/2021 4:02 PM, Plotted By: Mike Burns
Date Created:7/27/2021 N:\WORKS OFFICE\ENGINEERING DIVISION\PROJECTS\MISC\HIGHLAND PARKS BUILDING\CAD\MODEL\11-12-2020 PARKS BUILDING C-SP BLDG-CONCEPT.DWG

11/1/2022 4:39:23 PM



1 AS100 SITE PLAN
1 : 150

DEMOLITION NOTES

1. SEE CIVIL PLANS FOR DEMO WORK.
2. DEMOLITION CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE LAWS, ORDINANCES, STANDARDS, RULES AND REGULATIONS FOR THE SAFETY OF PERSONS OR PROPERTY, OR TO PROTECT THEM FROM DAMAGE, INJURY OR LOSS.
3. DEMOLITION CONTRACTOR SHALL ERECT AND MAINTAIN ALL REASONABLE SAFEGUARDS FOR THE SAFETY AND PROTECTION OF THE PUBLIC - INCLUDING THE POSTING OF DANGER AND OTHER WARNING SIGNS AGAINST HAZARDS.
4. DEMOLITION SHALL BE ACCOMPLISHED WITH APPROPRIATE TOOLS AND/OR EQUIPMENT SO AS TO NOT CREATE DAMAGE TO AREAS THAT ARE INTENDED TO REMAIN INTACT. ANY DAMAGE CAUSED BY DEMOLITION SHALL BE THE RESPONSIBILITY OF THE DEMOLITION CONTRACTOR.
5. NO LOAD BEARING PARTITION OR STRUCTURE SHALL BE REMOVED. IF DEMO PLAN INDICATES A LOAD BEARING PARTITION OR STRUCTURE TO BE REMOVED, CONTACT THE ARCHITECT PRIOR TO PROCEEDING WITH WORK.
6. CONTRACTOR TO VERIFY ALL EXISTING CONDITIONS IN FIELD PRIOR TO DEMOLITION & NOTIFY ARCHITECT & DESIGNER IN EVENT OF DISCREPANCIES BEFORE PROCEEDING. DEMOLITION IS TO BE EXECUTED SO AS NOT TO DISTURB EXISTING STRUCTURAL SYSTEMS, (EXCEPT WHERE NOTED) VERIFY ALL CONSTRUCTION TO BE REMOVED THAT IS NOT INTEGRAL TO STRUCTURAL SYSTEM PRIOR TO DEMOLITION.
7. DEMOLITION CONTRACTOR TO COORDINATE & REVIEW ALL CONSTRUCTION DOCUMENTS & DETERMINE THE EXTENT OF DEMOLITION WORK & BECOME FAMILIAR WITH THEM THOROUGHLY BEFORE PERFORMING ANY DEMOLITION WORK. BY THE ACT OF SUBMITTING A BID, THE CONTRACTOR WILL BE DEEMED TO HAVE COMPILED WITH THE FOREGOING TO HAVE ACCEPTED SUCH CONDITIONS AND TO HAVE MADE ALLOWANCES THEREFORE IN PREPARING BID.
8. DEMOLITION RESPONSIBILITIES ARE NOT NECESSARILY LIMITED TO THOSE LISTED HERE. WORK INCLUDES REMOVAL AND LEGAL DISPOSAL OF ALL EXISTING CONSTRUCTION ITEMS THAT ARE NOT UTILIZED IN THE FINISHED PROJECT. REMOVE ALL ITEMS SPECIFICALLY INDICATED IN THE DRAWINGS AND ITEMS WHICH ARE NECESSARY TO BE REMOVED IN ORDER TO FACILITATE THE FINISHED PROJECT.
9. GENERAL CONTRACTOR SHALL PROVIDE AND CONSTRUCT ADEQUATE DUST BARRIERS TO PROTECT OCCUPIED AREAS OF THE BUILDING FROM DEMOLITION, CONSTRUCTION DUST AND DEBRIS.
10. DEMOLISHED MATERIALS SHALL BECOME THE GENERAL CONTRACTOR'S PROPERTY AND SHALL BE REMOVED FROM THE SITE WITH FURTHER DISPOSITION AT THE GENERAL CONTRACTOR'S OPTION, EXCEPT FOR ITEMS OR MATERIAL INDICATED TO BE REUSED, SALVAGED, OR REINSTALLED, OR OTHERWISE INDICATED TO REMAIN OWNER'S PROPERTY.
11. MAINTAIN EXISTING UTILITIES WHERE APPLICABLE TO REMAIN IN SERVICE AND PROTECT THEM AGAINST DAMAGE DURING SELECTIVE DEMOLITION OPERATIONS.
12. DEMOLITION CONTRACTOR'S RESPONSIBILITY TO FIELD VERIFY ALL EXISTING CONDITIONS OF ALL WALLS AND CEILING PRIOR TO SUBMITTING A BID FOR THIS PORTION OF WORK.
13. WHERE FIXTURE WORK, MIRRORS, WALL COVERING OR OTHER MATERIALS ARE BEING REMOVED FROM AN EXISTING WALL OR COLUMN ENCLOSURE THAT IS BEING RETAINED, THE DEMOLITION CONTRACTOR IS TO PATCH, REPAIR, SKIM COAT WALL AS REQUIRED TO RECEIVE NEW FINISHES.
14. TOTAL SCOPE OF DEMOLITION MAY NOT BE COVERED ON THIS SHEET. REVIEW ALL SHEETS IN DRAWING SET TO DETERMINE TOTAL SCOPE OF DEMOLITION. REFER ALSO TO MECHANICAL, PLUMBING AND ELECTRICAL DRAWINGS FOR ADDITIONAL REQUIREMENTS.
15. EXISTING FIRE EXTINGUISHERS ARE TO BE REMOVED (RECONDITIONED IF NECESSARY) AND SAVED FOR REUSE PER LOCAL BUILDING CODE REQUIREMENTS.
16. COORDINATE REMOVAL OF ALL LOOSE FLOOR FIXTURES WITH THE CONSTRUCTION MANAGER AND STORE MANAGER.
17. RETAIN ALL EXISTING STOCK ROOM SHELVING FOR REUSE.
18. RETAIN ALL PERIMETER HARDWARE FOR REUSE.
19. BROOM SWEEP THE AREA ON COMPLETION OF SELECTIVE DEMOLITION OPERATION.

NOTE:
1. REFER TO CIVIL DRAWINGS FOR FFE OF EACH RESPECTIVE BUILDING OR COMPONENT.

SITE KEYNOTES

NOTE #	DESCRIPTION
S1	EXISTING COMMUNITY CENTER – ALTERATIONS PER DRAWINGS
S2	SMOOTH 6' PRECAST CONCRETE WALL W/ SUPPORT COLUMNS SPACED PER MANUFACTURERS REQUIREMENTS. PAINT TO MATCH SHOP METAL PANEL COLOR.
S3	PROPOSED METAL BUILDING FOR MAINTENANCE EQUIPMENT
S4	PROPOSED FUEL PUMP ENCLOSURE
S5	PROPOSED EQIUPMENT WASH AREA
S6	NEW ASPHALT PAVING, SEE CIVIL FOR EXTENTS, PARKING LAYOUT & OTHER INFORMAITON
S7	LANDSCAPE AREA, SEE LANDSCAPE PLANS
S8	NEW BASEMENT ENTRANCE, SEE RESPECTIVE DRAWINGS
S9	8" PAINTED STEEL BOLLARD, SEE DETAIL, TYP.
S10	6' BLACK VINYL-COATED CHAIN LINK FENCE & DOUBLE VEHICULAR GATE, SEE CIVIL
S11	NEW PEDESTRIAN RAMP, SEE CIVIL
S12	EXISTING PARKING LOT, SEE CIVIL FOR EXTENT OF DISRUPTION & NEW STRIPING PLAN
S13	STAIR LANDING, SEE CIVIL FOR T.O.S. ELEVATION.
S14	APPROXIMATE LOCATION OF CONSTRUCTION LIMIT LINE, SEE CIVIL & VERIFY EXTENT OF SITE WORK WITH OWNER.

LICENSED ARCHITECT
7259815-0301
BRENNAN ALLDREDGE
11/1/22
STATE OF UTAH

BA ARCHITECTS
40 W. 300 N. STE. F.
HYRUM, UT 84319
801.305.4689

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BA

#	REVISION DESCRIPTION	DATE

HIGHLAND CITY PARKS BUILDING
5378 W 10400 N, Highland, UT 84003

SITE PLAN

PROJ. #: 0000
DATE: 10/21/2022
DRAWN BY: BE
SCALE: As indicated

AS100

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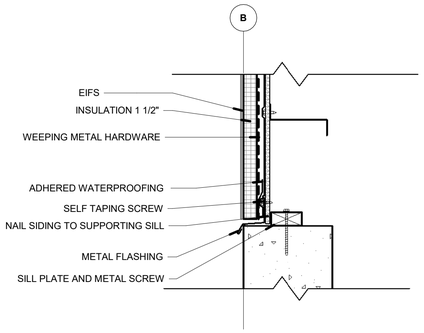
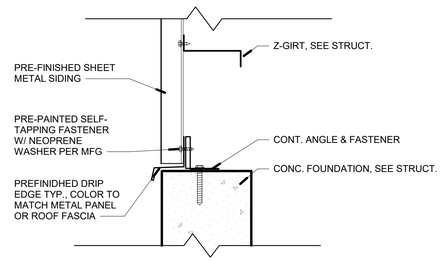


2 A103 FND EIFS
1 1/2" = 1'-0"



3 A103 BOW - METAL PANEL
1 1/2" = 1'-0"

NEW DOOR SCHEDULE

MARK	DOOR WIDTH	DOOR HEIGHT	MATERIAL	DOOR FINISH	HARDWARE GROUP	FRAME MATERIAL	COMMENTS
1	14'-0"	14'-0"					
2	14'-0"	14'-0"					
3	14'-0"	14'-0"					
4	3'-0"	7'-0"	STEEL	PAINT		AL	PAINT
5	3'-0"	7'-0"	STEEL	PAINT		AL	PAINT
6	3'-0"	7'-0"	SCWD	PAINT		AL	PAINT
7	3'-0"	7'-0"	SCWD	PAINT		AL	PAINT
C1	3'-0"	7'-0"		PAINT	ENTRANCE LOCK - LEVER	HM	DOOR & WINDOW TO BE SINGLE HOLLOW METAL FRAME ASSEMBLY

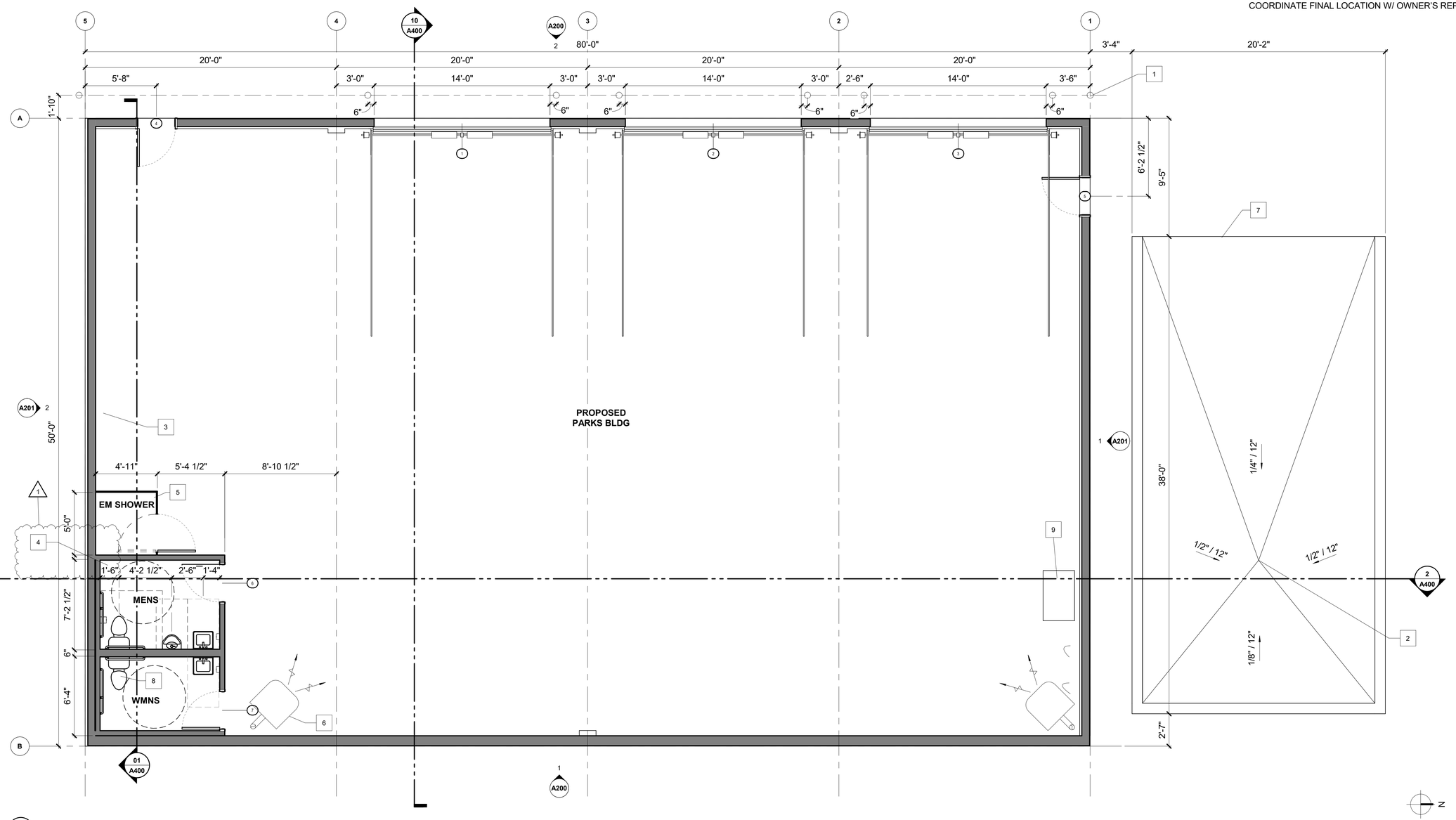
NOTE: ALL HARDWARE TO BE OPERABLE WITHOUT THE NEED TO PINCH, GRASP, OR TWIST.

FLOOR PLAN NOTES

1. DIMENSIONS ARE FROM FACE OF STUD OR BLOCK U.N.O.
2. OPENINGS ARE DIMENSIONED TO FINISH FACE OF OPENING, U.N.O.
3. FIELD VERIFY ALL EXISTING CONDITIONS AND THEIR COMPATIBILITY WITH NEW CONSTRUCTION PRIOR TO BEGINNING WORK. ANY DISCREPENCIES SHOULD BE COORDINATED WITH ARCHITECT.

SHOP KEYNOTES

NOTE #	DESCRIPTION
1	8" STEEL BOLLARDS FILL W CONCRETE & FINISH W/ EXTERIOR GRADE PAINT
2	FLOOR DRAIN
3	WELDER OUTLET, SEE ELEC
4	PLACE WATER HEATER IN PAN ON FRAMING ABOVE RESTROOM
5	PREMANUFACTURED SHOWER ENCLOSURE
6	O.H. GAS HEATER, SEE MECH.
7	ZERO ENTRY WASH BASIN, COORDINATE SLAB ELEVATION W/ CIVIL
8	EXHAUST FAN
9	NATURAL GAS POWER WASHER, PROVIDE VENTILLATION PER MFG SPECS. SEE PLUMB. & MECH. DWGS. COORDINATE FINAL LOCATION W/ OWNER'S REP.



1 A103 FLOOR PLAN
1/4" = 1'-0"

LICENSED ARCHITECT
7259815-0301
BRENNAN ALLDREDGE
12/14/22
STATE OF UTAH

BA ARCHITECTS
40 W. 300 N. STE. F.
HYRUM, UT 84319
801.305.4689

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BA

#	REVISION DESCRIPTION	DATE
1	ASI_01	12/14/22

HIGHLAND CITY PARKS BUILDING
5378 W 10400 N, Highland, UT 84003

SHOP - FLOOR PLAN

PROJ. #: 0000
DATE: 10/21/2022
DRAWN BY: HF
SCALE: As indicated

A103

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Highland City Parks Maintenance Building

12.21.22	New Element Const.	Grand Enterprises, LLC	Complete Contracting Co.	RLC	J Lynne Roberts	Wasatch West
BASE BID LUMP SUM	$ 989,362.38	$ 1,127,620.00	$ 1,193,015.00	$ 1,551,448.00	$ 1,565,940.59	$ 1,415,000.00

BID SCHEDULE

HIGHLAND CITY PARKS BUILDING

Insert the cost for each item of work. (All Values Must Be Completed, If there is no Value, Fill In With '0')

CATEGORY OF WORK		LUMP SUM PER ITEM	New Element Const.	Grand Enterprises, LLC	Complete Contracting Co.	RLC	J Lynne Roberts	Wasatch West
See APWA and Highland City for specifications (TYP).	CONTRACTOR FEE	$ -	$ 61,000.00	$ 52,843.00	$ 78,177.49	$ 69,136.00		$ 315,200.00
APWA/HC	GENERAL REQUIREMENTS, CONDITIONS, AND PROJECT ADMINISTRATION	$ -	$ 7,875.00	$ 142,630.00	$ 71,870.00	$ 258,203.00	$ 21,588.25	$ 97,500.00
APWA/HC	SURVEY AND LAYOUT DATA	$ -		$ 13,750.00	$ 4,200.00	$ 5,000.00	$ 8,870.60	$ 4,200.00
APWA/HC	TEMPORARY BARRIERS AND ENCLOSURES	$ -	$ 16,875.00			$ 10,000.00	$ 14,912.26	$ 9,500.00
APWA/HC	TEMPORARY STORM WATER PLLUTION CONTROL	$ -		$ 8,725.00	$ 7,675.00	$ 5,000.00	$ 45,411.78	$ 6,000.00
APWA/HC	PROGRESS AND FINAL CLEANING	$ -		$ 7,800.00	$ 3,213.00	$ 8,015.00	$ 17,058.84	$ 5,700.00
02 30 00	SUBSURFACE INVESTIGATION	$ -						
02 14 19	DEMOLITION	$ -	$ 16,256.25	$ 11,200.00	$ 1,050.00	$ 10,000.00	$ 27,729.43	$ 23,900.00
03 30 00	CAST-IN-PLACE CONCRETE, FOOTINGS & FOUNDATIONS, FLOOR SLABS	$ -	$ 161,112.38	$ 218,882.00	$ 134,307.00	$ 185,416.00	$ 182,136.06	$ 156,900.00
03 40 00	PRECAST CONCRETE	$ -			$ 36,000.00	$ 36,262.00	$ 77,228.13	$ 24,600.00
04 20 00	UNIT MASONRY	$ -	$ 17,415.00	$ 28,500.00	$ 26,287.00	$ 22,820.00	$ 35,670.60	$ 18,000.00
04 43 00	STONE MASONRY	$ -						
05 12 00	STRUCTURAL STEEL FRAMING	$ -	$ 184,500.00		$ 40,469.00	$ 54,719.00		
05 21 00	STEEL JOIST FRAMING	$ -						
05 31 00	STEEL DECKING	$ -						
05 40 00	COLD-FORMED METAL FRAMING	$ -					$ 55,058.84	
05 50 00	METAL FABRICATIONS	$ -					$ 24,705.90	$ 42,800.00
05 51 00	METAL STAIRS	$ -						
05 52 00	METAL RAILINGS	$ -	$ 3,375.00				$ 4,705.90	
05 60 00	STEEL ERECTION	$ -					$ 64,705.90	
06 10 00	ROUGH CARPENTRY	$ -			$ 7,208.00		$ 15,882.36	$ 4,000.00
06 17 53	SHOP-FABRICATED WOOD TRUSSES	$ -		$ 2,221.00		$ 14,800.00		
07 18 00	TRAFFIC COATINGS	$ -				$ 4,760.00	$ 882.36	
07 19 00	WATER REPELLENTS	$ -						$ 1,800.00
07 24 00	EXTERIOR INSULATION AND FINISH SYSTEMS (EIFS)	$ -			$ 16,264.00	$ 6,410.00	$ 25,411.78	$ 800.00
07 31 00	SHINGLES AND SHAKES	$ -	$ 1,080.00		$ 22,350.00	$ 500.00	$ 2,941.19	$ 1,600.00
07 62 00	SHEET METAL FLASHING AND TRIM	$ -				$ 4,350.00		
07 42 13	METAL WALL PANELS	$ -				$ 1,800.00		$ 21,900.00
07 46 00	SIDING	$ -	$ 11,288.00					
07 50 00	MEMBRANE ROOFING	$ -						
07 71 00	ROOF SPECIALTIES	$ -					$ 25,672.95	
07 72 33	ROOF HATCH	$ -						
07 84 00	FIRESTOPPING AND SAFING	$ -					$ 25,647.08	
07 90 00	JOINT PROTECTION (CAULKING AND SEALANTS)	$ -			$ 600.00	$ 2,500.00		$ 600.00

08 11 13	HOLLOW METAL DOORS AND FRAMES	$ -	$ 4,800.00	$ 3,820.00	$ 7,800.00	$ 10,010.00	$ 4,705.90	$ 7,900.00
08 31 00	ACCESS DOORS AND PANELS	$ -						
08-33 00	COILING DOORS AND GRILLES	$ -		$ 19,897.00				
08 36 00	PANEL DOORS (OVERHEAD/DOCK DOORS)	$ -	$ 28,700.00		$ 12,000.00	$ 44,451.00	$ 44,133.55	$ 20,700.00
08 62 00	UNIT SKYLIGHTS	$ -	$ 6,300.00		$ 3,782.00			$ 12,800.00
08 71 00	DOOR HARDWARE	$ -		$ 12,101.00			$ 1,470.60	
08 80 00	GLAZING		$ 900.00		$ 750.00	$ 500.00	$ 3,529.43	
09 21 16	GYPSUM BOARD ASSEMBLIES (DRYWALL AND FRAMING)	$ -	$ 2,400.00		$ 11,174.00	$ 11,203.00	$ 17,641.19	$ 4,500.00
09 22 16	NON-STRUCTURAL METAL FRAMING	$ -	$ 38,000.00					
09 91 13	EXTERIOR PAINTING	$ -		$ 422.00	$ 6,980.00	$ 5,727.00	$ 6,588.25	$ 2,500.00
10 14 00	SIGNAGE	$ -				$ 500.00	$ 588.25	
10 21 16	SHOWER AND BATH ENCLOSURES		$ 5,000.00		$ 2,358.00		$ 2,786.13	$ 2,600.00
11-13 19	LOADING DOCK LEVELERS & LIFTS	$ -						
11-82 00	WASTE COMPACTORS AND DESTRUCTORS	$ -						
13 34 19	METAL BUILDING SYSTEMS			$ 196,305.00	$ 167,866.00	$ 260,371.00	$ 119,899.18	$ 165,800.00
21-00 00	FIRE SUPPRESSION, FIRE RISER ASSEMBLY, FIRE SPRINKLER SYSTEM	$ -			$ 875.00			
22 00 00	PLUMBING	$ -	$ 56,812.50	$ 180,466.00	$ 66,898.00	$ 98,463.00	$ 123,135.31	$ 89,700.00
23 00 00	HEATING, VENTILATING AND AIR-CONDITIONING (HVAC). See APWA and Highland City for specifications.	$ -	$ 11,250.00	$ 10,480.00	$ 15,498.00	$ 19,800.00	$ 19,144.60	$ 15,500.00
26 00 00	ELECTRICAL. See APWA and Highland City for specifications.	$ -	$ 42,300.00	$ 90,309.00	$ 71,668.00	$ 74,619.00	$ 84,929.78	$ 56,400.00
27-00 00	COMMUNICATIONS CONDUIT FROM COMMUNITY CENTER TO NEW BUILDING. See APWA and Highland City for specifications.	$ -					$ 2,647.08	
See APWA and Highland City for specifications (TYP).	EARTHWORK, FINE GRADING, EXCAVATION AND FILL, EXCAVATION FOR BUILDING FOOTINGS, TRENCHING AND BACKFILLING, FOOTINGS, REMAINING PAD PREP AND ALL GRAVEL/ROAD BASE.	$ -	$ 53,550.00	$ 127,269.00	$ 97,398.00	$ 151,952.00	$ 233,294.13	$ 170,900.00
APWA/HC	CONCRETE PAVING, CURB & SIDEWALKS See APWA and Highland City for specifications.	$ -	$ 109,996.88		$ 125,348.00	$ 174,161.00	$ 162,557.84	$ 58,200.00
APWA/HC	RETAINING WALLS, FENCING, GUARD RAILS. See APWA and Highland City for specifications.	$ -	$ 86,413.50		$ 38,000.00		$ 46,941.19	$ 10,000.00
APWA/HC	TRASH ENCLOSURES (INCLUDES ALL ELEMENTS: MASONRY, STEEL DOORS, CONCRETE PAD, ETC.) See APWA and Highland City for specifications.	$ -	$ 10,500.00		$ 18,324.00		$ 12,786.78	$ 16,100.00
APWA/HC	UTILITIES, SITE CONDUITS, EXTERIOR UTILITY CONNECTIONS (WTR, SWR, SD, CONDUITS). See APWA and Highland City for specifications.	$ -	$ 51,750.00		$ 96,625.00		$ 2,941.19	$ 33,900.00
APWA/HC	NATURAL-GAS DISTRIBUTION, EXCAVATION, CONDUITS, COORDINATION WITH GAS CO. (OWNER WILL PAY GAS CO. FEES) See APWA and Highland City for specifications.	$ -						$ 4,500.00
	LUMP SUM BID TOTAL	$ -	$ 989,449.51	$ 1,127,620.00	$ 1,193,014.49	$ 1,551,448.00	$ 1,565,940.59	$ 1,407,000.00
		Written Bid Total	$ 989,362.39					$ 1,415,000.00
		Difference between written and sum total	$ 87.12					$ 8,000.00

ADDITIVE ALTERNATIVE

1	EIFS in lieu of metal siding on north west and south side of building	$	$ 28,000.00	$ 15,000.00	$ 47,789.94	$ 55,000.00	$ 38,823.55	$ 38,000.00

TIME OF COMPLETION

The dates established below are based on the Contractor provided timeline for delivery and installation of all structures and appurtenant items as bid above. The timeline date will begin when the building permit is available to be picked up or the as of the date of the Notice to Proceed is issued which ever is later.

1	The undersigned agrees to complete the Building Construction project by no later than _____ calendar days. **(FILL IN BLANK)**		150 Days	305 Days	120 Days	360 Days	270 Days from 3/1/23	180 Days