HIGHLAND CITY

HIGHLAND CITY COUNCIL MINUTES

Tuesday, February 18, 2025

Approved March 18, 2025

Highland City Council Chambers, 5400 West Civic Center Drive, Highland Utah 84003

7:00 PM REGULAR SESSION

Call to Order: Mayor Kurt Ostler
Invocation: Council Member Doug Cortney
Pledge of Allegiance: Council Member Scott L. Smith

The meeting was called to order by Mayor Kurt Ostler as a regular session at 7:09 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 Doug Cortney and those in attendance were led in the Pledge of Allegiance by Council Member Scott L. Smith

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, Police Chief Brian Gwilliam, Fire Chief Brian Patten

OTHERS PRESENT: Jon Hart, Rui Rui Strom, Jane Creer, Wesley Warren, Jenney Rees, Heather Heras, Rachael Hodson, Dain Hodson, Denise Christiansen, Wayne Tanaka, John Redman, Pam Redman, Regan Homer

1. UNSCHEDULED PUBLIC APPEARANCES

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

Jenney Rees stated she was recently hired by Senator Curtis as his Senior Outreach Advisor, and she will be Highland City's liaison for Senator Curtis's office. She added she spent some time in city government as the Mayor of Cedar Hills and cares deeply about municipal issues. She will send an email to the Mayor and City Council with her contact information, and she invited them to reach out to her any time with any issues they have or anything they need assistance with.

Council Member Smith thanked Ms. Rees for her service as Cedar Hills' Mayor and in her new role with Senator Curtis's office. He stated one request he has is for Highland City to have its own zip code to make it easier to capture sales tax revenue for internet spending. Ms. Rees stated that she understands that issue.

Wesley Warren stated he wanted to publicly thank the Lone Peak Public Safety District (LPPSD). He stated his son swims on the Lone Peak High School swim team and on Saturday night after their swim meet they received a police escort back to the High School and they thought it was really cool. This is such a neat way to reach the teen demographic of the community as little acts like that endear the authorities to the students.

2. CONSENT ITEMS

Items on the consent agenda are of a routine nature. They are intended to be acted upon in one motion. Items on the consent agenda may be pulled for separate consideration.

a. Approval of Meeting Minutes *General City Management*
Stephannie Cottle, City Recorder
January 23, 2025 (Budget Retreat)

b. Planning Commission Appointments *General City Management*
Kurt Ostler, Mayor, Jay Baughman, Assistant City Administrator/Community Development Director
The City Council will consider the Mayor's request to ratify the reappointment of Christopher Howden and Debra Maughan as Planning Commissioners. Wesley Warren and Sherry Kramer will be reappointed to Alternate Commissioner seats.

Council Member Cortney pulled item 2a from the consent agenda.

Council Member Doug Cortney MOVED to adopt the consent agenda as amended.

Council Member Ron Campbell SECONDED the motion.

The vote was recorded as follows:

Council Member Brittney P. Bills	*Yes*
Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Yes*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion carried 5:0

Mayor Ostler briefly reviewed the list of appointments and re-appointments to the Planning Commission.

Council Member Cortney then addressed item 2a; page eight of the agenda packet for the budget retreat meeting shows a table illustrating Council votes on priority items, and he would like to remove the priority and value columns from the table.

Council Member Doug Cortney MOVED to adopt the January 23rd minutes as amended.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

Council Member Brittney P. Bills *Yes*
Council Member Ron Campbell *Yes*
Council Member Doug Cortney *Yes*
Council Member Kim Rodela *Yes*
Council Member Scott L. Smith *Yes*

The motion carried 5:0

3. ACTION ITEMS

a. **RESOLUTION: Resolution Establishing a Speed Limit For a Portion of Canal Boulevard/Madison Avenue** *General City Management*
Erin Wells, City Administrator, Chris Trusty, City Engineer/Public Works Director
The City Council will consider whether to pass a resolution reducing the speed limit on Canal Boulevard from 6000 West to 6800 West from 30 to 25 mph.

City Engineer/Public Works Director Trusty reported on February 4, 2025, staff reported to Council about the data collected so far along Canal Boulevard. Council and staff discussed next steps, including the need to gather data on the western the section in question of Canal Boulevard and some initial traffic calming steps to take. Council directed staff to bring this item back with recommendations on additional traffic calming steps to take. Since February 4, staff has taken the following steps:

- Ordered the additional signage for "Cross Traffic Does Not Stop" to be placed at the 6630 West intersection.
- Reviewed the landscaping that was brought up as being a concern for site distance. Staff has determined that there are some limbs of the tree that are in the sight triangle and are working with the homeowner to remove them.
- Received speed and traffic data on the western part of Canal Boulevard at approximately 6630 West. (The results were received on Friday, February 14.)

Future steps staff plans to take include:

- Installing a Rectangular rapid-flashing beacon (RRFB) and crosswalk marking at the Mitchell Hollow trail crossing between Mountain View Drive and 6540 West and the Murdoch Canal trail crossing between 5580 and 5650 West. Portions of these projects have to wait until the weather is warm enough for road painting. The RRFB for the Mitchell Hollow Trail crossing will be done as a part of the MAG funded trail construction project.
- Collecting speed and traffic data on Canal Boulevard between Alpine Highway and North County Boulevard.
- Completing the analysis for the traffic incident reports on 10400 and 9600 North and Canal Boulevard.

Mr. Trusty also summarized the speed study for Canal Boulevard at approximately 6630 West:

- Average speed: 30.5 miles per hour
- 85th percentile speed: 35.5 miles per hour
- Percent of trips more than 10 miles per hour over the speed limit: 3.6%
- 1,154 daily trips
- 5 accidents
- 11.5 residential accesses
- Zero schools
- One mile in length.

He compared the data for Canal Boulevard west to the same data for 10400 North and 9600 North and concluded this data, along with more pieces of information will now allow staff to apply the Traffic Calming and Pedestrian Safety Manual to this section of Canal Boulevard and compare the results to other sections of Canal Boulevard along with the other nearby collectors of 10400 and 9600 North. Additional time would allow staff to complete the analysis and recommend a comprehensive and data-driven protocol for traffic-calming on this roadway (including speed limits) which could set a precedent for other collector roads.

As noted in the Traffic Calming and Pedestrian Safety Manual, it often takes multiple traffic calming measures to slow traffic. As such, if the Council feels they are ready to take the step of lowering the speed limit and does not feel the need for additional analysis, staff recommends that Council authorize staff to take additional traffic-calming steps to encourage drivers to follow the reduced speed limit such as additional striping, signage, or potentially more active measures. If any of the items exceed $25,000, they will be brought back to Council for formal approval per the City's purchasing policy.

Council Member Smith stated it was interesting to see the data for the other two sections of the road and noted it appears that there is also a problem on 10400 North and 9600 North in terms of speeding; it may be necessary to lower the speed limit on those roads as well. Council Member Rodela noted that she was interested that the actual speeds that motorists are driving are higher on roads with a lower speed limit; 9600 North has the lowest speed limit of 25 miles per hour, but the average speed on that road is 6.2 miles per hour over the speed limit. She noted that sometimes lowering the speed limit actually increases safety issues on the road. Council Member Smith stated that if the lower speed limit is enforced, the safety issues do not increase. Police Chief Gwilliam stated that this is an issue that has been discussed several times in the past; it has been his experience that even if the speed limit is lowered, people will drive at a speed they are comfortable with. Mayor Ostler stated he visited all three roads and attempted to drive the speed limit and did recognize that 25 miles per hour feels much slower. He noted that he feels the design of Canal Boulevard contributes to higher speeds. He stated that he believes people will still drive 30 miles per hour even if the speed limit is lowered to 25. Council Member Campbell stated that the striping of the road can have an impact on the speeds; Canal Boulevard is wide and open and that contributes to higher speeds. He came to tonight’s meeting believing that he would vote to lower the speed limit, but after reviewing all the information provided by staff, he would like to refer the item back to them for a formal, data driven recommendation. He referenced 1120 North in American Fork and advised the Council and staff to consider how that road has been designed and striped to encourage lower speeds. It is not difficult to drive 25 miles per hour on that road.

Council Member Smith referenced the comments about people driving at a speed they are comfortable with and wondered if that is an argument against speed limits altogether; he is concerned that that the 85th percentile speed on 10400 North is 40 miles per hour, even though there are two schools and a new park on that road. He added he does not speed in American Fork because he knows that speed limits there are enforced; if residents in Highland felt the same way, they may not drive as fast on these roads. Council Member Cortney stated speed limits should be set based on what is safe for the road and the design should be what dictates comfort; the speed limit should not be based upon comfort. Whether the Council changes the speed limit tonight or in six months, that will not be the full solution to this problem. Mr. Trusty stated he has seen the Utah Department of Transportation set speed limits based upon the 85th percentile speeds, but that is not the case in most municipalities; cities typically set speed limits based upon the context and use of the road: i.e., a collector road should have a speed limit of 30 or 35 miles per hour, but passive or active traffic calming measures can be included on a road to get drivers more comfortable driving at those speeds. He added that he drove all three of the roads today and when he was on 9600 North, he saw someone pulled over by a police officer.

Mayor Ostler then facilitated high level discussion among the Council and staff regarding speed limits and traffic levels on other roadways throughout the City. He asked the Council if they wish to make a decision on the Canal Boulevard speed limit tonight or wait until staff have additional data to drive the decision.

Council Member Ron Campbell MOVED that the City Council direct staff to complete the data gathering process *and bring a recommendation for appropriate traffic-calming methods along Canal Boulevard back to Council for further consideration by April 2025 and also look at traffic calming requirements for 10400 N. and 9600 N. as well.*

Council Member Doug Cortney SECONDED the motion.

City Administrator Wells asked if the Council would like staff to study all collector roads based upon tonight's discussion. Council Member Smith stated he would like to have a discussion about all collector roads given that the speed limits are different throughout the City. Mayor Ostler stated that the City does receive comments about many different roads in the City and he asked Mr. Trusty for his opinion. Mr. Trusty stated that he would ideally like to leave traffic counters on any road for a two-week period and he can only collect data on one road at a time. Ms. Wells stated this means if the Council wants data on all collector roads, that data would not be available until May or June. Council Member Smith stated he would like to consider traffic calming on all five east/west collector roads at the same time.

Council Member Scott L. Smith MOVED to amend the motion to direct staff to complete the data gathering process for all five east-west collector corridors, which are 11800 N, 11200 N, 11400 N, Canal Blvd, and 9600 N.

Council Member Ron Campbell SECONDED the motion to amend.

The vote was recorded as follows:

Council Member Brittney P. Bills	*Yes*
Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Yes*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion to amend carried 5:0

The vote on the motion as amended was recorded as follows:

Council Member Brittney P. Bills	*Yes*
Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Yes*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion carried 5:0

Council Member Cortney asked if staff can still come back in early April with traffic calming measures for Canal Boulevard or if that was part of a broader discussion. Mayor Ostler stated that was included in the broader motion. Council Member Cortney stated that the Council told residents two weeks ago that they would be considering actions on Canal Boulevard in April so it would be good to at least include an update on that item during an April meeting.

Council Member Bills asked if staff cannot proceed with any traffic calming under $25,000 on the roadways because of the motion that was just approved by the Council. City Attorney Patterson stated that staff are doing things like installing signs and examining sight triangles, but if the Council is considering a broader, City-wide speed limit policy for collector roads, staff will not adjust any speed limits until that decision is made.

b. **ACTION: Fire Station Driveway Reconstruction Bid Award** *General City Management*
Chris Trusty, City Engineer/Public Works Director
The City Council will consider a bid award for the reconstruction of the fire station parking lot to Concrete Concrete.

City Engineer/Public Works Director Trusty explained the fire station parking lot is deteriorating significantly, showing signs of cracks, corrosion, scaling, spalling, and popouts. Additionally, the current turn radius into the garage is causing excessive wear on the fire truck tires. To address these issues, the parking lot requires complete reconstruction, including widening to better accommodate the fire trucks. The final bids came in under the engineer's estimate for this project, with the low bid submitted by Concrete Concrete in the amount of $222,382. The City typically adds a 10 percent contingency to the bid award, resulting in a total contract amount of up to $244,620.20. To make room for the new parking lot, the existing garden boxes on the east side of the fire station property will be relocated. They will be placed on the city tree lot property southeast of city hall. Funding for this expense is included within the FY 2024/2025 budget at $100,000 in GL 42-40-65 in the Building Capital Fund. The funding gap would come from fund balance in the Building Capital Fund. As part of the closeout of FY2024, some General Fund fund balance needed to be transferred out of the General Fund to keep the City under the 35 percent statutory limit. Per the final budget adjustment resolution previously approved by Council, staff transferred $250,000 of that excess fund balance to the Building Capital fund for the purpose of covering the gap in funding for the fire station driveway reconstruction. As such, there is sufficient fund balance to make up the $144,620.20 difference. Staff recommends awarding the bid for the Fire Station Parking Lot reconstruction to Concrete Concrete for the amount of up to $244,620.20.

Council Member Smith referenced the site layout and asked how fire trucks will get between the trees on the site. Mr. Trusty stated that the trees will be removed, and they are too mature to relocate them. Council Member Smith asked that staff look further into relocation before removing them. Council Member Campbell agreed.

Council Member Cortney referenced the fact that the current bid is significantly lower than the estimate and the other bids and he asked Mr. Trusty if he is confident in the lower bidder. Mr. Trusty stated he has performed his due diligence and contacted the company's references; all feedback came back positive, and he does not see any reason to not proceed with the low bidder.

Council Member Kim Rodela MOVED that City Council approve the bid award to Concrete Concrete in the amount up to $244,620.20.

Council Member Doug Cortney SECONDED the motion.

The vote was recorded as follows:

Council Member Brittney P. Bills	*Yes*
Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Yes*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion carried 5:0

c. **ACTION: Council Meeting Time and Structure** *General City Management*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will consider amending its 2025 meeting schedule to establish a 6:00 pm meeting start time and giving direction to staff on any other meeting structure changes that the Council would

like implemented.

City Attorney/Planning & Zoning Administrator Patterson explained on February 4, 2024, the Council had a discussion item regarding meeting start times. It appeared that a majority of the Council were open to changing the standard Council meeting start time from 7:00 pm to 6:00 pm. Other ancillary issues regarding this change were briefly discussed, such as times for work sessions and public hearings. Staff understood that Council wanted an agenda item that would allow the Council to formally vote on whether the change the meeting start time and to more broadly discuss the other Council meeting structure and timing, which is the purpose of this item. He facilitated a discussion among the Council regarding the timing of the change. Discussion among the Council centered on topics such as work sessions that have already been scheduled to discuss budget items; the need to advertise the change to the public for a specific amount of time before making the change; whether to change the Planning Commission meeting times/formats at the same time as the City Council; imposing an ending time for City Council meetings; meeting structure and holding public hearings as early as possible in a business meeting; options for holding work sessions on the same night as a business meeting. The Council concluded to hold work sessions after regular meetings when a work session is held in the same night as a regular meeting.

Council Member Ron Campbell MOVED that City Council adopt the ordinance amending the 2025 Council meeting schedule with the stipulation that the amendment should take effect for the first meeting in May.

Council Member Brittney P. Bills SECONDED the motion.

The vote was recorded as follows:

Council Member Brittney P. Bills	*Yes*
Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Yes*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion carried 5:0

4. EXPEDITED ITEMS

Items in this section are to be acted upon by City Council. These items have been brought before Council previously. The report and presentation may be abbreviated.

a. ACTION: Farmers Market Contract Approval *General City Management*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will consider entering into an agreement with Good4Life Markets, LLC, to operate a farmers' market at Heritage Park in 2025.

City Attorney/Planning & Zoning Administrator Patterson stated on April 16, 2024, the City Council entered into an agreement with Heather Heras/Highland Farmers Market LLC for Heather to operate a farmers market during summer and fall of 2024 in Heritage Park. Heather coordinated and operated the market from June through September. On November 12, 2024, Heather Heras provided a report on the 2024 Farmer's Market and its potential future. The Council indicated that they would like to continue the partnership with Heather for 2025. Heather informed the Council that, due to her being absent from the country for a few months in 2025, that she would recommend that the Council partner with Good4Life Markets, which operates farmers markets in other areas. The owner of Good4Life, Denise Christiansen, was present and shared her information with the Council. Heather stated that if the City partners with Good4Life Markets, that would allow Heather to work with Denise while Heather was available and still allow the market to continue in Heather's absence. The proposed contract with Good4Life Markets, LLC, is virtually identical to the 2024 agreement; staff recommends that the Council consider the agreement and, if the Council wants to continue with the farmers' market, approve the agreement.

Council Member Kim Rodela MOVED that City Council approve the Memorandum of Understanding for the Highland Farmers Market with Good4Life Markets, LLC.

Council Member Doug Cortney SECONDED the motion.

Council Member Smith asked if there will be more electricity available for the event. Assistant City Administrator/Community Development Director Baughman stated that a budget amendment is needed in order to fund electrical upgrades.

The vote was recorded as follows:

Council Member Brittney P. Bills	*Yes*
Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Yes*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion carried 5:0

b. ACTION: 2025 Central Utah Water Conservancy District Assessment *General City Management*
Chris Trusty, City Engineer/Public Works Director
The City Council will consider approving payment for the City's annual assessments for the Central Utah Water Conservancy District.

City Engineer/Public Works Director Trusty reported Highland City owns 455 shares with the Central Utah Water Conservancy District (CUWCD) for which this year's assessments total $94,509.80. These annual assessments occur every year and pay for the ongoing maintenance and upkeep of the water assets with the District. As the assessment price is above $25,000, staff is bringing the item to City Council for purchasing approval, per the City's purchasing policy. The cost of this assessment is $94,509.80. Funding for this expense was included in the FY25 budget under GL 53-40-74 Water Share Assessments, so no budget adjustments will be needed. Staff recommends approving the 2025 Central Utah Water Conservancy District Assessment payment.

Council Member Smith stated that he remembers approving this expense in the budget, but he does not ever recall an individual action item coming before the Council to approve the payment. Mayor Ostler stated it has never come to the Council, but it is over the $25,000 spending threshold and that is why it is being presented to the Council. Council Member Smith stated it appears to him that the annual assessment will only increase in the future, and it would be nice for someone from the District to come to the Council to explain the justification for the increases. Mr. Trusty agreed that is a great idea and the same could be true for other special service districts that impact the City financially; several districts have big projects they are working on that are the cause of rate increases. Mayor Ostler agreed and stated it would be nice for the City to have overall project plans for the CUWCD.

Council Member Scott L. Smith MOVED that the City Council approve the payment of the 2025 CUWCD Assessment in the amount of $94,509.80.

Council Member Kim Rodela SECONDED the motion.

The vote was recorded as follows:

Council Member Brittney P. Bills *Yes*
Council Member Ron Campbell *Yes*
Council Member Doug Cortney *Yes*
Council Member Kim Rodela *Yes*
Council Member Scott L. Smith *Yes*

The motion carried 5:0

Council Member Cortney stated there is a discrepancy on the invoice and he asked Mr. Trusty to double-check it.

5. DISCUSSION ITEMS

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

a. City Committees *General City Management*
Municipal Code Update (Legislative)
Development Code Update (Legislative)
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will discuss current issues with the organization and regulatory structure of current City committees.

City Attorney/Planning & Zoning Administrator Patterson explained per City code, all committees are subject to the Utah Open and Public Meetings Act, which requires meetings of voting members to have agendas, recordings, and minutes. As staff was performing the annual Open and Public Meetings Act trainings for these committees, staff became concerned that some committees may not be operating in accordance with City Code and that their structure may make compliance with the Open and Public Meetings Act difficult. There are also concerns regarding purchasing authority for committees with budgets, such as who within the committee (non-city staff or officials) approves expenditures of City funds. Also, per City Code, all members of all committees are to be appointed by the mayor with the advice and consent of the Council. It is unclear whether this has happened for all of the current committees. He provided information about permanent Committees as follows:

- Planning Commission - Conflict between municipal code and development code.
- Development Review Committee - Conflict between municipal code and development code.
- Library Board - Functioning as intended per state law and city code.
- Arts Council - Functioning but not complying with City Code regarding term limits.
- Parks, Trails, and Tree Commission - Not functioning.

Ad hoc committees include the following:

- Fling Committee - unclear when formed, records show in operation since at least 1993. OPMA compliance issues, unclear governing/purchasing structure. Given length of committee and ongoing nature of committee scope, may be worth establishing committee as permanent committee and providing clearer structure to organization.
- Historical Committee/Society - formed May 19, 2015, no specified end date. Given length of committee and ongoing nature of committee scope, may be worth establishing committee as permanent committee.
- Emergency Preparedness Committee - formed April 16, 2024, to be reviewed in 2025 to determine whether to make committee permanent.

Mr. Patterson concluded staff wanted to raise these issues to the Council and ask whether the Council would like staff to propose any updates or changes to the current structure and regulation of City Committees.

The Council engaged in high-level discussion about the permanent and ad hoc committees, specifically the need to follow code requirements governing committees. They concluded to direct staff to perform further review and provided a detailed overview of each of the committees in a future meeting; Council Member Cortney asked Mr. Patterson to start with the Fling Committee because that event is coming up soon and they need some guidance.

6. COMMUNICATION ITEMS

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

a. Golf Cart Ordinance Research *Ron Campbell, Council Member, Brian Gwilliam, Police Chief*

Police Chief Gwilliam reported on his efforts to research golf cart ordinances in the following cities: St. George, Hurricane, Riverton, Nephi, and Elk Ridge. Each city's ordinance is nearly the same with minor tweaks. Each city has designated routes for golf carts to be driven on, and they are only allowed on roads with a 25 mile per hour speed limit unless specifically authorized; golf carts have a clear definition in the ordinance; valid driver's licenses are required; golf carts cannot cross state highways; golf carts cannot carry more passengers than allowed by the manufacturer; they can only be operated during daylight hours; cannot be driven on paths and trails; and penalties for violations are defined.

Council Member Cortney stated it is his recollection that State law precludes a city from requiring a driver's license to operate a golf cart. City Attorney Patterson stated that is correct, however, that is a state law, and the City could technically create its own driver's license separate from State law and require that for golf carts.

Council Member Bills stated she has reached out to all of Highland's neighboring cities and none of them are considering allowing golf carts to be driven on City streets. Council Member Rodela added that she heard that someone could get around a City ordinance regarding golf carts simply by making their golf cart street legal. Chief Gwilliam stated that is not correct; street legal kits apply to off highway all-terrain vehicles, not golf carts. This led to high level philosophical discussion and debate among the Mayor, Council, and staff regarding whether to consider an ordinance permitting and regulating golf cart operation on City streets. Council Member Campbell stated that he would like staff to also reach out to the neighboring cities about their position and come back to the Council for continued discussion of the matter. He feels if the City tackles the issue in the correct fashion, it can be done right. Council Member Rodela indicated that the priority for her in an ordinance that allows golf cart operation would be to require a driver's license; this would keep young children from driving golf carts throughout the City, which she thinks is very unsafe. The City could enforce that activity, and she believes it would be effective.

City Administrator Wells stated staff will bring the item back as a future communication item with additional information from the cities that are not allowing golf cart operation.

Chief Gwilliam then provided a brief report on the installation of flock cameras; two will be installed tomorrow at the mouth of the Canyon at 6400 West and Timpanogos Highway. Mayor Ostler added there is legislative action regarding the cameras, and he asked Chief Gwilliam if he is familiar with that issue. Chief Gwilliam answered yes and stated the legislation passed out of committee today and moved to the house floor. He stated Representative Chevrier has been fantastic to work with on the matter; it has been possible to find a good balance on the legislation and if the bill passes as currently written, the City will be able to proceed with the camera project.

b. Purchasing Policy *David Mortensen, Finance Director, Erin Wells, City Administrator*

Finance Director Mortensen explained presented the current purchasing approval limits for Highland City:

- Up to $1,000 = Department Head Verbal Approval
- $1,001 to $2,500 = Department Head Approval in Caselle
- $2,501 to $25,000 = City Admin Approval in Caselle
- Over $25,000 = City Council Approval

There is a lack of detailed language in the City's purchasing policy regarding the items that must be brought to the Council; he presented the following historical inconsistencies:

- "Routine" in nature: water share assessments, fertilizer order, monthly TSSD payments, Waste Management payments, Lone Peak District, etc.
- Already part of the approved budget
- Payments on contracts previously approved by Council
- Time constraints due to heavy Council meeting agendas.
- Timeliness of invoices

Possible amendments to the purchasing policy include:

- Put items on expedited (be prepared for more items)
- Put list on consent, so long as it's in the budget
- Increase purchasing approval limits
- Establish higher approval limit for capital and/or public work type items only
- Require Council approval only if item requires a budget adjustment
- Other ideas?

Council Member Smith stated that there must be some consideration of the size of the City's budget to determine which items need to be presented to the Council; he can understand increasing the purchasing threshold for capital or public works projects, but for something like the Central Utah Water Conservancy District (CUWCD) assessment include, which is not up to $100,000, that should be brought to the Council for public transparency.

Mayor Ostler stated he is aware of some cities where the Council receives a list of all expenditures that occurred in that month. Mr. Mortensen stated that does occur in fairly small cities and towns, or special service districts. Mayor Ostler suggested staff research purchasing policies in other cities similar in size to Highland.

Council Member Cortney stated that he would personally like to see anything over the approval limit on a Council consent agenda for approval. Council Member Smith agreed, but suggested the approval limits could be increased slightly. Mayor Ostler stated he supports that as well; he indicated that type of practice could be tested for 90 days to determine if it is effective and efficient. Mr. Mortensen noted the only concern he has would be that waiting for Council approval of certain expenses could cause the City to be late in paying some its account balances. Council Member Cortney stated he would be comfortable with the consent item being 'approval or ratification'.

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

City Attorney/Planning & Zoning Administrator Patterson provided the Mayor and Council with information on upcoming projects, which can also be found at https://www.highlandut.gov/229/Current-Projects.

He then discussed upcoming Community Development priorities:

- General Plan with continued Planning Commission/City Council workshops
- Land Use Table
  - Correlate and define all use categories to be same across zones
  - Assign permitted, conditionally permitted, prohibited uses per zone for all use categories
  - Continue work now in tandem with general plan or wait until general plan is complete and then reassess uses within different zones.

Assistant City Administrator/Community Development Director Baughman also discussed the General Plan project; he has reached out to the City's consultant, Landmark Design, regarding the schedule for the project and they have provided different options for adjusting their scope of work and cost based upon the number of meetings they will be participating in with the Planning Commission and City Council. Option one is five meetings to discuss land use, housing, economics, transportation, water use and preservation, and a final conclusion meeting. The consultants would participate virtually in these meetings at a cost of $3,800. Option two is six to seven meetings to cover the same information mentioned above, as well as parks, trails, and open space, sustainability measures, and additional elements. Consultants would be present in person and the cost would be $6,200. He noted that the City received a grant from the State of Utah to cover the water portion of the plan. He concluded it may be possible to negotiate something between options one and two, but he would like feedback from the Council.

Council Member Campbell stated the General Plan project is very critical to the City and he would prefer option two. Council Members Bills and Smith agreed.

d. Legislative Update *Kurt Ostler, Mayor, Ron Campbell, Council Member, Kim Rodela, Council Member*

Mayor Ostler and various Council Members facilitated discussion among the Council regarding legislative bills moving through the 2025 Legislative Session; topics of discussion included retail facilities incentives; housing affordability; homeless mitigation; public safety; creating a new government records office; gravel pit expansion; data privacy amendments; attorney client privileges; government immunity; public safety retirement; transportation and public safety utility fees; land use and bonus densities; housing attainability; elections; wildland fires; and local government fees modifications.

e. School District Update *Kurt Ostler, Mayor*

Mayor Ostler provided an update on the creation of a new School District and the obligations of all parties involved in the matter. He noted the group involved in moving forward with the new District is closely monitoring legislation that could impact the current process.

7. CLOSED MEETING

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

There was no closed meeting.

ADJOURNMENT

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

The meeting adjourned at 9:58 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 February 18, 2025. This document constitutes the official minutes for the Highland City Council Meeting.

Stephannie Cottle, CMC, UCC
City Recorder

Welcome to the Highland City Council Meeting

February 18, 2025

Please Sign the Attendance Sheet

Scan for Agenda

HIGHLAND CITY

1

HIGHLAND CITY

7:00 PM REGULAR SESSION

Call to Order – Mayor Kurt Ostler
Invocation – Council Member Doug Cortney
Pledge of Allegiance – Council Member Scott L. Smith

2

HIGHLAND CITY

UNSCHEDULED PUBLIC APPEARANCES

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

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

3

CONSENT ITEMS *(5 minutes)*

2a. Approval of Meeting Minutes: January 23, 2025
General City Management

2b. Planning Commission Appointments
General City Management

4

Planning Commission 2025

Seat	Name	Term Expiration	Notes
1	Jerry Abbott	2028	
2	Trent Thayn	2028	
3	Audrey Moore	2027	Chair
4	Claude Jones	2027	
5	Tracy Hill	2026	
6	Christopher Howden	2029	
7	Debra Maughan	2029	
Alternate	Sherry Kramer	2026	
Alternate	Wesley Warren	2026	

5

Motion to Approve

I move that the City Council approve consent item 2a, the approval of meeting minutes from January 23, 2025, and item 2b, Planning Commission Appointments.

6

RESOLUTION ESTABLISHING A SPEED LIMIT FOR A PORTION OF CANAL BOULEVARD/MADISON AVENUE

General City Management

Item 3a – Resolution
Presented by – Erin Wells, City Administrator
Chris Trusty, City Engineer/Public Works Director

7

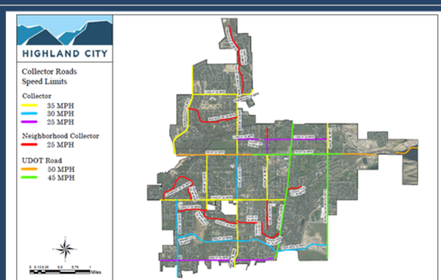
Background

- Last year, Highland City implemented a Traffic Calming Plan to provide opportunity for residents to submit requests to the City to study traffic areas they were concerned with.
- Data was collected for the west section of Canal Blvd/ Madison between Feb 5 to Feb 12 at 6630 and 6670 West to evaluate current traffic patterns

8

Speed Limit Map

Canal Blvd is currently designated as a 30 MPH roadway



9

Steps Taken

Since February 4, staff has taken the following steps:

- Ordered additional "Cross Traffic Does Not Stop" signs
- Reviewed sight triangle distance; staff is working with home owners to remove impediments
- Collected speed and traffic data
- Collected accident reports for 10400 and 9600 North along with speed and traffic data

10

Snapshot of existing traffic patters

	Canal Blvd West	10400 North	9600 North
Speed Limit	30 MPH	35 MPH	25 MPH
Average Speed	30.5 MPH (0.5 over)	36.2 MPH (1.2 over)	31.2 MPH (6.2 over)
85th % speed	35.5 MPH (18% over)	40.0 MPH (14% over)	36.0 MPH (44% over)
% trips > 10 mph over	3.6%	3.0%	20%
# daily trips	1,154	4,161	1,771
# accidents	5 (54 total)	47	10
# residential accesses*	11.5	31	80
# schools	0	2	0
length	1 mile	2.3 miles	2.3 miles

*Multiple or circular driveway accesses were just counted as a single residential access. Secondary accesses were not included.

11

Future Steps

- Install Rectangular Rapid Flashing Beacon (RRFB) at Mitchell Hollow Trail
- Collect additional speed and traffic data on Canal Blvd between Alpine Hwy and North County Blvd
- Provide Council with a list of appropriate active and passive measures that would provide the desired results
- Generate engineering estimates for possible measures to be included in city budget discussions

12

Motion to Reconsider

I move that the City Council direct staff to complete the data gathering process and bring a recommendation for appropriate traffic-calming methods along Canal Boulevard back to Council for further consideration by April 2025.

13

Motion to Approve

I move that City Council approve the Resolution Establishing a Speed Limit for a Portion of Canal Boulevard/Madison Avenue and authorize staff to take any additional steps needed to encourage drivers to follow the lowered speed limit. (Council may add additional findings to the resolution to further define their policy on speed limits as they feel appropriate.)

14

HIGHLAND CITY

FIRE STATION DRIVEWAY RECONSTRUCTION BID AWARD

General City Management

Item 3b – Action
Presented by – Chris Trusty, City Engineer/Public Works Director

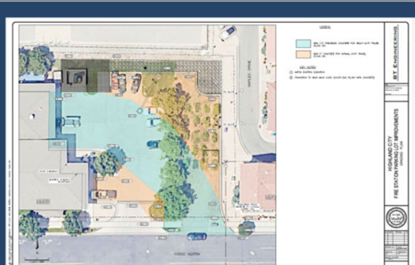
15

Background

- The existing concrete parking lot/ driveway has experienced significant failures and needs repair or replacement
- Highland has budgeted money to replace and expand the parking lot and driveway to provide a wider turning radius for fire apparatus
- City solicited proposals for this project with an estimated costs of $340,000

16

Site Layout



17

Proposals

- The low bid for this project was from Concrete Concrete in the amount of $222,382
- Typically a 10% contingency is added to the bid
- Total award is up to $244,620.20

18

Motion to Approve

I move that City Council approve the bid award to Concrete Concrete in the amount up to $244,620.20.

19

COUNCIL MEETING TIME AND STRUCTURE *General City Management*

Item 3c – Ordinance
Presented by – Rob Patterson, City Attorney/Planning & Zoning Administrator

20

Background

- Feb 4 – Council discussion item on meeting time; indicated that there was majority support to change the normal meeting time from 7 pm to 6 pm, and asked that an agenda item encompassing that change and related issues be brought back

21

Meeting Time Change

- Ordinance changes the meeting time for future meetings to 6 pm
- When should the ordinance take effect?
  - Immediately – March 4?
  - Later?

22

Other Meeting Structure Questions

- Work sessions - Currently held at 6 pm
  - 5 pm? (causes some issues with normal city office hours)
  - 6 pm (beginning of normal meeting) with hard cut-off for regular meeting to begin at 7 pm?
  - Another day (2nd Tuesday, ad hoc)
- Set time limits for agenda items?
  - Requires more motions to extend item discussion
  - May impact flexibility to allow public comments

23

Other Meeting Structure Questions

- Set specific times for public input?
  - Unscheduled public appearances always at 6:30
  - Public hearings always beginning at 7:30 pm
- Setting specific times for public input may interrupt flow of meeting (interrupt item discussion)
- Requires public to provide feedback on item that has not been presented by staff, limiting public's ability to respond to staff/council

24

Motion to Approve

I move that City Council adopt the ordinance amending the 2025 Council meeting schedule with the stipulation that the amendment should take effect [immediately OR for the first meeting in (month)].

- Council may also include in motion directions to staff on other meeting structure issues

25

HIGHLAND CITY

FARMERS MARKET CONTRACT APPROVAL *General City Management*

Item 4a – Expedited
Presented by – Rob Patterson, City Attorney/Planning & Zoning Administrator

26

Proposed Contract

- Contract with Good4Life Markets LLC/Denise Christiansen (instead of Highland Farmers Market, LLC/Heather Heras)
- Contract similar to 2024 with changes for flexilbity
  - Removed specific fee schedule
  - Removed requirement for monthly financial reports, but allow Council to request reports
  - Allow park superintendent to approve adjustments to market site layout

27

Motion to Approve

I move that City Council approve the Memorandum of Understanding for the Highland Farmers Market with Good4Life Markets, LLC.

28

HIGHLAND CITY

2025 CENTRAL UTAH WATER CONSERVANCY DISTRICT ASSESSMENT *General City Management*

Item 4b – Expedited
Presented by – Chris Trusty, City Engineer/Public Works Director

29

Motion to Approve

I move that the City Council approve the payment of the 2025 CUWCD Assessment.

30

CITY COMMITTEES
General City Management

Item 5a – Discussion
Presented by – Rob Patterson, City Attorney

31

Committees – Per City Code

- Members appointed by mayor with advice and consent of Council
- Required to provide notice of meetings and keep minutes – treated by staff as public body subject to OPMA
- Limited scope – supposed to be advisory/research or implementation of policy

32

Committees – Per City Code

- Planning Commission (muni vs dev code)
- Development Review Committee (muni vs dev code)
- Library Board
- Arts Council (term limits)
- Parks, Trails, and Tree Commission (not existing?)
- Fling (prior ordinance, but now ad hoc?)
- Historical Society (ad hoc – but long time)
- Emergency Preparedness Committee (ad hoc)

33

GOLF CART ORDINANCE RESEARCH

Item 6a – Communication
Presented by – Ron Campbell, Council Member
Brian Gwilliam, Police Chief

34

PURCHASING POLICY

Item 6b – Communication
Presented by – David Mortensen, Finance Director
Erin Wells, City Administrator

35

Purchasing Approval Limits

- Up to $1,000 = Department Head Verbal Approval
- $1,001 to $2,500 = Department Head Approval in Caselle
- $2,501 to $25,000 = City Admin Approval in Caselle
- Over $25,000 = City Council Approval

36

Items Brought to Council – Historical Inconsistencies

- "Routine" in nature: water share assessments, fertilizer order, monthly TSSD payments, Waste Management payments, Lone Peak District, etc.
- Already part of the approved budget
- Payments on contracts previously approved by Council
- Time constraints due to heavy Council meeting agendas.
- Timeliness of invoices

37

Possible Amendment Options

- Put items on expedited (be prepared for more items)
- Put list on consent, so long as it's in the budget
- Increase purchasing approval limits
- Establish higher approval limit for capital and/or public work type items only
- Require Council approval only if item will require a budget adjustment
- Other ideas?

38

HIGHLAND CITY

COMMUNITY DEVELOPMENT UPDATE

Item 6c – Communication
Presented by – Jay Baughman, Assistant City Administrator/Community Development Director
Rob Patterson, City Attorney/Planning & Zoning Administrator

39

Upcoming Project

- Departments > Current Projects
- https://www.highlandut.gov/229/Current-Projects
- Pantos Subdivision (across from Buhlers) preliminary plat approval Feb 25, 2025, PC meeting
  - 7 lot, R-1-40 subdivision with parkway detail on 10400 N

40

Land Use Table Example

Use	A	R-E	R-1	R-1A	R-2	R-2A	R-M	P/S	C	C-N	I
Agricultural/Animal											
Ag Implement Sales and Service	C	NP	NP	NP	NP	NP	NP	NP	C	NP	C
Agricultural Production	P	P	P	P	P	P	P	P	C	C	C
Animal Crematorium	NP	NP	NP	NP	NP	NP	NP	NP	C	NP	C
Arboretum/Nature Center	C	C	C	C	C	C	C	C	C	C	C
Farmers' Market	C	C	C	C	NP	NP	C	C	C	C	C
Floral Shop	C	C	C	C	NP	NP	P	NP	P	P	P
Garden Center/Nursery	C	C	NP	NP	NP	NP	NP	NP	C	P	C
Pet Services	NP	NP	NP	NP	NP	NP	NP	NP	C	C	C
Veterinary Clinic, Large Animal	C	NP	NP	NP	NP	NP	C	NP	C	NP	C
Veterinary Clinic, Small Animal	C	NP	NP	NP	NP	NP	C	NP	C	C	C
Use	**A**	**R-E**	**R-1**	**R-1A**	**R-2**	**R-2A**	**R-M**	**P/S**	**C**	**C-N**	**I**
Public, Institutional, and Civic Uses											
Bus/Transit Terminal	NP	NP	NP	NP	NP	NP	C	P	C	C	C
Cemetery	C	C	C	C	C	C	C	C	NP	C	NP
Church/Places of Worship	C	C	C	C	C	C	C	C	C	C	C
Club/Service Organization/Lodge	NP	NP	NP	NP	NP	NP	C	C	C	NP	C
College/University	C	NP	NP	NP	NP	NP	C	P	C	C	C
Government Services	C	NP	NP	NP	NP	NP	P	P	P	NP	P
Hospital	NP	NP	NP	NP	NP	NP	C	NP	C	NP	C

41

Highland Uses

	TOWN CENTER ZONE, BY DISTRICT			
	Commercial Retail	TC MU Residential	TC Flex Use	TC Civic
LAND USE				
TOWN CENTER GROUND FLOOR USES				
1 Story Retail	P	C	C	P
2 Story Retail	P	P	P	P
Flex Use Retail	NP	P	P	NP
Convenience, gasoline or similar	P	NP	NP	NP
Food; bakery	P	P	P	NP
Food; doughnut shop, candy store	P	P	P	NP
Food; grocery store, organic foods	P	P	P	NP
Food; ice cream, yogurt parlor	P	P	P	NP
Food; nut or cheese store	P	P	P	NP
Food; good and beverage retail stores	P	P	P	NP
Food; meat markets	P	P	P	NP
Medical; doctor's office, dentist	*P	P	P	NP
Medical; hearing center and sales	*P	P	P	NP
Medical; optometrist, eye products	*P	P	P	NP
Medical; physical therapy, pharmacy	*P	P	P	NP
Medical; psychologist, psychiatrist	*P	P	P	NP
Office; architect, engineer, surveyor	*P	P	P	NP
Office; attorney	*P	P	P	NP
Office; certified public accountant	*P	P	P	NP
Office; computer software engineer/developer	*P	P	P	NP
Office; Insurance (not claim adjusters)	*P	P	P	NP
Office; real estate, mortgage, title, or similar	*P	P	P	NP

42

Highland Uses – "Financial Institutions"

- R-P: Financial Institutions
- P-O: Financial or legal offices consisting of but not limited to: banks, insurance offices, and law or accounting offices.
- C-1: Financial institutions, excluding non-charted financial institutions
- CR: Banks or credit unions (not to exceed 10% of the total area of a contiguous zone or master planned commercial center).

43

Priorities

- General Plan with continued PC/CC workshops
- Land Use Table
  - Correlate and define all use categories to be same across zones
  - Assign permitted, conditionally permitted, prohibited uses per zone for all use categories
  - Continue work now in tandem with general plan or wait until general plan is complete and then reassess uses within different zones?

44

General Plan

45

HIGHLAND CITY

LEGISLATIVE UPDATE

Item 6d – Communication
Presented by – Kurt Ostler, Mayor
Ron Campbell, Council Member
Kim Rodela, Council Member

46

HIGHLAND CITY

SCHOOL DISTRICT UPDATE

Item 6e – Communication
Presented by – Kurt Ostler, Mayor

47

HIGHLAND CITY

FUTURE MEETINGS

- February 25, Lone Peak Public Safety District Meeting, 7:30 am, City Hall
- February 25, Planning Commission Meeting, 7:00 pm, City Hall
- March 4, City Council Meeting, 7:00 pm, City Hall
- March 6, Cell Tower Neighborhood Meeting, 6:00 pm, City Hall
- March 12, Lone Peak Public Safety District Meeting, 7:30 am, City Hall
- March 18, City Council Meeting, 7:00 pm, City Hall
- March 25, Planning Commission Meeting, 7:00 pm, City Hall

48