



HIGHLAND CITY COUNCIL MINUTES

Tuesday, April 15, 2025

Approved May 20, 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 Kim Rodela

Pledge of Allegiance: Brittney P. Bills

The meeting was called to order by Mayor Kurt Ostler as a regular session at 7:01 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 Kim Rodela and those in attendance were led in the Pledge of Allegiance by Council Member Brittney P. Bills.

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, City Attorney/Planning & Zoning Administrator Rob Patterson, City Recorder Stephannie Cottle, Finance Director David Mortensen, Assistant Public Works Director Jeff Murdoch, Police Chief Brian Gwilliam, Fire Chief Brian Patten

OTHERS PRESENT: Jon Hart, Brad Jorgensen, Jeff Budge, Liz Rice, Mike & Tracy Brewer, Sarah Wirig, Wesley Warren, Robert Haslam, Kevin Pace, Camille Pace

1. UNSCHEDULED PUBLIC APPEARANCES

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

Liz Rice thanked the Fire Department for sending a fire truck to a three-year old's birthday party recently; the two fire fighters that brought the truck to the party were awesome. She then noted she had an interesting situation with a cell tower recently; she has been a customer of AT&T since about 2008 or 2010 but has not had good reception for the past two years. She spoke with AT&T customer service for about four hours and during that call they pinged different cell towers from her phone, and they told her that it looks as if she most commonly pings off a tower in Lehi, even though there are two towers in Highland. She stated she did not know there were two towers in Highland so she asked for information on their location, and they told her that one was down, but should have

been operational last Saturday, but it never was. Another was supposed to be operational by the end of April. She is very curious as to what obligations these companies have; it does not seem right that if one of their towers is not operational, the solution is to install another one. She is going to leave AT&T and move to T-Mobile, but she does not understand why they are not obligated to make their towers operational if they sit on City property. She then stated the Mayor asked a really good question at the most recent work session regarding the General Plan update and she wanted to address it; when she left the Planning Commission, Canal Boulevard was designed to be a main artery and that is why there are no driveways along the road. There is now one driveway on the road, but she does not know if it was permitted. Another road, 1100 North in American Fork, was supposed to extend all the way to Interstate-15, but that was changed because there are too many driveways and homes on that road. However, that is why 1100 North is wider, and there is a junior high located on that roadway.

Tracy Brewer stated she lives in the Windsor Park Subdivision, and she is having issues with trees on the west side of her property. There are some large elm trees that were growing along the Murdock Canal that runs along the back of her yard and she has submitted some work orders to the City to have them maintained or removed. She saw some work being done in Windsor Park and she thought maybe the workers could come take care of the trees she is concerned about; she is worried they may fall into her yard and cause some damage. Mayor Ostler stated that this situation came up on a recent discussion with Administration; he asked City Administrator Wells for an update. Ms. Wells stated that another of Ms. Brewers' neighbors also reached out about trees along their property line. The City agreed that most of the trees in the area are dead because the Canal no longer has water running in it. The City is working to obtain a bid from a landscaping company that can remove the trees because it is too big a job for City staff to handle.

2. PRESENTATIONS

a. **Provo River Water Users Project Update** *Jeff Murdoch, Assistant Public Works Director*

Provo River Water Users Association is one of the irrigation companies that supply Highland water.

Brad Jorgensen, a representative from Provo River, will give a presentation on their current projects.

Brad Jorgensen and Jeff Budge, Provo River Water Users, provided a presentation regarding the Deer Creek intake project, or reservoir. Mr. Jorgensen provided a [video](#) with information about the project, after which he and Mr. Budge engaged in discussion with the Mayor and Council regarding the project cost, funding sources, the manner in which the intake pipes function, the final destination of water that drains through the pipes, shareholders in the Association, and the impact the project has had on the share assessment costs. Mayor Ostler stated that in future communications from the Association to the City, it would be helpful to understand the direct benefit each project has on the City; it appears that some projects benefit the entire District, but other smaller projects only benefit certain areas of the District, and he wondered if assessments should be increased for all shareholders if a project only benefits a certain area. Mr. Budge stated there is just one large budget for the Association and all shareholders share equally in the cost of project; most projects costs are distributed based upon share ownership, but there is a separate assessment for the Provo Reservoir Aquaduct to separate some shareholders that derive no benefit from projects on the Aquaduct and reduce the financial impact on those individuals. This led to continued high level discussion of the availability of water through the Association, how shareholder costs are calculated, and the urgency behind the need to protect the Great Salt Lake. Mayor Ostler thanked Mr. Jorgensen and Mr. Budge for the information provided tonight and for their continued partnership with the City.

3. 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** *Stephannie Cottle, City Recorder*

March 4, 2025

b. **Approval of Meeting Minutes** *Stephannie Cottle, City Recorder*

April 1, 2025 Site Tour

- c. **Approval or Ratification of Large Purchases** *General City Management*
David Mortensen, Finance Director
- d. **ACTION: Metropolitan Planning Organization (MPO) Board Alternate and Technical Advisory Committee (TAC) Representative Appointments** *General City Management*
Stephannie Cottle, City Recorder, Kurt Ostler, Mayor
The City Council will consider appointing an MPO Board Alternative and MPO TAC representative.

Mayor Ostler asked to pull item 3d from the consent agenda.

Council Member Doug Cortney asked to pull item 3a from the consent agenda.

Council Member Kim Rodela MOVED that the City Council approve consent item 3b, meeting minutes from April 1, 2025, and 3c, Approval or Ratification of Large Purchases.

Council Member Doug Cortney SECONDED the motion.

Council Member Smith asked for a brief explanation of the large purchases the Council is approving under item 3c. Finance Director Mortensen explained the City's purchasing policy indicates that any expense exceeding \$25,000 should be presented to the Council for approval or ratification; he would like to modify that policy, but it will take some time to research policies of other agencies to compare with. He referenced a list of expenditures exceeding \$25,000 that was included in the packet for the meeting. Mayor Ostler added that the items on the list were included in the approved budget. Mr. Mortensen stated that is correct and added that there is also an agreement for many of the purchases, so this is the third time the Council has seen the items.

The vote was recorded as follows:

<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion carried 5:0

3a:

Council Member Cortney stated he sent an email to City Recorder Cottle regarding the need for a single correction the March 4, 2025 minutes; at the top of page nine of the minutes, the draft minutes state that Manuel Bueno said "on the area north of the church that was marked as open space." Council Member Cortney stated he checked the video recording of the meeting and what Mr. Bueno said was "north of the buildings there to the church which now just says 'open space'." He proposed to strike the words "north of the church" and replace them with the words "immediately south of the church."

Council Member Doug Cortney MOVED to approve the meeting minutes from March 4, 2025, as amended.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>

<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion carried 5:0

3d:

City Administrator Wells stated she asked Mayor Ostler to pull this item from the consent agenda because in talking with staff, they realized a better way to handle this matter would be to appoint positions rather than individuals. The suggested motion would be to appoint the Mayor Pro Tempore as the Highland City MPO Board alternate and the City Engineer as the Highland City TAC representative. Mayor Ostler noted that oftentimes, when the appointed representative is not able to attend a MPO or TAC meeting, an alternate member attends in their place, but there have been questions about whether that alternate is able to vote on items presented to the Board. This action will help to ensure that the City has alternate members that can vote on items handled by these Boards.

Council Member Kim Rodela MOVED that the City Council appoint the Mayor Pro Tem, as the Highland City MPO Board Alternate, and the City Engineer, as the Highland City TAC representative.

Council Member Ron Campbell SECONDED the motion.

Council Member Cortney addressed City Attorney Patterson and asked if it would be appropriate to handle this appointment via a resolution rather than a simple motion. He added that he is not sure the suggested motion accomplishes the desire of the Mayor and Ms. Wells; it seems as if the Council is appointing individuals rather than positions. Mr. Patterson stated that the matter could be handled by a resolution, but that is a policy decision for the Council and would be based upon how formal they want the action to be. He feels a simple motion is adequate. He added that the suggested motion could be interpreted as appointing a position, or an individual, depending on the reader. However, the previous motion included mention of a person's name, along with the position title, so when that person was no longer serving as the Mayor Pro Tempore, the question was if the new Mayor Pro Tempore could still participate. He feels removal of the names from the motion is appropriate and will meet the needs of the City.

Council Member Cortney asked if any member of the Council would object to adding language to the motion to indicate that the Mayor Pro Tempore and City Engineer are appointed as an ex-officio in order to be clear that the intent is for the appointment to be ongoing regardless of the individual that is serving in that role. Mayor Ostler asked Mr. Patterson to define the term 'ex-officio'. Mr. Patterson stated it is a legal term denoting or relating to a member of a body who holds the role as a result of their status or another position that they hold.

Council Members Rodela and Campbell consented to add the term 'ex-officio' to the motion regarding the appointments.

Council Member Kim Rodela MOVED that the City Council appoint the Mayor Pro Tem, as the Highland City MPO Board Alternate, as an ex officio role, and the City Engineer, as the Highland City TAC representative, as an ex officio role.

Council Member Ron Campbell SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>

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

The motion carried 5:0

4. ACTION ITEMS

a. ORDINANCE: PO Zone Text Amendment Land Use (Legislative)

Rob Patterson, City Attorney/Planning & Zoning Administrator

The City Council will consider a request from Patterson Homes for a text amendment to the Professional Office zoning code.

City Attorney/Planning & Zoning Administrator Patterson explained on March 4, 2025, the City Council considered the text amendment application and the Commission's recommendation. After receiving feedback from the public and hearing from the applicant, the Council discussed whether to retain the one-story limitation for the buildings fronting on the east side of Highland Boulevard and whether other regulations regarding roof design or height should be imposed. The Council decided that it would like additional review by the Planning Commission and voted to send the item back to the Planning Commission to address specific questions the Council had. Mr. Patterson provided background information regarding the adoption and changes to the PO Zone, after which he noted the Planning Commission again considered the PO text amendment application along with the questions asked by the Council. They did not provide specific recommendations regarding Council's questions and, instead, the Commission voted to continue the item, with the direction that staff take the lead in revising the PO zone, rather than adopting the applicant's proposal. The Commission indicated that they would like to update the building design and aesthetic regulations to more clearly and directly address allowed building design, massing, and height to increase flexibility but maintain PO zone intent and goals. He discussed options available to the Council tonight; since the Commission did not directly revise their prior recommendation but clearly indicated that they wanted to do additional work on the PO zone, text amendment application remains live. He asked if the Council wants to update the PO zone overall, or if they want to work within the text amendment application that has been submitted, or if they would like staff to address this as a staff-proposed amendment. If the Council agrees that additional work is required before amendments to the PO zone are adopted, and that staff should be proposing potential amendments rather than trying to work within what has been proposed by the applicant, then the Council may deny the application.

Mayor Ostler indicated that most commercial developers prefer zoning of a property to be clearly defined so they understand the parameters they are working within. However, given the condition of the City's current PO zone, each time Patterson Development attempts to build a new building, they must discuss each building individually with the City. This gives more opportunity for public input, but it can create some difficulty for the developer. If the zoning ordinance is updated, the developer will have clear expectations and direction, but if it is kept as it is, a new application will be required for each building, and this may cause the developer to pull back and halt the progress in their project area. Council Member Smith stated he understands the current process is tedious, but when the PO zone was initially created and property on the west side of the City was identified as being suitable for the zoning, a lot of thought went into the architecture for the area, given it was at the City's entrance. The preference was for architecture to be residential in nature. Problems started occurring when the PO zone was also assigned to property across from Lone Peak High School and architecture in that area was changed with no discussion. He stated Patterson Development has made wonderful additions to the City, but the inconsistency in architecture over the years has upset residents living around the project area. He wondered if different versions of a PO zone could be applied to different areas of the City based upon existing architecture in the surrounding area. He acknowledged that architecture has evolved over the years, and the result is an eclectic mix of architectural types, but decisions should be made about what is desired in the City. Mr. Patterson stated that different zoning classifications can be created and assigned to properties as the Council deems appropriate; doing so would actually solve some outstanding issues and provide for some consistency. He stated that the current application from Patterson is a 'band-aid' in terms of problems existing in the PO zone, but there

are other options the Council can consider to correct the zoning problems.

The Mayor and Council debated the options available to them tonight and concluded it would be most appropriate to deny the application and refer the item to staff for a formal recommendation to amend the PO zone.

Council Member Doug Cortney MOVED that the City Council accept the following findings and deny the code amendment for the PO zone as applied for by Patterson Homes and direct staff to draft code changes for the PO Zone as recommended by the Planning Commission.

- 1. The PO Zone needs to be amended to ensure the zone functions as intended for all property in the zone and the zone regulations are understood and applied by staff, the owners of property within the zone, and other affected property owners and stakeholders.*
- 2. To accomplish this, Council finds that it would better serve the public interest for the City to lead and direct the amendment process, because that will allow the City to more directly gather input from stakeholders and propose amendments that meet the City's needs, reflect the intent of the PO zone, and account for stakeholder input.*

Council Member Scott L. Smith SECONDED the motion.

Council Member Cortney stated that he appreciates the work that Patterson Development has done and he anticipates that they will be involved in the discussions of amendments to the PO zone moving forward.

The vote was recorded as follows:

<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion carried 5:0

b. ACTION: Fast Cast Voting Option General City Management

Stephannie Cottle, City Recorder

The City Council will consider an option proposed by Utah County Elections to offer Fast Cast Voting at Highland City Hall during Early Voting.

City Recorder Cottle explained on Monday, March 24, 2025, Aaron Davidson, Utah County Clerk, emailed City Recorders in Utah County regarding implementing Fast Cast Voting during Early Voting at each municipality during the 2025 Municipal Election. The following are excerpts from his email describing the proposal. "During the municipal elections this year, Utah County Elections Division would like to expand Early Voting opportunities by incorporating the Fast Cast Voting method at each municipality that would like to participate. To accomplish this, we would like to give each municipality the option to accept Fast Cast ballots Monday through Thursday the week before election day in their city centers during normal operating hours. Each municipality could elect to have this method available all four days or any portion of the four days, it's your election and you can decide. We are hoping this will increase voter participation and improve the percentage of ballots that are accepted, because these ballots will not be put through the signature verification process and therefore avoid the cure process. Fast Cast Voting is a method that was introduced in Utah County last year and works as follows:

1. Utah County Elections mails a ballot out to every active voter.

2. The voter fills out their ballot, puts it in their ballot envelope, seals it, and signs it.
3. The voter returns the ballot to a voting center (which would be your city office), presents their ID, and signs a poll pad.
4. The poll worker stamps their envelope with a designated stamp, signifying that the voter presented their ID and was verified as a valid voter.
5. The ballot is dropped in the ballot box at that voting location.
6. Ballots are picked up, returned to the ballot processing center, verified that the voter did not vote by some other method, opened, and counted.

Since the voter presented ID when the ballot was returned, signature verification does not need to be performed and 100 percent of the Fast Cast ballots are accepted, opened, and counted with no further verification needed.

Early Voting at City Centers:

1. Each city would have two or more employees deputized to work as poll workers.
2. Each city would be provided with a poll pad and training. The larger cities could request additional poll pads.
3. Voters would bring in their ballot inside their ballot envelope.
4. The voter would present their ID to verify they are a valid voter.
5. The voter would sign the poll pad.
6. The poll worker would stamp the ballot envelope in a designated area.
7. The voter would place the ballot in the teal-colored canvass ballot bag that we will provide you with.

This process will only be able to accept those ballots that comply with the Fast Cast Voting method. All other voters that attempt to return or cast a ballot that doesn't comply with the requirements of this method will be directed to the County Elections office for early voting assistance. Utah County Elections will have teams of two picking up the ballots as needed throughout the week. We will arrange to have the poll pads and remaining ballots picked up or delivered on Thursday evening or Friday morning. Our intention is to have each city pay for their own employees to perform this task. We could hire and pay your employees as poll workers, but we would then have to incur that cost, gather the charges, and redistribute those charges back to the city through the inter-local agreement charges."

While this does allow additional early voting access to residents, staff has the following concerns about participating in the Fast Cast option during the Early Voting period.

1. Ballot Security. Utah County Elections will pick up the ballots as needed throughout the week. This means that Highland City would need to have a secure place to store these ballots, possibly for 2-3 days at a time.
2. Perception. Highland City staff accepting ballots for our municipal election may create a perception with voters that City staff have the ability to influence the outcome of the election.
3. Staff Time. It may take a considerable amount of employee time for training and administering the Fast Cast voting during Early Voting.

Ms. Cottle concluded other cities have expressed similar concerns and are currently working with their City Councils to make a final decision. To date, she has not heard of a City who is supportive of this option.

Council Member Rodela stated she does not feel that too much discussion of this matter is needed based upon the concerns raised by City staff and other cities.

Council Member Smith inquired as to the catalyst for this recommendation from the County; he wondered if the County was attempting to save time for their staff and to allow a hybrid form of voting for people who want to

vote in person versus by mail. Ms. Cottle stated she believes the County was working to provide another option for voters to submit their ballot during the early voting period. Due to the voter turnout in the last election, which was a presidential election, some voting lines were long and offering this option during early voting would potentially reduce wait times. She stated she can see the reason for the recommendation, but the cons outweigh the pros in her mind.

Council Member Kim Rodela MOVED that the City Council deny the Fast Cast option for Early Voting at Highland City during the 2025 Municipal Elections.

Council Member Doug Cortney SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion carried 5:0

c. ACTION: Mitchell Hollow Trail Design Change Order General City Management

Chris Trusty, City Engineer/Public Works Director

The City Council will consider a change order for the Mitchell Hollow Trail design for Consor Engineers.

Assistant Public Works Director Murdoch explained on June 4, 2024, Council approved an award to Consor for the design of the Mitchell Hollow Trail. The FY2025 budget includes funding for this trail as previously approved by Council. While the original plan was to construct the trail to the Utah County equestrian park, one property owner on 9600 North has decided not to sell the property that would be the final connection. As eminent domain is not allowed for trails, the City does not have the ability to force the property owner to sell. Thus, for the time being, the trail will end at 9600 North. As design began for this project, several challenges became evident due to the relatively narrow trail corridor coupled with the topography within the corridor. The change order includes costs not included in the original scope. These scope changes include additional right of way work to provide additional slope easements to reduce the amount of retaining walls needed. The scope change also includes retaining wall design and a geotechnical exploration not included in the original scope. Lastly, additional design for the rapid flashing beacon signals at the trail crossings at Canal Boulevard and 9600 North were added to the project. While the design costs will increase, the construction costs will decrease as the originally planned trail length is shorter. As such, the change order does not change the funding the City will be required to expend, and we still expect this project to fall within the outlined budget. The \$49,275 change order brings the total costs for the design to \$189,170 which is 7.5 percent of the total project costs. This is within the typical range for design on this type of project. Funding for this project is included in GL 40-40-76, Trails, within the Parks Capital Fund for the FY2025 budget. Staff recommends approving a change order in the amount of \$49,275 for additional design services related to the Mitchell Hollow Trail.

Mayor Ostler asked if any of the increased costs are related to fixing damage or problems caused by residents living along the trail. Mr. Murdoch answered no; the trail was redesigned to navigate around problematic residential areas. Mayor Ostler asked if the increased cost will be funded with MAG funds or if the City will need to pay the increase with no assistance. Mr. Murdoch stated that the cost can be rolled into the MAG budget for the project.

Council Member Campbell asked if the project budget includes a 10 percent contingency, to which Mr. Murdoch answered yes.

Council Member Smith stated it is his understanding the trail ends at 9600 North because the City was not able to secure permission to cross a residential property in that area; he asked how long the trail will be in total. Mr. Murdoch highlighted the trail route and identified the point at which the new section will connect to a current dead-end point on the trail, and where the new section will end. Council Member Smith stated he is interested in the total length given the \$2.5 million cost to build a trail. Mr. Murdoch stated the overall length is under a mile in length. City Administrator Wells stated the City's share of that cost is about \$170,000, but she acknowledged that the cost is high, and the project is funded with taxpayer dollars. Council Member Smith stated trails are very important, but that same amount of money could have been used to fix roadways. Ms. Wells stated she believes the total price includes securing easements and purchasing properties needed for the project. Robert Haslam, representing Consor, highlighted slope easements that were obtained for the project, which will save about \$400,000 that would have been spent to build retaining walls along the trail corridor. There will also be boardwalks built over the wetlands, and this has increased the cost as well. He briefly discussed the scope of work for the boardwalk construction. Council Member Smith reiterated he is amazed by the total cost to build this section of trail.

Mayor Ostler invited public input on the matter.

Camille Pace stated she wished to discuss the changes to the trail where it runs along her property; it was originally designed to run into the Beebe's cul-de-sac, but now it will be moved to the back of her property and the property that her in-laws live on. She stated she has three young children that play in her backyard and the changes that have been made will create a safety concern for her family. She is requesting that the City fence her side of the Mitchell Hollow Trail, just as is being done for the Beebe's. She understands the City will fence all or part of the Beebe property and would like the same consideration on her property in order to protect her children.

Mayor Ostler asked Ms. Pace to identify her home on the map of the project area, which she did. Mayor Ostler asked Mr. Murdoch to discuss what caused the shift in the trail location to run along the Pace property. Mr. Murdoch stated that the trail was originally built to bend into and along the cul-de-sac mentioned by Ms. Pace, but there were negotiations with the Beebe's to realign the trail straight out to 9600 North, but still on their property.

Kevin Pace stated that Camille is his daughter-in-law, and her children are his grandchildren. He stated that he moved to his home in 1983, which predates the time when Vern Hancock provided the City with the right-of-way for the trail system. Others that moved to the area did so after the trail system was planned so they knew there would be a trail along their property. Now that the trail is being put into place, and the design has been changed, the trail will run contiguous to his property line and his son's property line and there is nothing to prevent anyone from coming onto their property and snatching one of the young children. This is a safety issue that was not planned for, and he is quite concerned about it. He asked that the City address and mitigate that safety concern. The City never asked his opinion about the redesign; he is in favor of the trail system, which will run along a unique piece of real estate in the community. It will be used heavily because of its location and the fact that it traverses through Mitchell Hollow; it will be one of the best trails in the flatlands, but it still presents a safety concern. He is also asking for fencing along the properties that abut the trail.

Mayor Ostler addressed Mr. Murdoch and asked why the City has included fencing along some properties, but not others. Mr. Murdoch identified the Beebe and Tejamulias properties along the trail; these two property owners own the majority of the land that runs along the east side of the trail and the fence was proposed along their properties because they have animals and livestock in the area and it is necessary to keep those animals off the trail. These two property owners also signed slope easement agreements and asked for fencing to be installed in return.

Mr. Haslam expounded further on the conditions that were the impetus for the fence redesign; all existing property fences on the west side will be maintained, but any impacted fences will be replaced. The intention is not to have an open trail behind anyone's property. This led to high level review of the trail alignment by the Mayor and Council, with the assistance of Mr. Haslam and Mr. Murdoch, the location of existing fences, and any work to be done along the Pace properties. Mr. Haslam stated the area is currently fenced and it may be that the Paces are concerned that their existing fence will be removed and not replaced. He stated that any fences that are impacted by the project will be replaced. Mayor Ostler asked Mr. Pace if that addresses his concerns. Mr. Pace stated that the existing fence is a dilapidated farm fence that does not provide security for the property. He identified the alignment of the existing fence for the benefit of the Mayor and Council. City Attorney Patterson stated that some fences straddle the property line and will be impacted by the project; in those cases, the fences will be replaced, but if the Pace fence will not be disturbed, the plans do not include replacement of the fence. Mr. Haslam stated that he will defer to the City to make the decision on the Pace fence; he is willing to visit the site again and evaluate the specific conditions for the Pace property and their fence. Mr. Murdoch stated that he and City Engineer Trusty will participate in the site visit with Mr. Haslam as well and see what needs to be done.

Council Member Smith inquired as to the materials the trail will be constructed of, and the width. Mr. Haslam stated the easement is 20 feet, but the actual trail will be 12 feet, and it will be constructed of asphalt. The trail will be City owned and maintained. The boardwalk is built of a concrete material and the maintenance requirements of that material are less than for asphalt.

Council Member Bills stated that if the decision is made to improve or replace the fence along the Pace property, it is important to document who owns the fence and is responsible for its maintenance going forward. Mayor Ostler stated it is important for the Paces to understand that once the trail exists, there is an ordinance that requires specific types of fencing along the corridor. If the Paces do not want to adhere to those requirements, they can install a different type of fence before the trail is constructed.

Council Member Kim Rodela MOVED that the City Council APPROVE a change order with Consor for the Mitchell Hollow Trail design in an amount of \$49,275 bringing the total costs to \$189,170.

Liz Rice stated she did not know anything about this project; if the trail ends on 9600 North, there will be cars parked along the street because users will access the trail at that spot. She suggested the installation of no parking signs or red paint for the curbs to prohibit people from parking there because of safety concerns associated with the speed of traffic using 9600 North.

Council Member Ron Campbell SECONDED the motion.

Council Member Smith stated that Ms. Rice's point is important, and he suggested that it be discussed and considered as part of the design of the project. Oftentimes the City builds things without consideration of parking or restroom facilities and that should be addressed. Council Member Cortney agreed but suggested it should be handled separately from the change order that has been presented tonight. He then stated he has a different question; the original contract amount was \$153,885 and the additional \$49,275 for the change order brings the project cost to \$189,170 and he asked if the \$13,000 discrepancy is related to the section of fence that is no longer going to be constructed. Mr. Murdoch stated that could be a typographical error. Mr. Haslam noted he believes the motion language is correct and the error may have been in the original contract amount.

The vote was recorded as follows:

<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>

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

The motion carried 5:0

5. 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: 10050 Drainage Project General City Management

Chris Trusty, City Engineer/Public Works Director

The City Council will consider approving a bid award to Baker Construction for the 10050 North drainage project.

Assistant Public Works Director Murdoch explained on June 18, 2024, Council approved the FY2025 budget which includes the funding for storm drain maintenance projects in GL 54-40-41. This project will correct deficiencies in the storm drain system along 10050 North near 6690 West. We will be removing and replacing approximately 160 feet of curb gutter and asphalt and will be installing a new curb inlet and sump. City staff solicited bids for this project with the low bid being submitted by Baker Construction in the amount of \$52,066. The cost of this project is \$57,272.60. Funding for this expense is included in GL 54-40-41, System repair and maintenance within the FY25 budget. Staff recommends approval of the bid award to Baker Construction in the amount of up to \$57,272.60, which includes a 10 percent contingency.

Council Member Scott L. Smith MOVED that City Council award the bid for the 10050 Drainage Project to Baker Construction in an amount up to \$57,272.60.

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

b. RESOLUTION: Interlocal Agreement with Utah County for 2025 Elections General City Management

Stephannie Cottle, City Recorder

The City Council will consider adopting a resolution to enter into an Interlocal Agreement with Utah County to assist with the administration of the 2025 Municipal Elections.

City Recorder Cottle explained Highland City has contracted with Utah County to assist with municipal elections since 2017. This Interlocal Agreement with Utah County Elections has allowed Highland City to meet the requirements of the state code related to various aspects of election security, including ballot drop box security, dual custody of ballots, specialized equipment and poll workers on election day, signature verification, and tabulation. This year, Highland City elections will include the Mayoral Seat and two City Council seats. The candidate filing period is June 2 to 6, 2025, from 8:00 am to 5:00 pm (Monday – Friday). The Primary Election, if needed, will be Tuesday, August 12, 2025, and the General Election will be held on Tuesday, November 4, 2025. The Interlocal Agreement outlines the responsibilities of both Utah County and Highland City along with

estimated costs. The estimated cost is a "not to exceed" \$2.75 per voter, per election. Highland City currently has 13,282 registered voters. Based on the number of registered voters, the total estimated cost for both the Primary and General election is \$73,051. As a part of the election, the County will facilitate voting centers throughout the County. Staff has requested, and the County has agreed to use Highland City Hall as a polling location for both the Primary (if needed), and General elections. These vote centers will be no extra charge to Highland City. The interlocal agreement has been reviewed and approved as to form by the City Attorney. Staff recommends adopting the resolution and directing the Mayor to sign the Interlocal Agreement with Utah County to assist with the administration of the 2025 Municipal Elections.

Council Member Cortney stated it is important to note that when an individual declares their candidacy for office, they will also be required to submit a conflict-of-interest declaration, which was not previously a requirement for a candidate declaration. Ms. Cottle stated that is correct; the only exception is if an incumbent is running for re-election and they have a current form on file with the City.

Council Member Campbell inquired as to the origin of the cost per voter. Ms. Cottle stated that is based upon all fees charged by the County for election administration.

Council Member Bills stated most of the services the County provides are fairly self-explanatory and standard; however, for signature verification, she wondered if there is any requirement for a certain percentage of ballots that must be cured within a specific time frame. Ms. Cottle stated she is unsure if there is a standard for that element of the election administration; she does know the County does try to get signature verification issues cured as soon as possible in order for them to be counted.

Council Member Campbell stated that the filing period if June 2 through 6, but Highland City is not open on Fridays. Ms. Cottle stated that is correct, but she will be in the office that day to accept any declaration of candidacy filed.

Council Member Scott L. Smith MOVED that City Council adopt the resolution and direct the Mayor to sign the Interlocal Agreement with Utah County to assist with the administration of the 2025 Municipal Elections.

Council Member Ron Campbell SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion carried 5:0

6. DISCUSSION ITEMS

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

- a. ACTION: Grass Field Reservation Policy General City Management**
Erin Wells, City Administrator, Kurt Ostler, Mayor
After considering the current field reservation policy, the City Council will provide direction on any amendments that they may wish to see.

City Administrator Wells explained on February 7, 2017, Council approved Municipal Code 12.24.070 Organized Play On City Parks outlining the City's reservation policy for park usage for athletic purposes. She reviewed the

current grass field reservation policy (for soccer, lacrosse, football, etc.), which classifies fields based on parking lot, size, and restroom availability.

1. Community Field I – Practices, games, and clinics for all ages allowed
 - a. Parking lot must have 25 stalls per field
 - b. Useable open field area must be greater than or equal to 150' X 300'
 - c. Must have dedicated restrooms
2. Community Field II** – Practices for all ages allowed
 - a. Parking lot must have 15 stalls per field
 - b. Useable open field area must be greater than or equal to 100' X 200'
3. Community Field III** – Practices for 12-year-olds and younger allowed
 - a. Parking lot must have 15 stalls per field
 - b. Useable open field area must be greater than or equal to 100' X 200'
4. Neighborhood Park – Practices allowed depending on intended use.
 - a. Usage of field must be appropriate for a neighborhood park given the size and amenities available. Approval will depend on desired use time, nature of team, age group, and nature of use.

There appears to have been an error in the field sizing requirement for either Community Field II's or Community Field III's.** Per this policy, staff has designated the parks as follows:

Community Field I – Practices and games for all ages allowed

- Beacon Hills Lower
- Beacon Hills Upper
- Lone Peak East
- Lone Peak West
- Mitchell Hollow
- Wimbledon South

Community Field II – Practices for all ages allowed at Beacon Hills Lower. Beacon Hills Upper

- Canterbury PI
- Lone Peak East
- Lone Peak West
- Heritage Park
- Mitchell Hollow
- Wimbledon South

Community Field III – Practices for 12-year-olds and younger allowed

- Town Center

While Wimbledon is listed as a Community Field II, it is not currently being rented. For a variety of reasons, neighboring residents expressed concern about the rentals and the option to reserve the park was removed. All other field reservations are following the adopted policy. Ms. Wells concluded staff is open to any Council feedback on the policy and any charges they would like to see implemented on grass field rentals. She and Mayor Ostler facilitated discussion among the Council regarding appropriate policy modifications to be made responsive to public feedback and concerns the City has heard; there was a focus on the need for additional parking and restroom facilities at certain parks; whether cities should be open for games only or for practices as well; resident and non-resident rental fees; a possible increase in rental fees to help to cover the increased cost of maintenance; and whether to make the fields available for rental. Ms. Wells stated she will use the information provided to formulate proposed amendments to the field rental policy and bring the matter back to the Council for formal consideration and a vote.

b. ACTION: Baseball Field and Batting Cage Rental Rates *General City Management*

Erin Wells, City Administrator, Kim Rodela, Council Member

The City Council will provide direction on policy and rates for city baseball field rentals.

City Administrator Wells stated the current baseball field reservation policy classifies fields based on parking lot, size, and restroom availability and is as follows:

1. Community Field I – Practices, games, and clinics for 12-year-olds and younger allowed (Mitchell Hollow)
 - a. Parking lot must have 25 stalls per field
 - b. Distance from home plate to outfield fence must be greater than or equal to 200 feet
 - c. Must have dedicated restrooms
2. Community Field II – Practices, games, and clinics for 10-year-olds and younger allowed (Heritage Park)
 - a. Parking lot must have 25 stalls per field
 - b. Distance from home plate to outfield fence must be greater than or equal to 180 feet
 - c. Must have dedicated restrooms

The Current rental rates are as follows:

Non-profit entities:

- \$5 per hour for practices
- \$10 per hour for competition or clinics
- \$75 day rental of Baseball Fields or Disc Golf Course

For-profit entities:

- \$15 per hour for practices
- \$30 per hour for competition or clinics
- \$225 day rental of Baseball Fields or Disc Golf Course

It is expected that the baseball field at Highland Family Park will be open by the end of May and staff has researched rental rates charged in Vineyard, Saratoga Springs, American Fork, Eagle Mountain, Lindon, Alpine, and Orem. Staff needs feedback from the Council regarding the following:

1. Do we want to leave the field locked up so it can only be for rented activities?
 - a. This will ensure better care for the field but make it so less people will use it.
2. Do we want to rent out the batting cages separately from the field?
 - a. Staff is not aware of another city who has batting cages that rents them except for ones that include pitching machines.
3. Do we want to limit the rental of Highland Family Park to games only?
 - a. Some cities allow for practice on a first-come first-serve basis and limit rentals to only games.
 - b. This might be something we consider for the first year to allow the field to fully establish.
4. Do we want an option for people to pay our staff to stripe the field?
 - a. Staff has not done this in the past, but is capable of doing so. This could necessitate additional overtime for staff.

Ms. Wells and Mayor Ostler facilitated discussion among the Council regarding the policy issues for which staff is requesting feedback. The discussion centered on the demand for the baseball field for practices and/or games; frequency with which the field should be used/rented; security at the park and around the baseball field; rental of batting cages only; reserving during the week, but not on weekends; a trial period for use by reservation only; and offering field striping service from the City, for a fee. Ms. Wells stated staff will continue to evaluate policies in neighboring cities, as well as fees the market can support for this kind of field and bring a policy recommendation back to the Council in the future.

c. Food Vendors in Highland Family Park General City Management

Erin Wells, City Administrator, Kim Rodela, Council Member

The City Council will give direction on if and how they would like to see food vendors in Highland

Family park.

City Administrator Wells explained that recently a resident reached out to staff to inquire if they could set up a snow cone shack at Highland Family Park. As staff discussed the possibility some questions and concerns arose and staff felt they needed direction from Council. Below is a summary of some discussion points. Staff feels that any food option would be popular at the park, however there could be some negative impacts as well including:

- Additional garbage that would be generated in a park we already struggle to keep up with emptying garbage at
- Taking up parking stalls for a food vendor in an already popular park
- Garbage/spills on playground elements and playground surfacing that will require additional cleaning
- Additional vendors may come and try to sell assuming that it is allowed.
- Food vendors may interfere with pavilion rentals.

Because of some of these concerns other individuals who had previously approached the city about doing a vending machine in the park were told no. If Council decides they would like a permanent food vendor option in the park, staff would recommend opening an application period where others could apply so that it is a fair and open process. Another consideration is if we open this option in this park, should we do so in other busy parks such as Highland Glen. Another option Council could consider is hosting a food truck night as a City event where food vendors are brought in temporarily on a regular schedule such as weekly or monthly. The City did make power available for food vendors thinking that this park would be a good event park.

Mayor Ostler and Ms. Wells facilitated discussion among the Mayor and Council regarding the resident request. The Council expressed support for something like food truck nights at a City park or facility, but possibly in conjunction with the Farmer’s Market; they also indicated they would possibly consider allowing something like a snow cone shack, but not on a daily basis throughout the entire summer. Mayor Ostler stated it may be helpful to check with other cities to see how they handle these types of requests. Ms. Wells stated that she will ask the City’s new events coordinator to research policies in other cities and to work on a policy that would provide for a food-truck night in the City. Council Members expressed disappointment over the fact that the City has a snack shack at a sports facility, but it is not being used. Ms. Wells stated that is something she will take responsibility for and will work with the City’s Parks and Recreation Department on the matter.

Council Member Doug Cortney MOVED to extend the meeting to 10:20 p.m.

Council Member Ron Campbell SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Brittney P. Bills</i>	<i>No</i>
<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>No</i>
<i>Council Member Scott L. Smith</i>	<i>No</i>

The motion failed 2:3

7. COMMUNICATION ITEMS

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

- Police Department Annual Report** *Brian Gwilliam, Police Chief*
- East West Collector Road Data Follow-up** *Jeff Murdoch, Assistant Public Works Director*
- Community Development Updates** *Jay Baughman, Assistant City Administrator/Community*

Development Director, Rob Patterson, City Attorney/Planning & Zoning Administrator
d. School District Updates Kurt Ostler, Mayor

The communication items were not heard.

8. 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.

At 10:08 pm Council Member Doug Cortney MOVED to extend the meeting to 10:35 pm and immediately recess the regular City Council meeting to convene in a closed meeting in the Executive Conference Room to discuss pending or reasonably imminent litigation, and the purchase, exchange, or lease of real property, and the character, professional competence, or physical or mental health of an individual.

Council Member Ron Campbell SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>No</i>

The motion carried 4:1

Council Member Doug Cortney MOVED to adjourn the CLOSED SESSION and Council Member Scott L. Smith SECONDED the motion. All voted in favor and the motion passed unanimously.

The CLOSED SESSION adjourned at 11:34 pm.

ADJOURNMENT

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

The meeting adjourned at 11:35 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 April 15, 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**

April 15, 2025

Please Sign the Attendance Sheet

Scan for Agenda



HIGHLAND CITY

1



7:00 PM REGULAR SESSION

Call to Order - Mayor Kurt Ostler
Invocation - Council Member Kim Rodela
Pledge of Allegiance - Council Member Brittney P. Bills

2



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



PRESENTATIONS

2a. Provo River Water Users Project Update - *Brad Jorgensen*

https://youtu.be/yCMuIsBbd6w?si=sXXs976H_RrE5ETJ

4

CONSENT ITEMS (5 minutes)

- 3a. Approval of Meeting Minutes; March 4, 2025
General City Management
- 3b. Approval of Meeting Minutes; April 1, 2025
General City Management
- 3c. Approval or Ratification of Large Purchases
General City Management
- 3d. Metropolitan Planning Organization (MPO) Board Alternate and Technical Advisory (TAC) Representative Appointments
General City Management

5

Motion to Approve

I move that the City Council approve consent item 3a, the approval of meeting minutes from March 4, 2025; item 3b, meeting minutes from April 1, 2025; 3c, Approval or Ratification of Large Purchases; and 3d, Metropolitan Planning Organization Board Alternate and Technical Advisory Committee Representative Appointments.

6



**METROPOLITAN PLANNING ORGANIZATION (MPO)
BOARD ALTERNATE AND TECHNICAL ADVISORY
COMMITTEE (TAC) REPRESENTATIVE APPOINTMENTS**
(General City Management)

Item 3d – Action
Presented by – Erin Wells, City Administrator

7

Motion to Approve

I move that City Council appoint the Mayor Pro Tempe, as the Highland City MPO Board Alternate and the City Engineer, as the Highland City TAC representative.

8



PO ZONE TEXT AMENDMENT *Land Use*
(Legislative)

Item 4a – Ordinance
Presented by – Rob Patterson, City Attorney/Planning & Zoning Administration

9

PO Professional Office Zone

- West side of Highland Blvd
- Office lot across from Lone Peak High School



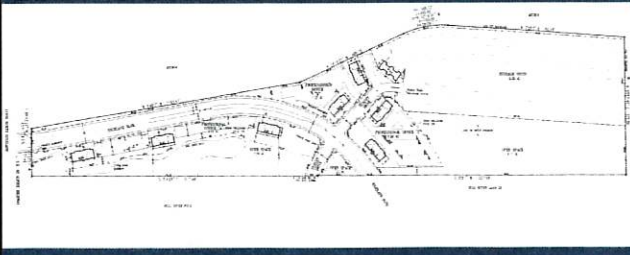

10

PO Professional Office Zone

- Originally adopted 2003
- Buildings 1 and 2 were built soon after, but did not comply with PO Zone one-story restriction
- Storage unit site has expanded two times
- Site labelled "Professional Office 'C'" has been amended twice with the flex-office and "building C"
- PO zone has been expanded to apply to additional property that has not been master planned or given specific design and aesthetic requirements.
- Master site plan exhibit is outdated and building design exhibits do not reflect the buildings as-constructed.

11

2003 Original PO Zone Exhibit A



12



13

Background

- Patterson Homes submitted text amendment application to amend the Professional Office zone to facilitate their preferred design for "building 3" but that would also update the zone to work better everywhere
- Planning Commission recommended approval with conditions on Feb 25, 2025
- Council considered application March 4, 2025, and voted to ask Commission for additional recommendations/clarifications regarding building height, roof design, and one/two story restrictions

14

Planning Commission Reconsideration

- March 25, 2025, Commission again considered the PO text amendment application
- Commission did not provide specific recommendations regarding Council's questions
- Instead, Commission voted to continue item, with the direction that staff take the lead in revising the PO zone, rather than adopting the applicant's proposal
- Commission indicated that they would like to update the building design and aesthetic regulations to more clearly and directly address allowed building design, massing, and height to increase flexibility but maintain PO zone intent and goals

15

Council's Options

- Commission did not directly revise their prior recommendation, but clearly indicated that they wanted to do additional work on the PO zone. But text amendment application remains live
 1. Does Council want to update the PO zone overall?
 2. Does Council want to work within the text amendment application that has been submitted, or does Council want staff to address this as a staff-proposed amendment?
- If Council agrees that additional work is required before amendments to PO zone are adopted, and that staff should be proposing potential amendments rather than trying to work within what has been proposed by the applicant, then the Council may deny the application

16

Motion to Wait for Commission Recommendation

I move that City Council continue this item until it receives a new recommendation from the Planning Commission regarding code changes for the Professional Office zone.

17

Motion to Deny Application and Give Direction

I move that the City Council accept the findings and deny the code amendment for the PO zone as applied for by Patterson Homes and direct staff to draft code changes for the PO Zone as recommended by the Planning Commission.

Potential Findings:

- The PO Zone needs to be amended to ensure the zone functions as intended for all property in the zone and the zone regulations are understood and applied by staff, the owners of property within the zone, and other affected property owners and stakeholders.
- To accomplish this, Council finds that it would better serve the public interest for the City to lead and direct the amendment process, because that will allow the City to more directly gather input from stakeholders and propose amendments that meet the City's needs, reflect the intent of the PO zone, and account for stakeholder input

18



FAST CAST VOTING OPTION

General City Management

Item 4b - Action
Presented by - Stephanie Cottle, City Recorder

19

What is Fast Cast Voting?

- Utah County Elections mails a ballot out to every active voter.
- The voter fills out their ballot, puts it in their ballot envelope, seals it, and signs it.
- The voter returns the ballot to a voting center, presents their ID, and signs a poll pad.
- The poll worker stamps their envelope with a designated stamp, signifying that the voter presented their ID and was verified as a valid voter.
- The ballot is dropped in the ballot box at that voting location.
- Ballots are picked up, returned to the ballot processing center, verified that the voter did not vote by some other method, opened, and counted.

20

Staff Concerns

- **Ballot Security.** Utah County Elections will pick up the ballots as needed throughout the week. This means that Highland City would need to have a secure place to store these ballots, possibly for 2-3 days at a time.
- **Perception.** Highland City staff accepting ballots for our municipal election may create a perception with voters that City staff have the ability to influence the outcome of the election.
- **Staff Time.** It may take a considerable amount of employee time for training and administering the Fast Cast voting during Early Voting.

21

Motion to Deny

I move that the City Council deny the Fast Cast option for Early Voting at Highland City during the 2025 Municipal Elections.

22

Motion to Approve

I move that the City Council adopt the Fast Cast option for Early Voting at Highland City during the 2025 Municipal Elections.

23



MITCHELL HOLLOW TRAIL DESIGN

CHANGE ORDER

General City Management

Item 4c - Action
Presented by - Chris Trusty, City Engineer/Public Works Director

24

Background

- Highland hired Consor to design the Mitchell Hollow Trail
- Scope change consists of
 - Adding retaining wall design
 - Geotechnical investigation for boardwalk and walls
 - Additional slope easements to decrease wall height
 - Rapid flashing beacon signs at pedestrian crossing
- Original contract was for \$153,885
- Additional cost is \$49,275

25

Motion to Approve

I move that City Council APPROVE a change order with Consor for the Mitchell Hollow Trail design in an amount of \$49,275 bringing the total costs to \$189,170.

26



10050 DRAINAGE PROJECT *General City Management*

Item 5a – Expedited
Presented by – Chris Trusty, City Engineer/Public Works Director

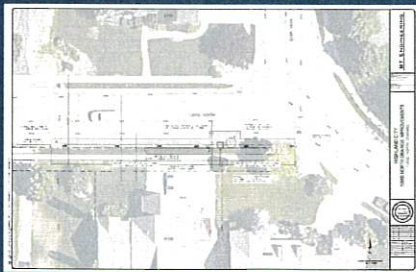
27

Background

- The existing curb and gutter and storm drain system is failing.
- Highland has budgeted money to repair and maintain the City's storm drain system
- City solicited proposals for this project with a low bid of \$52,066 from Baker Construction
- Bid award is for \$57,272.60 which includes a 10% contingency

28

10050 North Drainage Improvements



29

Motion to Approve

I move that City Council award the bid for the 10050 Drainage Project to Baker Construction in an amount up to \$57,272.60.

30



INTERLOCAL AGREEMENT WITH UTAH COUNTY FOR 2025 ELECTIONS

General City Management

Item 5a – Expedited
Presented by – Stephannie Cottle, City Recorder

31

2025 Highland City Municipal Elections

Seats Open: Mayor & 2 City Council

Candidate Declaration Period:
Monday – Friday, June 2-6, 2025
8:00 am to 5:00 pm.

Primary Election, if needed: Tuesday, August 12, 2025
General Election: Tuesday, November 4, 2025

32

County Responsibilities

- Ballot layout and design, printing, and mailing (including postage)
- Ballot processing, signature verification and curing signatures
- Verifying and processing provisional ballots
- Programming and testing voting equipment (Logic and Accuracy Tests)
- Maintaining the electronic voter registration database
- Selection and operation of countywide vote centers, including supplies and equipment
- Poll workers training and compensation
- Election Day administrative support
- Maintain Ballot drop boxes, including collecting ballots, and maintaining security camera footage
- Tabulating and reporting election results on the Utah County website
- Updating the voter history database
- Conducting audits and recounts
- Providing final canvass report of official election

33

City Responsibilities

- Candidate Filings (June 2-6, 2025)
- Correct posting of Candidate declarations
- Candidate Conflict of Interest and Financial Statement
- Candidate Campaign Financial Disclosures
- Liaison with Candidates
- Responsible for communication with residents regarding the Election
- Proof and provide final approval of ballots prior to printing
- Publish election notices, including locations of ballot drop boxes, vote centers, and a link for voters to sign up for ballot alert texts.
- Host election results on City website
- Facilitate canvass meeting with Board of Canvassers (City Council)

34

Cost Estimate

Not to exceed \$2.75/voter/election
Total Highland City Registered Voters: 13,282

Primary Election: \$36,525.50
General Election: \$36,525.50

Total Costs: \$73,051.00

35

Motion to Approve

I move that City Council adopt the resolution and direct the Mayor to sign the Interlocal Agreement with Utah County to assist with the administration of the 2025 Municipal Elections.

36



GRASS FIELD RESERVATION POLICY

General City Management

Item 6a - Discussion
Presented by - Erin Wells, City Administrator
Kurt Ostler, Mayor

37

Current Guidelines

- Community Field I - Practices, games, and clinics for all ages allowed
 - Parking lot must have 25 stalls per field
 - Useable open field area must be greater than or equal to 150' X 300'
 - Must have dedicated restrooms
- Community Field II - Practices for all ages allowed
 - Parking lot must have 15 stalls per field
 - Useable open field area must be greater than or equal to 100' X 200'
- Community Field III - Practices for 12 year olds and younger allowed
 - Parking lot must have 15 stalls per field
 - Useable open field area must be greater than or equal to 100' X 200'
- Neighborhood Park - Practices allowed depending on intended use.
 - Usage of field must be appropriate for a neighborhood park given the size and amenities available. Approval will depend on desired use time, nature of team, age group, and nature of use.

38

Field Designations

- Community Field I - Practices and games for all ages allowed
 - Beacon Hills Lower
 - Beacon Hills Upper
 - Lone Peak East
 - Lone Peak West
 - Mitchell Hollow
 - Wimbledon South
- Community Field II - Practices for all ages allowed
 - Canterbury Pl
 - Heritage Park
- Community Field III - Practices for 12 year olds and younger allowed
 - Town Center

39

Current Fees

- Non-profit entities
 - \$5 per hour for practices
 - \$10 per hour for competition or clinics
 - \$75 day rental of Baseball Fields or Disc Golf Course
- For-profit entities
 - \$15 per hour for practices
 - \$30 per hour for competition or clinics
 - \$225 day rental of Baseball Fields or Disc Golf Course

40

Questions & Things to Consider

- Wimbledon park not currently being reserved due to concerns from neighbors
- Should there be any adjustments to the rental guidelines?
 - Parking lots
 - Field size
 - Bathrooms
- Fees need to be adjusted to be based on use/impact and likely increased for inflationary adjustments

41



BASEBALL FIELD AND BATTING CAGE RENTAL RATES

General City Management

Item 6b - Discussion
Presented by - Erin Wells, City Administrator
Kim Rodela, Council Member

42

Current Guidelines & Designations

1. Community Field I - Practices, games, and clinics for 12 year olds and younger allowed (Mitchell Hollow)
 - a. Parking lot must have 25 stalls per field
 - b. Distance from home plate to outfield fence must be greater than or equal to 200 feet
 - c. Must have dedicated restrooms
2. Community Field II - Practices, games, and clinics for 10 year olds and younger allowed (Heritage Park)
 - a. Parking lot must have 25 stalls per field
 - b. Distance from home plate to outfield fence must be greater than or equal to 180 feet
 - c. Must have dedicated restrooms

43

Current Fees

- Non-profit entities
 - \$5 per hour for practices
 - \$10 per hour for competition or clinics
 - \$75 day rental of Baseball Fields or Disc Golf Course
- For-profit entities
 - \$15 per hour for practices
 - \$30 per hour for competition or clinics
 - \$225 day rental of Baseball Fields or Disc Golf Course

44

Questions & Things to Consider

- Do we want to leave the field locked up so it can only be for rented activities?
 - This will ensure better care for the field, but make it so less people will use it.
 - Staff recommends considering this for the first year to allow the field to fully establish.
- Do we want to limit the rental of Highland Family Park to games only?
 - Some cities allow for practice on a first-come first-serve basis and limit rentals to only games.
 - Staff recommends considering this for the first year to allow the field to fully establish.
- Do we want to rent out the batting cages separately from the field?
 - Staff is not aware of another city who has batting cages that rents them except for ones that include pitching machines.
 - Option: First right of use to organization renting the field. Otherwise, first come first served, with a time limit on how long a team can use the cages.

45

Questions & Things to Consider

- Do we want an option for people to pay our staff to stripe the field?
 - Staff has not done this in the past, but is capable of doing so. This could necessitate additional overtime for staff.
- Adjusting rental rates
 - Rates of neighboring cities range from \$20-60 per hour
 - Policy needs to be adjusted anyway to add for a larger field size

46



FOOD VENDORS IN HIGHLAND FAMILY PARK

General City Management

Item 6c - Discussion

Presented by - Erin Wells, City Administrator
Kim Rodela, Council Member

47

Background

- Staff has had inquiries from residents asking if they can set up food booths: snow cone shacks, vending machines, cotton candy sales, etc. at the park
- Seeking direction from Council

48

Potential Negative Externalities

- Additional garbage generated- overflowing cans
- Limited parking
- Garbage/spills on playground and throughout park
- Additional vendors (outside of authorized ones) may try to come
- Interference with pavilion rentals

49

Options & Questions to Consider

- Moving forward with a limited number(s) of vendors after an open application period
- Scheduled food truck night: weekly or monthly
- Do we want vendors at other parks?

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FUTURE MEETINGS

- April 22, Planning Commission Meeting, 7:00 pm, City Hall
- April 29, Lone Peak Public Safety District Meeting, 7:30 am, City Hall
- April 29, City Council Work Session, 6:00 pm, City Hall
- May 6, City Council Meeting, 6:00 pm, City Hall
- May 13, City Council/Planning Commission General Plan Meeting, 7:00 pm, City Hall
- May 14, Lone Peak Public Safety District Meeting, 7:30 am, City Hall
- May 14, City Open House, 5:00 pm - 8:00 pm, Highland Family Park
- May 20, City Council Meeting, 6:00 pm, City Hall
- May 21, Community Budget Meeting, 6:00 pm, City Hall
- May 27, Planning Commission Meeting, 7:00 pm, City Hall

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Motion to Adjourn to Closed Meeting

I move that City Council recess the regular City Council meeting to convene in a closed meeting in the executive conference room to discuss pending or reasonably imminent litigation, the purchase, exchange, or lease of real property, and the character, professional competence, or physical or mental health of an individual.

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CLOSED SESSION

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

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

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Subject: Agenda item #3a: March 4 minutes

Date: Tuesday, April 15, 2025 at 11:37:08 AM Mountain Daylight Time

From: Doug Cortney

To: Stephannie Cottle

CC: council

Sorry to get this out so late. I have one amendment to make to the March 4 minutes. I will bring copies of this to the meeting.

- On the top of page 9 (page 12 of the agenda packet), the draft minutes state that Manuel Bueno said *"on the area north of the church that was marked as open space."* I checked [the video](#), and what he said was "north of the buildings there to the church which now just says 'open space'."

I propose to strike the words "north of the church" and replace them with the words "immediately south of the church."

Provo River Water Users Intake Project

https://youtu.be/yCMulsBbd6w?si=sXXs976H_RrE5ETj