



HIGHLAND CITY COUNCIL MINUTES

Thursday, January 23, 2025

Approved February 18, 2025

Altabank, 33 East Main Street, American Fork, UT 84003

9:00 AM BUDGET RETREAT

The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

PRESIDING: Mayor Kurt Ostler

COUNCIL MEMBERS:

Brittney P. Bills	Present
Ron Campbell	Present
Doug Cortney	Present
Kim Rodela	Present
Scott L. Smith	Present

CITY STAFF PRESENT: City Administrator Erin Wells, Assistant City Administrator/Community Development Director Jay Baughman, City Attorney/Planning & Zoning Administrator Rob Patterson, City Recorder Stephannie Cottle, Finance Director David Mortensen, City Engineer/Public Works Director Chris Trusty, Assistant Public Works Director Jeff Murdoch, Library Director Donna Cardon

City Administrator Erin Wells opened the meeting at 9:18 am, welcomed the group and thanked them for their participation in the retreat.

The City Council and Staff engaged in a brief team-building activity followed by reports from each Department regarding projects for the upcoming budget year.

Community Development

- General Plan Update completion
- Encroachment Enforcement
- Community Events – reinvigorated approach
- Communications – renewed efforts & keeping the website up to date

Library

- Timpanogos Library Consortium launch
- Library Fund study
- Addition of senior programming in conjunction with arts/events

Finance

- Continued rollout of Timekeeper for Lone Peak Public Safety District

- Sales Tax monitoring – Top 10 Taxpayers
- Investigating other credit card options
- Water fund study
- Document Management software

Public Works & Engineering

- Highland Boulevard Roundabout
- Mitchell Hollow Trail Construction
- Ridges at Alpine Trail Connection
- Water Leak Truck
- 2025 Sewer Slip Lining Project – projected out next four years
- 2025 Road Maintenance Packet – updated Road Maintenance Plan
- Highland Family Park – Opening/Punchlist/Donor Recognition
- Park Maintenance Building Completion – April 2025
- PI Project Completion and Rate Study
- Traffic Calming Toolbox Implementation
- MAG North County Project
- 6000 W PI Pump Station and Associated Road Improvements
- Weir Construction Update
- 2025 Trail Projects
- Culinary Well Chlorination
- Utility Maintenance Plan Projects
- Meter Replacement Plan
- Culinary MXU Replacement
- Safe Routes Sidewalks on 6000 W
- Impact Fee Facility Plan/Impact Fee Analysis Updates

Recorder's Office

- Elections
- Utah Privacy Act
- Cemetery Veteran's Area

City Administrator Erin Wells presented to the Council the following items as they relate to the budget and the Council had a high-level discussion on each of the topics.

2025-2026 Budget Calendar

New General Ledger numbers

Possible combination of the TSSD and City Sewer rates on utility bills

Library Fund - tax rate

Development and Building Fund Status

Funding Lone Peak Public Safety District Funding

Legislation that could affect the Road Fee and Public Safety fee

City Administrator Erin Wells then presented a list of budget items which have been requested by both staff and Councilmembers. There was a brief explanation of each item. The dollar figures behind the item represent the estimated amount of money required to complete the project. The breakdown of the dollar figures are as follows:

\$: \$0 - \$5,000

\$\$: \$5,001 - \$25,000
\$\$\$: \$25,001 - \$100,000
\$\$\$\$: \$100,001 - \$500,000
\$\$\$\$\$: \$500,001 & up

Budget Priorities (presented by Fund)

Cemetery Fund

- Cemetery employee/Building maintenance FT employee. \$\$\$
- Cemetery Veteran's area revamp \$\$\$
- Expanded Wreaths Across America event \$

Library Fund

- Consulting fees for estimating costs and square footage for expansion of the Library wing \$\$

Park Capital Fund

- Bike Park Phase II \$\$\$
- Dog Park (likely in City Center area) \$\$\$
- Beacon Hills Park additional phases \$\$\$\$
- Highland Family Park field lighting \$\$\$\$
- Highland Family Park trail lighting \$\$\$
- Stage addition to a park location to be determined \$\$\$

Road Capital Fund

- Updated Roads Maintenance Plan \$\$\$ - Better plan for what roads we are doing next
- 10400 N 6000 W sidewalk and crosswalks \$\$\$\$

Pressurized Irrigation Fund

- Water conservation program/education \$ - Start planning now and implement in FY2027
- Meter technician full-time position \$\$\$ - Split with the water fund
- Irrigation assessment increases \$\$\$ - Must be funded

Sewer Fund

- Purchase property at Dry Creek lift station \$\$\$ - For generator and underneath lift station
- Fencing at Pheasant Hollow Lift Station along Canal Boulevard \$\$\$

Storm Drain Fund

- Position to focus on storm drain \$\$\$ - maintenance to help prevent flooding
 - Either (1) seasonal position along with a vac trailer OR
 - (2) FT Storm drain technician

Water Fund

- Complete culinary connections around longhorn property \$\$\$

Split Amongst Multiple Funds

- New work order system for public works. \$\$ - Current system does not have a public facing portal, cannot be operated on a mobile device, and cannot run reports.
- Long term infrastructure study \$\$\$ - What our costs will be over time as water/sewer infrastructure ages out and if we're prepared for those costs

- Emergency preparedness consultant and/or equipment \$\$

General Fund

- Bike Park maintenance. \$\$\$ - Tools, shed, very part-time staff, etc.
- Tree replacement throughout the City \$\$\$
- Median landscaping in Highland Blvd \$\$\$
- Automatic gates at Highland Glen \$\$
- Highland Glen Park "entrance sign" and "tree description plates. \$\$
- Update to trail maintenance plan \$\$ - Considering funding and including timeframe
- More playground replacements than 1 per year funded by the Parks Tax \$\$\$
- Additional staffing for park and trail maintenance \$\$\$
- Additional funding for maintenance of Highland Family Park \$\$\$ - Tractor or four-wheeler for baseball fields
- Events “upgrade” \$\$ - Take our various City events to the next level
- Heritage Park power conduit \$\$ - Better serve vendors at Fling, Farmers Market, Christmas lights, etc.
- Volunteer program \$\$ - Part-time staff member to identify tasks, recruit volunteers, and oversee work
- Lone Peak Public Safety appreciation dinner \$
- Annual business event led by Mayor/Council \$
- Document management system for Caselle \$\$
- City Hall accessibility for employees \$\$
- Security cameras at Splash Pad to help with security and liability \$\$
- Parks building shelving \$\$
- LED lights at splash pad to help with security \$\$
- Additional funding for traffic calming toolbox implementation \$\$\$

The Council was then asked to participate in a survey to rank the budget priorities list according to which items they felt were the most important. The results of that survey, which were compiled after the budget retreat was concluded, are as follows:

Item	Total Score	%	Fund
Update to trail maintenance plan considering funding and including timeframe	22	92%	General
Updated Roads Maintenance Plan to better plan for what roads we are doing next	22	92%	Road
Heritage Park power conduit to better serve vendors at Fling, Farmers Market, Christmas lights, etc.	20	83%	General
Highland Family Park trail lighting	20	83%	Park
New work order system for public works. Current system does not have a public facing portal, can not be operated	19	79%	Split
Additional funding for traffic calming toolbox implementation	18	75%	General
Cemetery Veteran's area revamp	18	75%	Cemetery
Cemetery employee/Building maintenance FT employee. Focus on burials and cemetery maintenance in summer	18	75%	Cemetery
10400 N 6000 W sidewalk and crosswalks	18	75%	Road
More playground replacements than 1 per year funded by the Parks Tax	17	71%	General
Events "upgrade" to take our various City events to the next level	17	71%	General
Document management system for Caselle	17	71%	General
Volunteer program (part-time staff member to identify tasks, recruit volunteers, and oversee work)	17	71%	General
Security cameras and/or LED lights at Splash Pad to help with security and liability	17	71%	General
Irrigation assessment increases (must be funded)	17	71%	PI
Complete culinary connections around longhorn property	17	71%	Water
Tree replacement throughout the City	16	67%	General
Median landscaping in Highland Blvd	16	67%	General
Additional staffing for park and trail maintenance	16	67%	General
Annual business event led by Mayor/Council	16	67%	General
Bike Park Phase II	16	67%	Park
Water conservation program/education – start planning now and implement in FY2027	16	67%	PI
Meter technician full-time position (split with the water fund)	16	67%	PI
Position to focus on storm drain maintenance to help prevent flooding: Either (1) seasonal position along with a	16	67%	Storm
Long term infrastructure study - what our costs will be over time as water/sewer infrastructure ages out and if w	16	67%	Split
Highland Glen Park "entrance sign" and "tree description" plates	15	63%	General
Bike Park maintenance. Tools, shed, very part-time staff, etc.	14	58%	General
Additional funding for maintenance of Highland Family Park: tractor or four wheeler for baseball fields	14	58%	General
Lone Peak Public Safety appreciation dinner	14	58%	General
Expanded Wreaths Across America event	14	58%	Cemetery
Consulting fees for estimating costs and square footage for expansion of the Library wing	14	58%	Library
Emergency preparedness consultant and/or equipment	14	58%	Split
City Hall accessibility for employees	13	54%	General
Stage addition to a park (Mitchell Hollow?)	13	54%	Park
Dog Park (likely in City Center area)	13	54%	Park
Beacon Hills Park additional phases	13	54%	Park
Highland Family Park field lighting	13	54%	Park
Fencing at Pheasant Hollow Lift Station along Canal Boulevard	13	54%	Sewer
Purchase property at Dry Creek lift station for generator and underneath lift station	13	54%	Sewer
Parks building shelving	11	46%	General
9/11 Healing Field (1,000 flags)	10	42%	Cemetery
Automatic gates at Highland Glen	8	33%	General

The budget retreat ended at 4:00 p.m.

I, Stephannie Cottle, City Recorder of Highland City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the retreat held on January 23, 2025. This document constitutes the official minutes for the Highland City Council 2025 Budget Retreat.



Stephannie Cottle, CMC, UCC
City Recorder



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Community Development Priorities

- General Plan Update completion
- Encroachment enforcement
- Community events – reinvigorated approach
- Communications – Renewed efforts & keeping the website up-to-date

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LIBRARY

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Library Projects

- Consortium launch
- Library Fund study
- Addition of senior programming in conjunction with arts/events

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FINANCE DEPARTMENT

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Finance Department

- Continued Rollout of Timekeeper for LPPSD
- Sales Tax Monitoring – Top 10 Taxpayers
- Investigating Other Credit Card Options
- Water Fund Study (if funded)
- Document Management Software (if funded)

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RECORDER’S OFFICE

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Election

Municipal Offices Open for Election:

- Mayor
- 2 Council Seats (Scott and Ron)

School District Board

- TBD

No referendums or initiatives....hopefully!



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Utah Privacy Act Implementation

Implement and maintain a privacy program before May 1, 2025

- Policies practices, and procedures for the processing of personal data

Provide notice of data breach by email or mail and/or text or phone message

- If more than 500 people, then social media or newspaper if unable to email/phone also inform Cyber Center and Attorney General

Obtain and process only the minimum amount of personal data reasonably necessary (May 1, 2024)

- No later than January 1, 2027
- Identify non-compliant processing activity, document, prepare strategy for compliance

Annual Report to State Privacy Officer any data that is sold or shared

Employee Training (those employees who have access to personal individual data)

- 30 days of beginning employment
- Annual training for all employees

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Utah Privacy Act Implementation

Contractors are also held to same privacy as municipalities – may need to update contract language. State has been working on this.

Personal Request Notice

- Reasons individual is asked to provide data, intended purposes and uses, consequences for refusing to provide data, how data will be shared with people or contractors
- Post the notice in prominent place, include with documents or QR code or link on documents

Must provide a procedure to correct personal data

Process for retention and disposal of personal data in accordance with retention schedule

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Cemetery Veteran’s Area (if funded)



Highland - Now

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Cemetery Veteran’s Area (if funded)



American Fork

17

Cemetery Veteran’s Area (if funded)



Benjamin

Levan

18

Cemetery Veteran's Area (if funded)



American Fork

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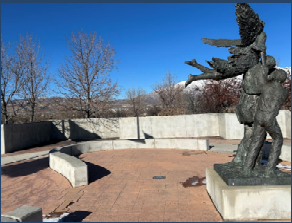
Cemetery Veteran's Area (if funded)



Bluffdale

20

Cemetery Veteran's Area (if funded)



Highland - Potential

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PUBLIC WORKS & ENGINEERING

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Highland Boulevard Roundabout



To be installed spring 2025

Highland responsible for 33% of costs for roundabout

DR Horton to pay 50% of medians if Highland chooses and participates with funding the other half of project

City funding provided through Dave Stewart

23

Mitchell Hollow Trail Construction



Funded through MAG \$2.3M

Issues with a portion of the trail easement

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Ridges at Alpine Trail Connection



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Water Leak Truck

Trailer will be stocked with tools equipment and materials typically needed to repair water main breaks

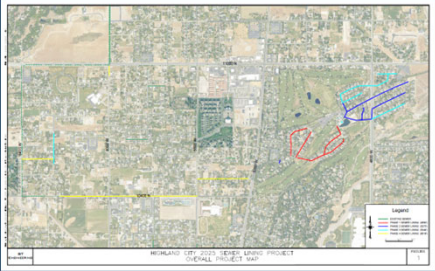
Provides staff with the ability to respond with everything they need and finish repairs faster

More economical than utility bed crane trucks



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2025 Sewer Slip Lining Project
Projected out next four years



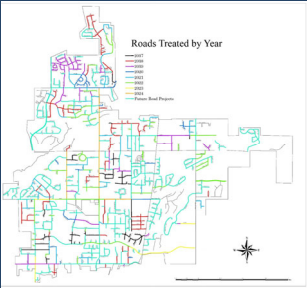
Phased out for next four years

Roughly \$250k per year

Larger phase 4 to finish or can stretch out for a fifth year

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2025 Road Maintenance Packet
Updated Road Maintenance Plan (if funded)



Roads Treated by Year

- 2025
- 2026
- 2027
- 2028
- 2029
- 2030
- 2031
- 2032
- 2033
- 2034
- 2035
- 2036
- 2037
- 2038
- 2039
- 2040
- 2041
- 2042
- 2043
- 2044
- 2045
- 2046
- 2047
- 2048
- 2049
- 2050
- Other Road Projects

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Highland Family Park
Opening/Punchlist/Donor Recognition



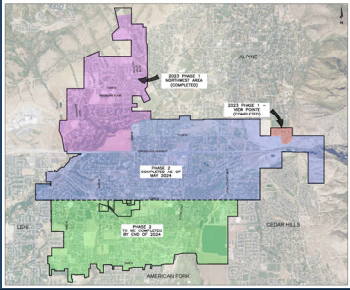
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Park Maintenance Building Completion - April 2025



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PI Project Completion
Rate Study/Project Completion



Completed early spring ahead of schedule

Will monitor usage to be evaluated after the irrigation season

Provide feedback to residents to review usage

31

Traffic Calming Toolbox Implementation



Update tracking on traffic calming request

Provide feedback to residents

Prioritize less expensive fixes

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MAG North County Project

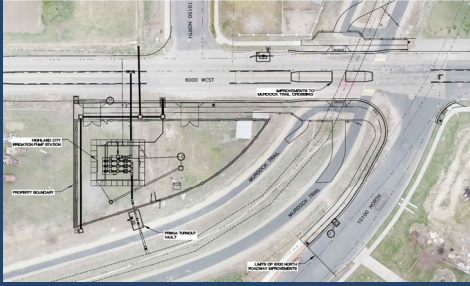
Joint project with Alpine City funded by MAG

Road improvement project to provide 3 lanes and sidewalk along 4800 West

\$5.5M total project estimate

33

6000 W PI Pump Station and Associated Road Improvements



Pump station completion July 2025

Final completion September 2025

Will pump 12 CFS

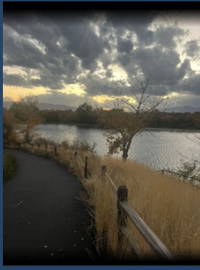
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Weir Construction Update



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2025 Trail Projects



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Culinary Well Chlorination



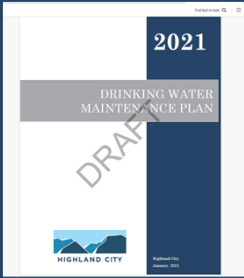
Pump station completion
July 2025

Final completion
September 2025

Will pump 12 CFS

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Utility Maintenance Plan Projects



Long term replacement plan that incorporates asset maintenance and replacement

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Meter Replacement Plan



As meters get older they become less accurate

Newer meters provide more accurate information on usage throughout the day

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Culinary MXU Replacement

Last year City Council approved an MXU replacement program

This program is not yet funded

A scenario to consider might be combining this with a meter replacement program

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Safe Routes Sidewalks on 6000 West



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IFFP/IFA Updates

Typically plans should be updated every 4-5 years to ensure that impact fees charged by the city are accurate, include needed improvement, and meet state law regarding impact fees



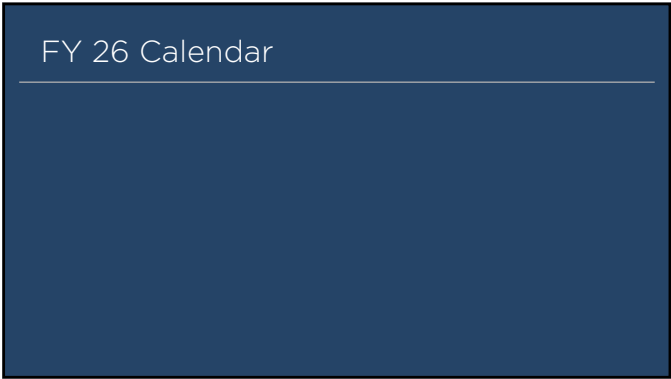
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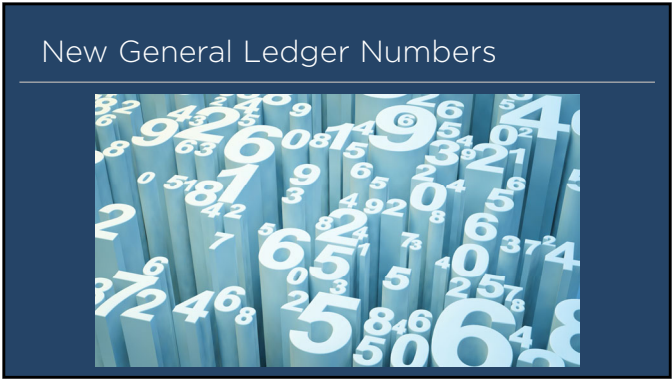
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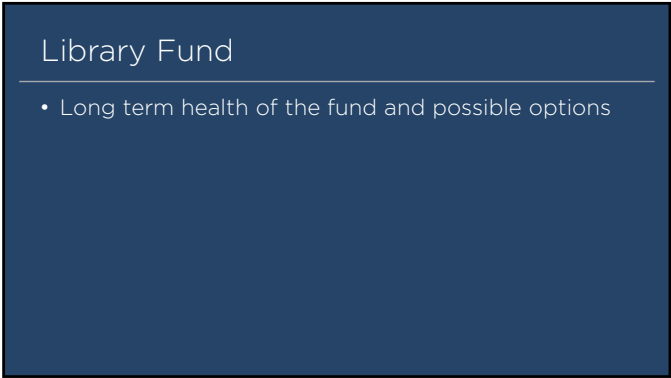
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Building & Development Fund Projection							
	Actual FY2024	Projected FY2025	Projected FY2026	Projected FY2027	Projected FY2028	Projected FY2029	Projected FY2030
New Home Permits Issued	279	100	100	75	75	75	75
Building Permits Issued (All Types)	667	550	550	400	400	400	400
Beginning Fund Balance	276,349	947,130	861,366	868,054	499,193	91,556	(355,719)
Revenues							
Building Permits	1,096,117	650,000	650,000	400,000	400,000	400,000	400,000
Other Revenues	391,375	312,500	302,500	190,325	180,325	170,325	170,325
Total	1,489,492	962,500	952,500	590,325	580,325	570,325	570,325
Expenditures*							
Direct	623,927	743,898	632,315	636,284	655,373	675,034	695,285
Allocated	194,784	304,399	313,497	322,802	332,389	342,567	352,844
Total	818,711	1,048,294	945,812	959,186	987,962	1,017,601	1,048,129
Ending Fund Balance	947,130	861,366	868,054	499,193	91,556	(355,719)	(833,523)

*Assumes 3% annual increase for inflationary adjustments for FY2026-FY2030

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Lone Peak Public Safety District Funding					
Fiscal Year	LPPSD Assessment	Total Property and Sales Tax Revenue	Public Safety Fee Revenue	Percentage of Taxes Used for Public Safety	Notes
2020	\$4,186,949	\$4,615,377	\$648,941	76.7%	Public Safety Fee Implemented
2021	\$4,198,443	\$5,240,252	\$653,689	67.6%	
2022	\$4,268,098	\$5,642,922	\$672,560	63.7%	
2023	\$4,987,575	\$6,068,336	\$933,764	66.8%	Public Safety Fee Increased
2024	\$5,361,339	\$6,530,181	\$974,625	67.2%	
2025 (Budgeted)	\$5,689,853	\$6,350,557	\$990,000	74.0%	

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BUDGET PRIORITIES

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Funds

- Cemetery Fund
- Park Capital Fund
- Road Capital Fund
- PI Fund
- Sewer Fund
- Storm Drain Fund
- Water Fund
- Projects Split Amongst Funds
- General Fund

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Cemetery Fund

- Cemetery employee/Building maintenance FT employee. \$\$\$
 - Focus on burials and cemetery maintenance in summer months and burials and building maintenance in winter months.
- Cemetery Veteran’s area revamp \$\$\$
- Expanded Wreaths Across America event \$

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- Consulting fees for estimating costs and square footage for expansion of the Library wing \$\$

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Priority Rating



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