



HIGHLAND CITY COUNCIL MINUTES

Tuesday, August 18, 2026

Approved September 1, 2026

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

6:00 PM REGULAR SESSION

Call to Order: Mayor Brittney P. Bills

Invocation: Council Member Liz Rice

Pledge of Allegiance: Council Member Kim Rodela

Respect Statement: Mayor Brittney P. Bills

The meeting was called to order by Mayor Brittney P. Bills as a regular session at 6:05 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 Liz Rice and those in attendance were led in the Pledge of Allegiance by Council Member Kim Rodela. The Respect Statement was read by Mayor Brittney P. Bills.

PRESIDING: Mayor Brittney P. Bills

COUNCIL MEMBERS:

Ron Campbell	Present
Doug Cortney	Present
Liz Rice	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, City Engineer/Public Works Director Chris Trusty, Staff Engineer Ryan Selee, Library Director Karen Liu

OTHERS PRESENT: Jon Hart, James Cahoon, Kent Millington, Linda Millington, Brandon Balkman, Jill Cahoon, Jackie Perez, Terry Perez, Jim Smith, Rhett Weller, Bryce Smith, Brenda Kimball, Matt Miller, Jen Miller, Wes Warren, Kathy Mickelson, Ross Mickelson, Bryon Tarbet, Kristoffer Pagel, Kurt Ostler, Lindsey Stanford

1. UNSCHEDULED PUBLIC APPEARANCES

Anyone may share information with the City Council. If your comments require a response, staff or an Elected Official will contact you. Please limit your comments to three minutes per person. Please state your name.

Bryce Smith presented a concern regarding proposed ADU setback regulations. Using a specific lot he owns in the Williams View subdivision as an example, he illustrated how the proposed 30-foot setbacks from both a street frontage and a rear property line would render an ADU unfeasible on his half-acre R-1-40 corner lot. He

argued that the increased setbacks for ADUs compared to standard detached garages were unreasonable and urged the Council to maintain existing setback standards by zone rather than imposing additional requirements for accessory dwelling units.

Lindsey Stanford, a resident of the Alpine Country Club subdivision, raised a safety concern regarding a gap in sidewalk coverage along the golf cart crossing on their street. She described approximately 216 linear feet where the sidewalk ends and is replaced by overgrown, impassable weeds on a road that narrows to approximately 21 feet. She noted that this forces pedestrians—including children walking to the junior high, wheelchair users, and stroller users—into the roadway around a blind corner. She requested the Council prioritize adding a sidewalk and, at minimum, clear the overgrowth to allow safe passage.

James Cahoon echoed Ms. Stanford's concerns and provided historical context, noting that in 2005 the city had funded a culvert improvement in the same area with an informal understanding that a sidewalk would follow. He emphasized the danger to young children on bicycles who transition off the sidewalk into the roadway without awareness, and requested that, at minimum, the exposed surface be hardened to allow pedestrians to safely exit the road.

Jim Smith echoed the previous speakers' concerns, describing the road as effectively narrowed to one lane with delivery trucks using it as a throughway. He submitted photographs of the conditions for the Council's review and expressed hope that the road could be returned to a condition consistent with the rest of the community.

Terry Perez emphasized the presence of handicapped individuals in the neighborhood and the particular difficulty the conditions present for them. He urged the Council to address the matter in a timely fashion, citing it as a serious safety hazard, particularly as vehicles frequently speed through the area while searching for the golf course entrance.

Kristoffer Pagel presented three Certificates of Special Recognition on behalf of the Friends of Highland Glen Park Pond to be passed along to Lone Peak Police Officers recognizing their community engagement and partnership.

Bryce Smith reapproached and highlighted risks related to traffic spoken of by the previous speakers; he noted that when golfers miss their turn to the country club, trying to make tee times, they speed through their neighborhood, especially given the road configuration, which can be alarming.

2. PRESENTATIONS

Items in this section are formal presentations by invited organizations or individuals. If further discussion is needed, it will be brought to the City Council on a future agenda.

a. Mayor's Award - Brandon Balkman

Mayor Bills will present an award to Brandon Balkman for his efforts at the disc golf course at Beacon Hills Park.

Council Member Rodela presented the Heroes of Highland Award to Brandon Balkman on behalf of the Council and Mayor. Mr. Balkman was recognized for his volunteer efforts in building and expanding the trail system near Beacon Hill Park and for developing the disc golf course at Beacon Hill Park, which now features 54 holes and attracts players from throughout the region. The project was largely community-funded, with Mr. Balkman coordinating neighbor contributions and eventually securing professional-grade baskets. The Mayor and full Council joined in presenting the award.

b. Mayor's Award - Brent & Sue Wallace

Mayor Bills will present an award to Brent and Sue Wallace for their service to beautify the community.

Mayor Bills presented the Heroes of Highland Award to Brent and Sue Wallace, recognizing their extensive contributions to trail maintenance and beautification in their neighborhood, as well as Brent Wallace's dedicated service as the city's Code Compliance Officer. Mayor Bills expressed personal gratitude for their community involvement and friendship.

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** *General City Management*
Stephannie Cottle, City Recorder
July 21, 2026
- b. **Ratification of Large Purchases** *General City Management*
David Mortensen, Finance Director
The City Council will consider ratifying large purchases made in July, 2026.
- c. **Designating a City Budget Officer** *General City Management*
Stephannie Cottle, City Recorder
The City Council will consider Mayor Bills' appointment of City Finance Director, David Mortensen, as the Budget Officer for Highland City.
- d. **Library Board Appointment** *General City Management*
Karen Liu, Library Director
The City Council will consider the Mayor's recommendation to appoint Rhett Weller to the Library Board.

Council Member Ron Campbell MOVED to approve the consent agenda.

Council Member Liz Rice SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Liz Rice</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

Following approval, Mayor Bills recognized newly appointed Library Board member Rhett Weller, and invited him to address the Council. Mr. Weller stated he is an eight-year Highland resident with a background in finance. He expressed his enthusiasm for serving and his personal appreciation for public libraries.

4. **ACTION ITEMS**

Items in this section are to be acted upon individually by the City Council. A report will be given on these items.

- a. **ORDINANCE: Nuisance Amendments Regarding Vehicle Storage** *Municipal Code Update (Legislative)*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will consider proposed amendments regarding nuisances to prohibit excessive parking and storage of dismantled or inoperable vehicles, unregistered or untitled vehicles, or vehicles not belonging to the property owner or occupant.

City Attorney and Planning & Zoning Administrator Patterson presented proposed amendments to the city's nuisance regulations pertaining to vehicle storage on private property. He explained that existing code only allowed enforcement against vehicles that were both unregistered and junked, leaving no mechanism to address unregistered-but-functional vehicles or vehicles belonging to third parties being stored on residential property. The amendments establish three enforceable categories: (1) wrecked, dismantled, inoperable, or abandoned vehicles; (2) vehicles without a current registration or title; and (3) vehicles not registered to an owner or occupant of the property. A 30-day grace period is retained, and exceptions exist for vehicles that are fully garaged or screened behind a fence.

Council members expressed strong support for the clarifications. Council Member Smith described a specific situation in his neighborhood involving an apparent unpermitted home auto-repair business with up to 16 vehicles and asked how enforcement would proceed. Mr. Patterson confirmed that the city had recently extended an offer to a full-time code compliance officer expected to begin in September, and that escalating remedies include criminal citation or city-funded abatement charged to the property owner's tax bill. Council Member Cortney commended the removal of ambiguity from the code. Council Member Campbell echoed that sentiment, noting that unclear code is unenforceable and of no value to residents.

Council Member Scott L. Smith MOVED that the City Council adopt the ordinance amending nuisance regulations for parking and storing of vehicles on private property.

Council Member Liz Rodela SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Liz Rice</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

5. EXPEDITED ITEMS

Items in this section are to be acted upon individually by the City Council. These items have previously been discussed by the Council. No report will be given.

- a. ORDINANCE: Water-Wise Landscaping Ordinance - Maintaining Water-Wise Landscapes Development Code Update (Legislative)**
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will consider additional amendments to the recently adopted water-wise landscaping standards related to the planning and maintenance of landscaping.

City Attorney and Planning & Zoning Administrator Patterson presented additions to the recently adopted water-wise landscaping ordinance, specifically adding maintenance standards. These additions were requested at the prior council meeting and were modeled on standards from peer cities. New requirements include pruning, weeding, and fertilizing; removal of dead or diseased vegetation; removal of volunteer and uncontrolled weed plants; maintaining mulch at a recommended depth of three inches; keeping site triangle areas clear; removing litter and refuse; and maintaining irrigation systems to avoid overspray onto hardscapes. A reference to Wildland-Urban Interface (WUI) maintenance requirements was also incorporated as a cross-reference for properties within designated WUI areas.

Council Member Smith asked for clarification on the WUI provisions, noting that the state maps had recently changed and that affected residents—estimated at approximately 120 homes—should be notified. Mr. Patterson confirmed that a notification and education campaign is planned ahead of the new code taking effect in January, and that the WUI requirements focus on defensible space near the home rather than wholesale landscaping removal.

Council Member Liz Rice MOVED that the City Council adopt the proposed water-wise landscaping maintenance and planning standards as presented.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Liz Rice</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

Mayor Bills requested that the Communication Items be discussed next.

7. COMMUNICATION ITEMS

Items in this section are for notification and update. No final action will be taken.

a. Sidewalk Prioritization and Future Budget Plans

Ryan Selee, Staff Engineer

City Engineer/Public Works Director Trusty introduced Staff Engineer Selee who presented a citywide sidewalk prioritization analysis. He reported that approximately 44,000 linear feet of sidewalk is missing throughout the city, concentrated largely in older areas of town, with newer northern subdivisions substantially complete due to frontage requirements. Cost estimates for sidewalk installation range from \$150 to \$475 per linear foot depending on complexity, yielding a citywide total ranging from approximately \$6.6 million to \$21 million, excluding right-of-way acquisition costs. Mr. Selee outlined the primary obstacles to installation: right-of-way ownership gaps, surveying and acquisition costs, curb alignment challenges, stormwater infrastructure needs, elevation differences requiring retaining walls, and utility conflicts such as power poles and irrigation ditches. He displayed examples from around the city including 9600 North, the ongoing project at 10400 North and 6000 West, and Country Club Drive—the location presented during public comment.

Current prioritization criteria include proximity to schools (within one-half mile, aligned with the UDOT Safe Routes to School program), right-of-way ownership status, location along a collector road, and length of the missing sidewalk segment. Mr. Selee invited Council input on additional or revised criteria.

Council members provided substantive direction. Council Member Campbell stressed that safety—particularly the absence of any alternative walking path on either side of a road—should be a primary criterion, citing Country Club Drive as an example. Council Members Smith and Rodela agreed that resident-identified safety concerns should be weighted in the prioritization process. Council Member Cortney noted that while longer projects may offer economies of scale, the process should retain flexibility to address high-priority short segments outside of a strict mathematical ranking. Council Member Rice indicated her willingness to assist with Safe Routes to School applications, including outreach to property owners on 9600 North.

Mr. Trusty noted that the next Safe Routes to School application is due in March 2026, and that staff would bring a recommendation to Council ahead of that deadline. He also indicated that upcoming road improvement projects may create opportunities to bundle sidewalk construction using existing funding. The Council acknowledged that an annual dedicated sidewalk budget allocation should be considered during the next budget cycle.

Regarding Country Club Drive specifically, City staff estimated the cost of that project on the higher end of the range—approximately \$80,000—due to elevation challenges and road reengineering requirements.

b. Resident Communication Plans for Upcoming Pressurized Irrigation Rates

Chris Trusty, City Engineer/Public Works Director

City Engineer/Public Works Director Trusty provided an update on the city's progress toward implementing pressurized irrigation (PI) rate structures, as directed by the Council at a prior work session. The Council had previously directed staff to proceed with Option 1: a \$15 base rate with a square-footage-based allotment plus tiered usage charges. Staff noted that the goal is revenue neutrality—not generating additional city revenue—and that the state mandate requires metered PI rates to be in place by 2030.

Staff reported that door-hanger notices were delivered to approximately 373 accounts using more than 125% of their allotment, representing roughly 8.2% of city accounts. The exercise identified issues including resident unawareness of usage, irrigation system leaks, and accounts with city maintenance agreements that had not been factored into allotments. As a result of metering and awareness efforts, citywide water usage is down approximately 20% compared to prior years. The city's customer portal sign-up rate of approximately 24% compares favorably to other cities' rates of 10–15%.

Next steps discussed included posting proposed rates and a usage calculator on the city website, including allotment and usage data on utility bills, and notifying residents of the proposed rate structure. Council Member Rodela recommended reaching out to Cedar Hills, which had already implemented a similar system, for lessons learned; she noted Cedar Hills deliberately delayed activating upper tiers during the first high-use summer months to allow residents time to adjust.

Council Member Campbell raised a concern about residents potentially seeing a proposed bill amount much lower than what they currently pay, leading to confusion or frustration, and expressed support for an opt-in/opt-out equal bill pay option rather than large seasonal spikes. Mr. Trusty confirmed the city's accounting system could accommodate equal bill pay and that staff would explore that option.

On the question of implementation timeline, Council Members generally expressed a preference for 2028 over 2027, though Council Member Rodela suggested that a 2027 implementation with a deliberate phase-in of upper tiers during summer months could be workable. The Council directed staff to post proposed rates publicly, provide a usage calculator, include allotment information on bills, and return with a more refined implementation plan.

c. Council Policies and Procedures

Brittney Bills, Mayor

Mayor Bills introduced a discussion on establishing formal Council policies and procedures, noting that Highland's current municipal code contains less guidance on this topic than most comparable cities, and that Utah Code §10-3B-203 specifically authorizes governing bodies to establish rules for the conduct of their business. She framed the item as an opportunity to improve collective functioning—not to address any single incident—and acknowledged that she herself has made mistakes as a new mayor and welcomes constructive feedback. Mayor Bills outlined areas she believed warranted codified standards, drawing from examples in South Salt Lake, West Jordan, Holiday, Lehi, Saratoga Springs, and Eagle Mountain. These included focused engagement during meetings, disagreeing without

personal attacks, maintaining public confidence through conduct, routing concerns through appropriate channels rather than through staff, extending good faith to colleagues before assuming bad motives, and implementing Council decisions even when members voted against them. Mayor Bills asked for Council feedback.

Council Member Rice offered to submit suggestions by email.

Council Member Rodela expressed enthusiasm for the effort and asked that policies address specific behaviors including disparaging comments and social media posts targeting Council members, staff, or residents, and that the document include clear consequences for violations. She asked how the rules would be enforced and whether the document would include clear consequences for violations. Mayor Bills responded by explaining that other cities had established various procedures, and that the Highland City Council could include detailed steps and define specific consequences for violations. She emphasized her interest in crafting an approach based on input from all council members, ensuring the rules suit Highland's context while potentially drawing from existing models. This led to high level discussion of optional disciplinary actions the Governing Body could impose if a member violates the policies document; Mayor Bills concluded the policies could be as specific or general as the Council desires.

Council Member Smith expressed gratitude for the Mayor's work on the item, praised the current staff as the strongest he had worked with in his time on the Council. He then directed a question to Mr. Patterson regarding the propriety of texting during Council meetings. Mr. Patterson confirmed that communications between council members should be conducted in a public manner to comply with the Open and Public Meetings Act (OPMA). Council Member Smith then acknowledged his own tendency toward a reactive temper, and committed to continued improvement, and offered a public apology to Council Member Rice for an incident during a prior meeting in which she had felt offended. Council Member Smith acknowledged that he has participated in lighthearted joking with other Council members in the past but emphasized that he values those friendships and has never written negative comments about fellow Council members on social media. He affirmed his belief that respectful disagreement and productive working relationships are achievable.

Council Member Cortney read from a prepared statement proposing four guiding practices for the Governing Body: 1. Master our stories. Rather than tell ourselves negative stories about why someone behaved as they did, we should strive to have stories that view the other as a reasonable, well-meaning actor. 2. Have important conversations. When frustrated with someone else, discuss it with that person. Likewise, when faced with major policy disagreements. 3. Strive for understanding. When engaged in conversation about interpersonal issues or about policies, work to understand the other's viewpoint and reasoning. 4. We win or lose as a group. If we adopt a policy that ends up being bad for Highland, that's a loss for all of us. If we adopt a policy that ends up being good for Highland - even if none of us got exactly what we wanted in it - that's a win. Doesn't mean decisions need to be unanimous. But even in disagreement we should work toward passing the best policy possible. He expressed that he personally respects and enjoys working with every member of the Council.

Council Member Campbell expressed full support for formalizing a set of policies akin to a personal creed and acknowledged that self-reflection is an essential first step. He invited colleagues to immediately and cordially challenge him if he states something inaccurate during a meeting and stated that he does not wish to be addressed through social media.

Mayor Bills concluded by affirming that she would compile suggestions and bring a draft policy document back to the Council for formal consideration.

d. Property Tax Follow-ups

Brittney Bills, Mayor

Mayor Bills provided follow-up information regarding the library property tax increase approved at the prior meeting. She noted that no referendum was filed against the vote and that the increase will take effect as passed.

She took the opportunity to correct several items of information that had circulated publicly following the vote:

- Staff's presentation of the tax increase figures was accurate and can be verified by residents on their property tax statements.
- Library staff have received merit increases in the past; statements to the contrary were inaccurate.
- There are no current plans or Council discussions regarding a public safety fee increase of any percentage.
- PI rates have not yet been set by the Council; any figures circulating publicly are speculative.
- The school board has no current plans for a property tax increase and has members actively opposed to one.
- The Council explored all alternative funding options—grants, partnerships, general fund subsidies—before proceeding with the truth-in-taxation process.
- The final amount requested was lower than what was initially discussed, reflecting Council responsiveness to resident input.

Mayor Bills acknowledged that she should be more proactive in correcting misinformation as it arises, and committed to doing so.

Council Member Rodela asked how inaccurate information had been disseminated and urged all Council members to verify data with staff before sharing it publicly. Mayor Bills responded that some misinformation appeared to reflect differing interpretations rather than deliberate misrepresentation but stressed the importance of treating staff as the authoritative source on factual matters.

Council Member Smith agreed, while noting it is human nature to emphasize certain facts over others when advocating for a position, and acknowledged that he had himself made statements during meetings that he later recognized as imprecise.

Council Member Cortney offered the caution that statistics frequently appear contradictory due to differences in context and encouraged colleagues to seek that context before concluding that numbers are wrong.

Council Member Rice addressed the council regarding her dissenting vote on the tax increase, noting she wished to clarify where she had obtained her supporting information. She explained that when the Canyon School District split from the Jordan School District in 2009, the split did not result in an immediate unified tax increase; however, she stated the separation cost taxpayers an estimated \$33 million in administrative and arbitration expenses. She noted that the newly formed Canyons District proposed its first property tax increase of \$4.15 million during its initial 2009–2010 operating year, and that Canyons assumed responsibility for 58% of an older \$281 million general obligation bond previously held jointly with Jordan District. She further noted that subsequent bonds, totaling approximately \$250 million, were issued on a tax-rate-neutral basis to fund building modernizations.

Council Member Rice stated that her underlying concern with any tax increase, regardless of size, was the cumulative effect of incremental debt, referencing a saying from her father that debt accumulates "one shovel full at a time." She cited current pay increases of approximately 4.9%/4%, compared to an inflation rate of approximately 2.3%, as a basis for her concern regarding continued increases without consideration of long-term impact. She confirmed that she cast the sole dissenting vote on the library tax and stated she had known since January that the measure would pass despite her opposition. She stated she remained committed to the positions she had promised her constituents. She addressed public comments suggesting she had disseminated misinformation, stating this was not the case, and responded to characterizations that "Libby is free," noting for the record that Libby is not free, and she does not personally use the Libby service but instead is a longtime Audible user.

Council Member Rice shared background on her perspective, noting she was formerly a teacher and recalled discussions during the district's early years regarding concerns over rising taxes. She also disclosed that she

experienced homelessness for one week in 1988 and stated she has worked four jobs during her lifetime, stating these experiences as her caution regarding taxation and government spending. She concluded her remarks by stating that council members should be permitted to share differing perspectives and background information, not solely their opinions, and reiterated that incorrect information was not disseminated.

Council Member Rice stated that she remains concerned about the trend of tax increases and reiterated her commitment to fiscal restraint.

e. Community Development Update (Current Projects)

Rob Patterson, City Attorney/Planning & Zoning Administrator

There was no community development update.

The meeting recessed at 8:45 pm.

The meeting reconvened at 8:55 pm

6. DISCUSSION ITEMS

Items in this section are for discussion, and include supplementary information in the packet. No final action will be taken.

a. ACTION: Detached Accessory Dwelling Units (DADUs) - Size Land Use (Legislative)

Rob Patterson, City Attorney/Planning & Zoning Administrator

The City Council will discuss and give direction on desired regulations for detached ADU size regulations.

City Attorney/Planning & Zoning Administrator Patterson presented the Planning Commission's recommendation for size regulations governing detached ADUs. Three overlapping limitations were proposed: (1) the existing accessory building lot coverage limit by zone (5% for R140; 7% for R120 and R130) continues to apply; (2) the footprint of the accessory building containing the detached ADU may not exceed the footprint of the existing primary home; and (3) the total living area within the detached ADU is capped at 1,250 square feet for lots under one acre and 1,500 square feet for lots of one acre or more. Mr. Patterson clarified that garage space is not counted toward the living area limit, but all connected living space, including basement levels, is counted. The previously preferred 25-foot height limit also continues to apply.

Council members discussed the proposed limits at length; Council Member Smith supported retaining the lot coverage limit and the home footprint restriction, and favored the 1,250 square foot cap uniformly, expressing concern that larger ADUs would effectively subdivide Highland's character of larger lots and incentivize commercial rental rather than family housing. Council Member Cortney agreed with retaining the lot coverage and home footprint limits and indicated general agreement with the 1,250 square foot cap, though he noted his greater concern was with large single-story footprints rather than the total living area spread across multiple levels. Council Member Campbell expressed full support for the Planning Commission's recommendation as presented. Council Member Rice expressed a preference for a lower cap of 1,150 square feet but indicated she would not insist on the distinction and raised questions about whether basements count toward the limit, whether grandfathering of existing large garages might be warranted, and whether two-story structures present concerns. Council Member Rodela supported a maximum of 1,250 square feet and noted that neighboring Alpine City's limit of 1,200 square feet provides a useful comparison.

The majority of the Council reached a consensus in favor of a 1,250 square foot maximum living area for lots under one acre. Council Member Campbell indicated a preference for allowing 1,500 square feet on lots of one acre or greater. Mr. Patterson confirmed he had sufficient direction to finalize the ordinance and return it to the Council for adoption.

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 9:21 pm Council Member Scott L. Smith MOVED that the City Council recess the regular 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, as provided by Utah Code Annotated §52-4-205.

Council Member Kim Rodela SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Liz Rice</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

Council Member Ron Campbell MOVED to adjourn the CLOSED MEETING and Council Member Kim Rodela SECONDED the motion. All voted in favor and the motion passed unanimously.

The CLOSED MEETING adjourned at 9:49 pm.

ADJOURNMENT

Council Member Doug Cortney 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 9:50 pm.

I, Stephannie B. Cottle, City Recorder of Highland City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on August 18, 2026. This document constitutes the official minutes for the Highland City Council Meeting.



Stephannie B. Cottle, CMC, UCC
City Recorder

Welcome to the Highland City Council Meeting

August 18, 2026

Please Sign the Attendance Sheet

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Scan for Council
Procedures & Policies





6:00 PM REGULAR SESSION

Call to Order – Mayor Brittney P. Bills

Invocation – Council Member Liz Rice

Pledge of Allegiance – Council Member Kim Rodela

Respect Statement – Mayor Brittney P. Bills



UNSCHEDULED PUBLIC APPEARANCES

**HIGHLAND CITY IS COMMITTED TO CIVILITY AND RESPECT.
ALL ARE ASKED TO ACT AND SPEAK ACCORDINGLY.**

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.



PRESENTATIONS

- a. Mayor's Award to Brandon Balkman - *Mayor Brittney P. Bills*
- b. Mayor's Award to Brent & Sue Wallace - *Mayor Brittney P. Bills*

CONSENT ITEMS *(5 minutes)*

- 3a. Approval of Meeting Minutes: July 21, 2026
General City Management
- 3b. Ratification of Large Purchases
General City Management
- 3c. Designating a City Budget Officer
General City Management
- 3d. Library Board Appointment
General City Management

Motion to Approve

I move that the City Council approve the consent agenda.



NUISANCE AMENDMENTS REGARDING VEHICLE STORAGE

Municipal Code Update (Legislative)

Item 4a – Action

Presented by – Rob Patterson, City Attorney/Planning & Zoning Administrator

Background

- Complaints about storing/parking unregistered or non-functioning cars on private property
- Current code only allows city to require removal of cars if they are wrecked, junked, or abandoned, even if unregistered or untitled, limiting enforcement

Proposed Amendments

- Amends nuisance code to prevent parking or storing of vehicles for more than 30 days if any of the following circumstances apply:
 - Vehicle, whether registered or unregistered, is wrecked, junked, dismantled, inoperative, or abandoned
 - Vehicle lacks current valid registration and title
 - Vehicle is not registered or titled to owner or occupant of property (no storing other people's vehicles)
- Vehicle includes motor vehicles, OHV, boats, and construction equipment

Other Concerns

- Amendments do not address parking on City property
 - Town Center parking will be addressed in future code update
 - Currently do not regulate parking passenger vehicles on streets (we do regulate trailers, RVs, etc.)
- These amendments do not address number of functioning, registered vehicles (boats, RVs, etc.) that a person may have parked on their property
 - Currently unregulated

Motion to Approve

I move that City Council adopt the ordinance amending nuisance regulations for parking and storing of vehicles on private property.



WATER-WISE LANDSCAPING ORDINANCE – MAINTAINING WATER- WISE LANDSCAPES

Development Code Update (Legislative)

Item 5a – Expedited

Presented by – Rob Patterson, City Attorney/Planning & Zoning Administrator

Background

- August 4 Council meeting, Council adopted water-wise landscaping standards to encourage water-wise landscaping efforts and allow residents to qualify for rebate programs
- With approval, Council continued the item specifically for staff to prepare additional language regarding maintenance of landscaping

Proposed Amendments

- Incorporates WUI maintenance
- Specifies certain maintenance requirements
 - Prune, weed, fertilize, and mow
 - Remove and replace dead, dying, or diseased plants
 - Remove uncontrolled weed/volunteer plants
 - Mulch 3" deep
 - Sight triangle cleared
 - Waste and refuse cleared
 - Irrigation systems adjusted, repaired, and maintained
- Clarify plan requirement for non-residential development

Motion to Approve

I move that City Council adopt the proposed water-wise landscaping maintenance and planning standards.



DETACHED ACCESSORY DWELLING UNITS - SIZE

Land Use (Legislative)

Item 6a - Discussion

Presented by - Rob Patterson, City Attorney/Planning & Zoning Administrator

DADUs - Background

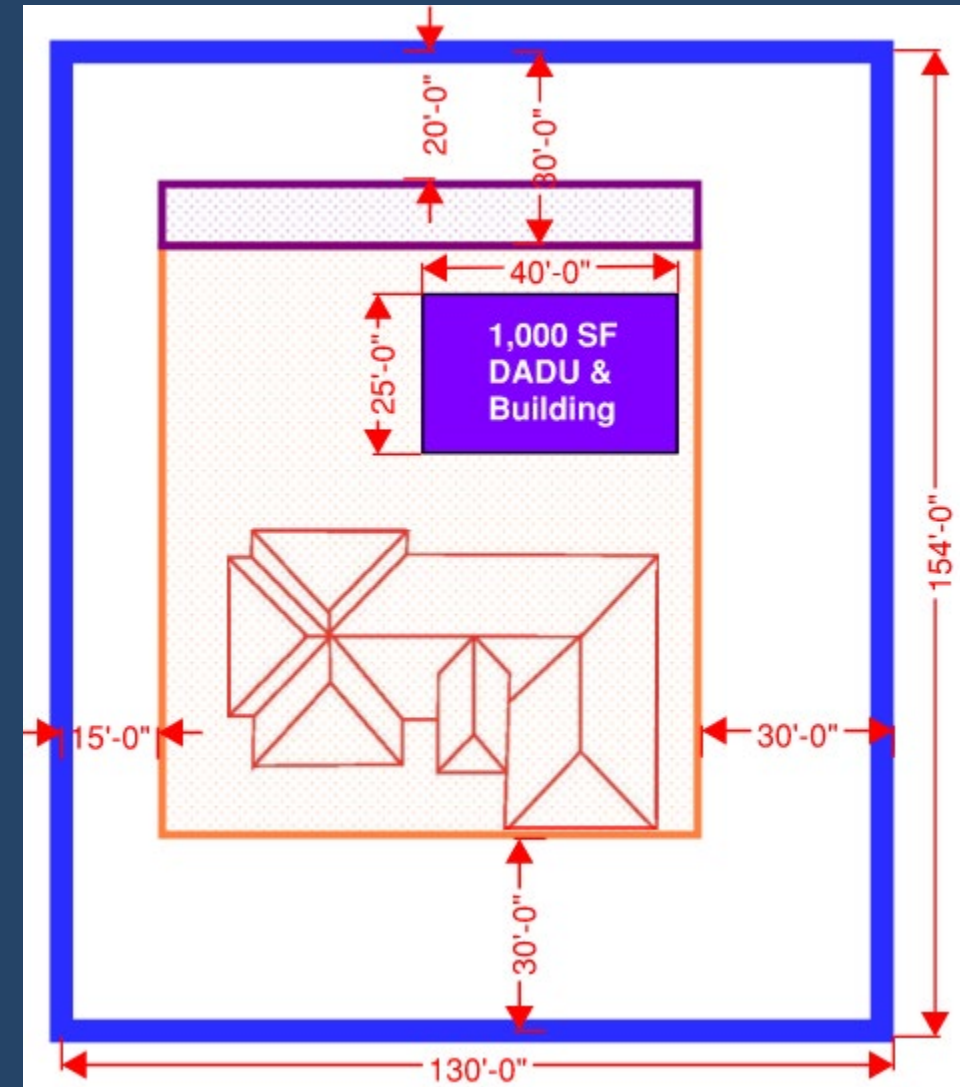
- State law – October 1
 - Allowed on all lots at least 11,000 SF (1/4 acre)
 - Parking limited (1 for under 650 SF, 2 650+ SF)
- City ordinance – from PC and discussed by Council
 - 1 ADU per lot (internal or detached, not both)
 - Owner-occupancy required (ADU or main)
 - No separate utilities, but must have separate address marker
 - Must register/record ADU, cannot subdivide/sell
 - Setbacks = home setbacks (30' front, 15' side/30' streetside, 30' rear), allow rear setback at 20' if kept to 1 story/15' height
 - Height = accessory building height, 25'

Proposed DADU Ordinance - Size

- Three overlapping restrictions – must meet all:
 - Accessory building lot coverage limit – footprint limit
 - R-1-40 generally 5% (1 acre=2,170 SF; ½ acre=1,080 SF)
 - R-1-20/30 generally 7% (½ acre=1,500 SF)
 - Open Space follows R-1-40, 5% (¼ acre=550 SF)
 - Accessory building with DADU cannot exceed footprint of existing home
 - Living space of DADU cannot exceed:
 - 1,250 SF for properties under 1 acre
 - 1,500 SF for property 1 acre and more

Example – ½ Acre R-1-40

- 2,500 SF home footprint
- 5% lot coverage limits accessory building to 1,000 SF footprint
- Allowed 1,250 SF DADU
- Can build DADU across 2 levels
- Cannot build 1,250 SF DADU on single story



Proposed DADU Ordinance

- Keep accessory building lot coverage limit?
- Keep limitation that DADU building footprint cannot exceed existing home footprint?
- Keep 1,250 SF/1,500 SF DADU living area limit?
 - Change allowed size?
 - Other cities generally 1,000 – 1,200

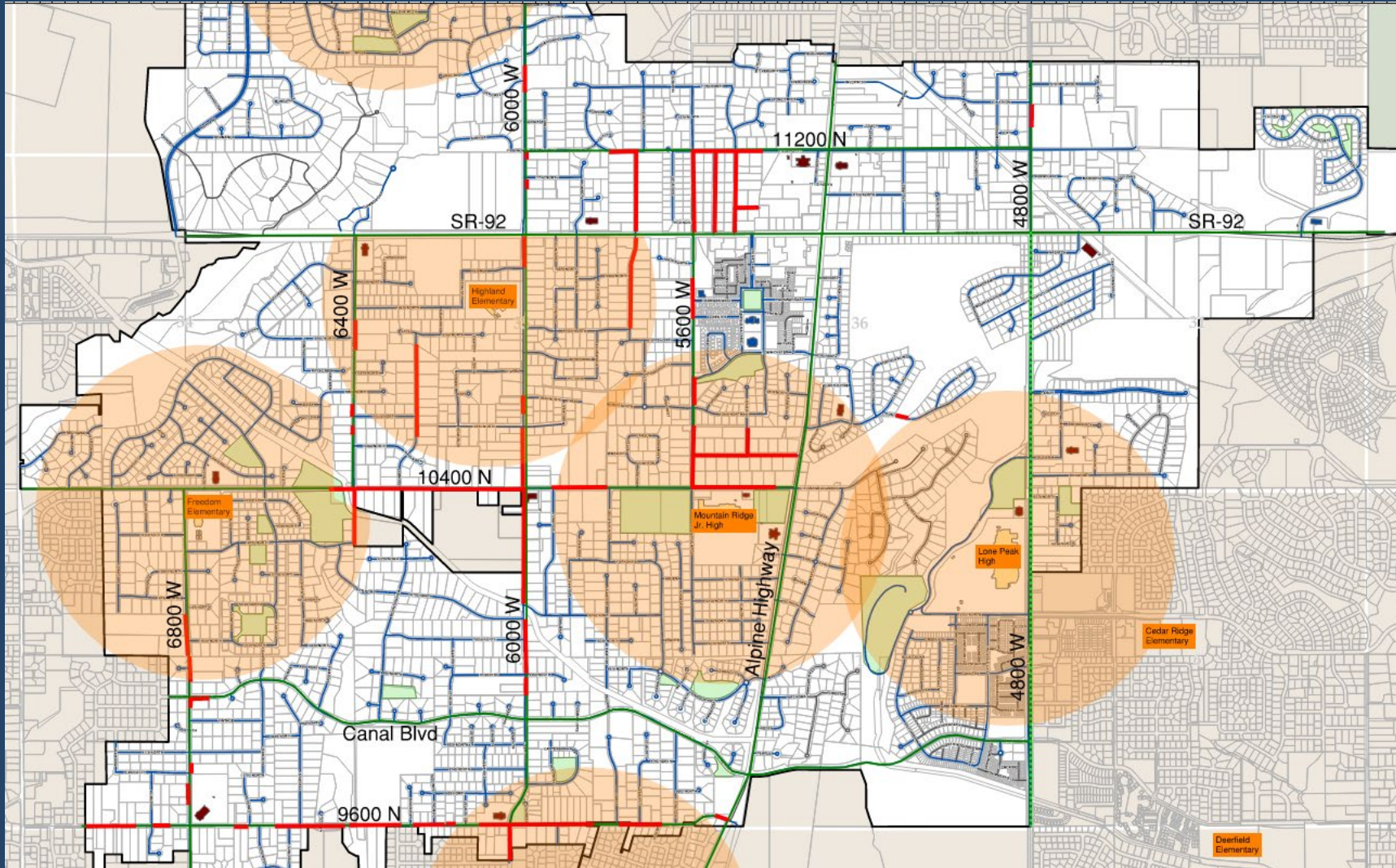


SIDEWALK PRIORITIZATION AND FUTURE BUDGET PLANS

Item 7a – Communication

Presented by – Ryan Selee, Staff Engineer

Sidewalk Prioritization



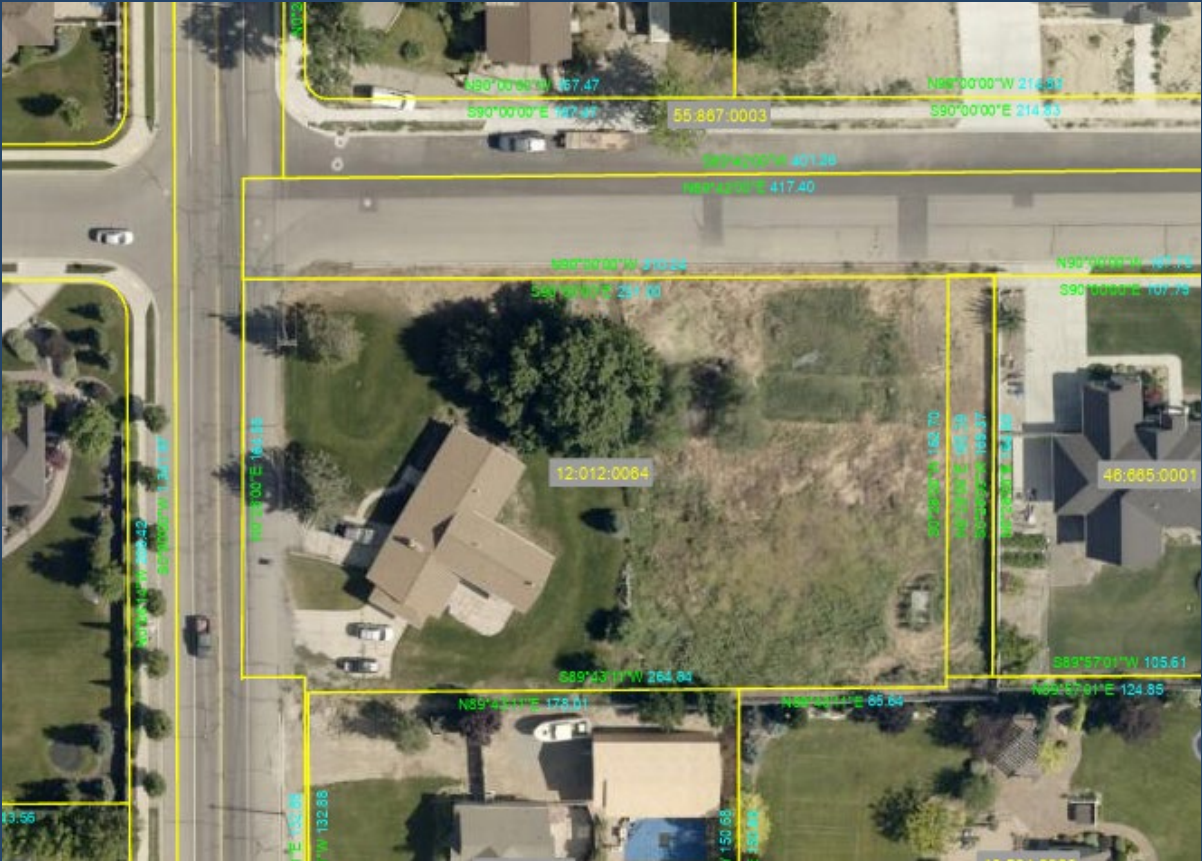
Roadways without existing sidewalk are shown in red.

School areas are shown in orange.

Sidewalk Projects Obstacles

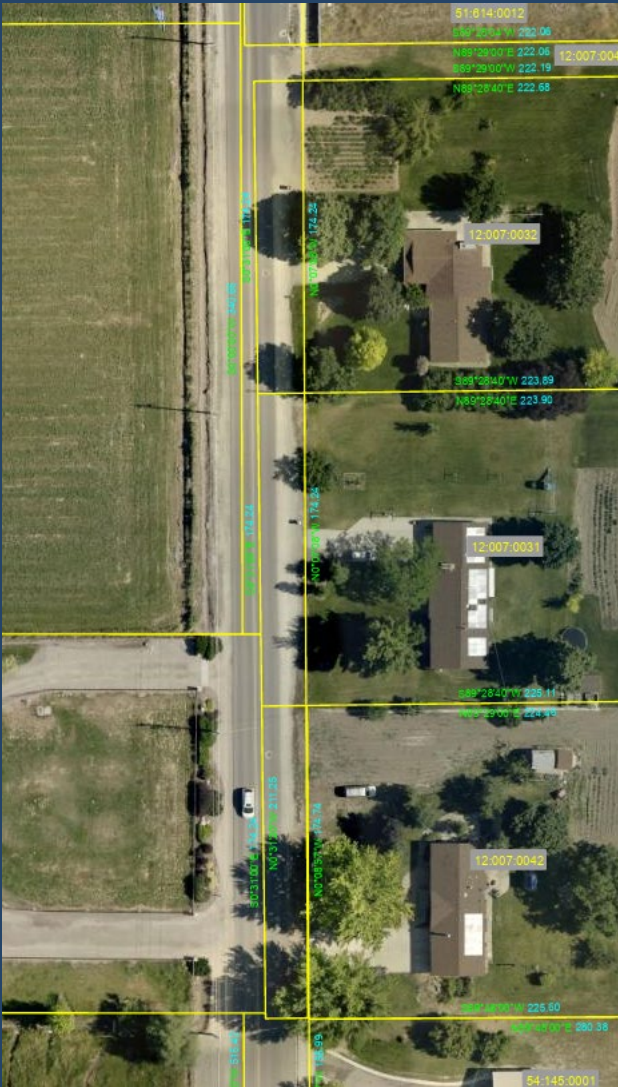
- 44,160 linear feet of missing sidewalk
- Right-of-way ownership
- Survey and survey cost
- Curb alignment
- Storm drain needs and capacity
- Elevation difference
- Utility conflicts and ditch abandonment
- New subdivisions are required to install sidewalks

Sidewalk Project ROW Examples



Canal Blvd
W

6000



By the Numbers

- Estimated Cost Range
 - \$150-\$475 per linear foot
 - \$6,624,000 - \$20,976,000
 - Not including right-of-way acquisition
 - Low cost include simple scopes: sidewalk and base
 - High cost includes more complicated scopes: sidewalk, base, curb, roadway regrading, stormwater infrastructure, utility conflicts, surface restoration



Simple scope sidewalk project example

Sidewalk Project Examples



9600 N

Club Dr



10400 N & 6000 W



Country

Ranking Criteria

- Route to School - within ½ mile of a school
 - ROW owned by City
 - ROW offered by resident
 - Collector Road
 - Length of sidewalk to install
-
- Other criteria?
 - Which criteria to prioritize?

Funding Options

- Safe Routes (UDOT)
 - Every two years
 - Typically funds projects in the \$200,000 - \$500,000 range
 - Priority given to projects with acquired ROW and no utility conflicts
 - Funded 6000 West project 2025
- City funded
 - City could consider annual funding of top ranked projects

Questions?



RESIDENT COMMUNICATION PLANS FOR UPCOMING PRESSURIZED IRRIGATION RATES

Item 7b – Communication

Presented by – Chris Trusty, City Engineer/Public Works Director

PI Rates Discussion

Goals:

1. Collect revenues to match existing. This is not intended to be used to increase fund budget.
2. Use rates to encourage residents to not use above their water allotments thereby, increasing conservation and system pressures
3. Option 1 - \$15 Base with SF Cost Plus Tier Usage

Next Steps in Metering Process

Approve planned rate structure

Provide users information on what they might expect for rates

- Allotment provided vs used amount

- Update website with rate information

- Provide usage in billings

- Provide calculator for residents to understand billings

Meter usage through 2026

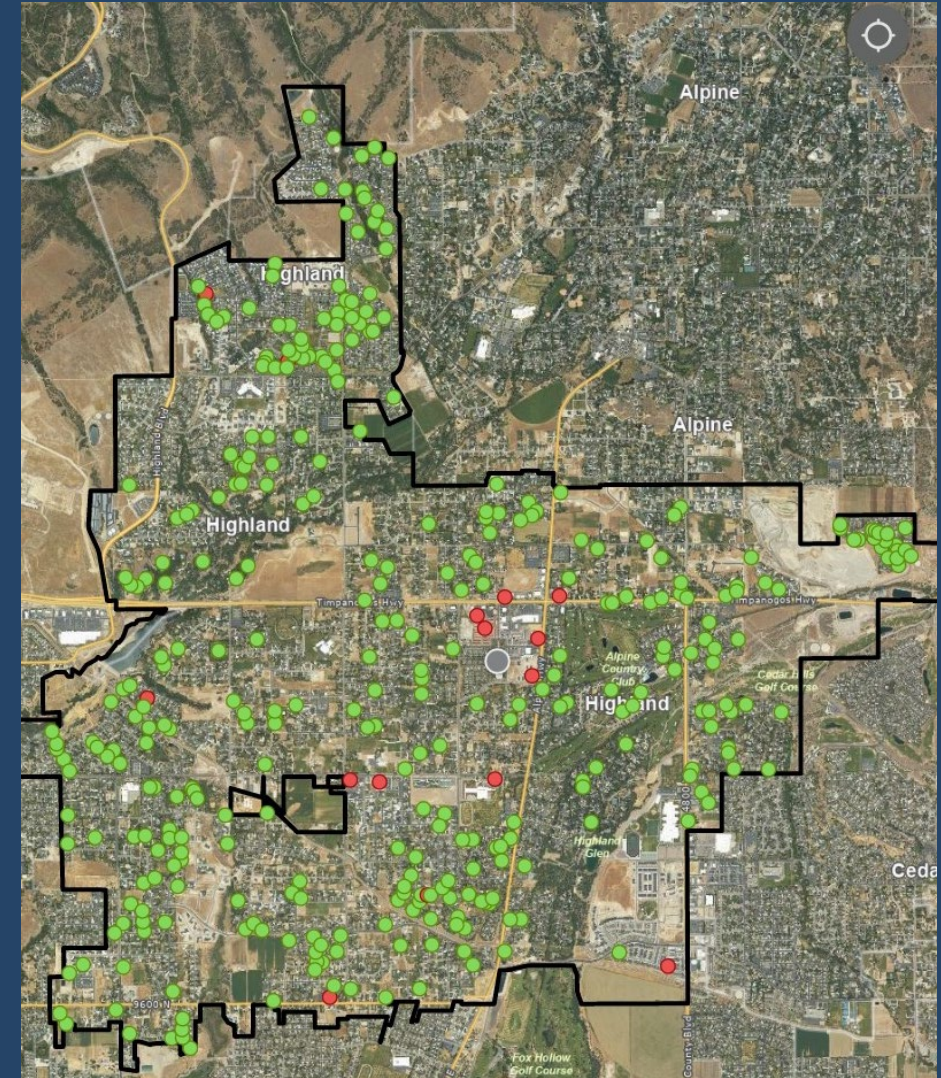
Prepare rate study Fall 2026 utilizing meter usage data from 2026 irrigation season

Revise rates during Winter 2026

Finalize and implement rates for 2027 irrigation season

PI Meters Communications to Residents

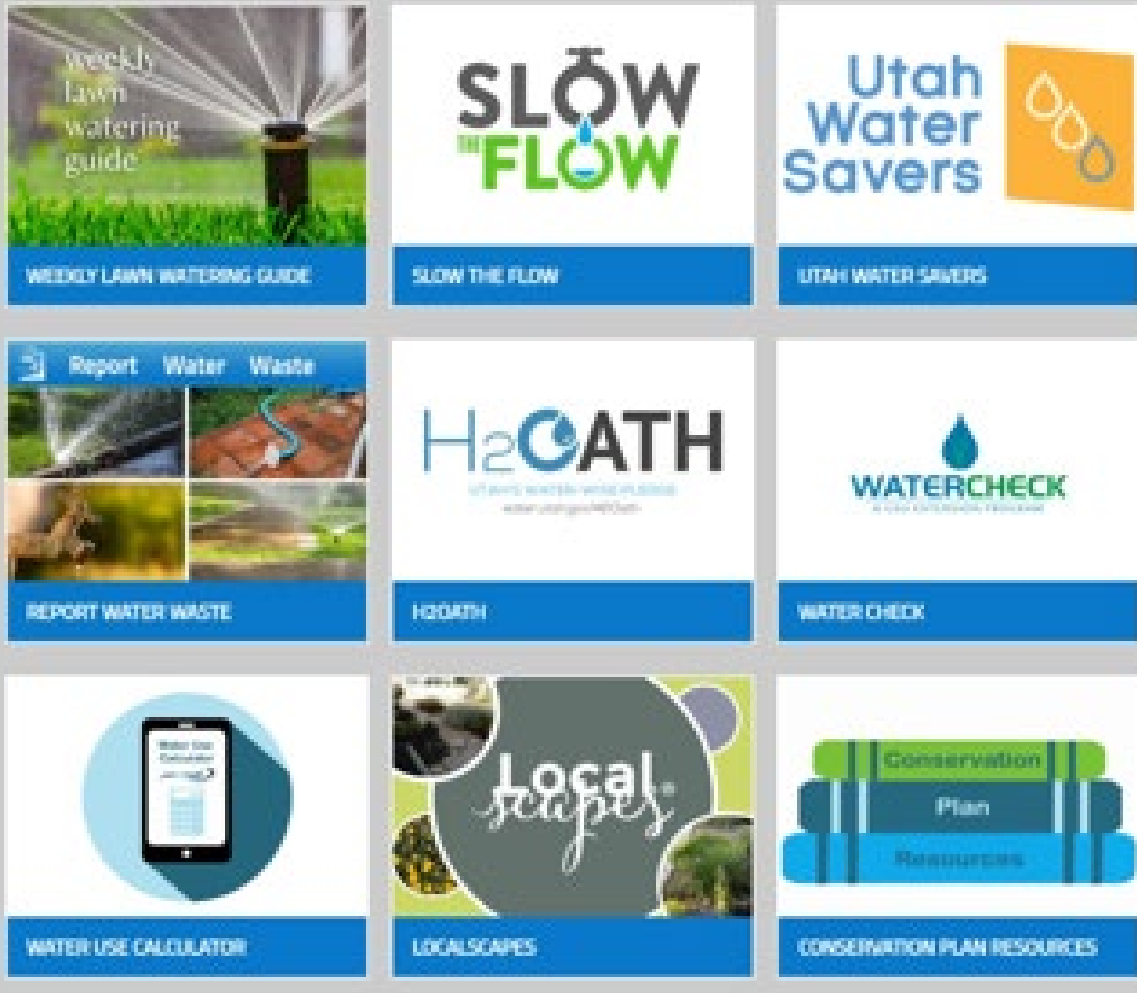
- Approximately 370 notices were placed for users +125% (~8.2% city wide).
- 320 (~7%) were between 125-200% of allotment
- Only 1.2% of users were +200%



PI Meters Communications to Residents

- City staff identified several reasons for over usage
 - Irrigate more than allotment
 - Education on water conservation options
 - Possible leaks
 - Residents with maintenance agreements with city
 - Usage agreements with city for irrigating only a portion of their lot
 - Some residents who have multiple properties/ agricultural use
 - Overall, City has seen a 20% reduction in use this year

PI Meters Communications-Education



- Promote education through weblink to state resources
- Highland City to provide incentives (water wise landscapes)
- Sign up for City portal to see actual usage 1,090 residents 24% on portal (50 after notices posted)

PI Meters Communications- next steps

- Post Proposed Rates on City Website
- Usage Calculator on City Website
- Include Allotment and Usage on City Bills
- Timeline for Implementation- 2027 vs 2028
 - Will residents who could save be disappointed if we do not implement sooner?
 - Does this allow for a reasonable year of usage to establish equal bill pay?
 - Waiting provides residents with more time to implement waterwise changes



COUNCIL POLICIES AND PROCEDURES

Item 7c – Communication

Presented by – Brittney P. Bills, Mayor



PROPERTY TAX FOLLOW-UPS

Item 7d – Communication

Presented by – Brittney P. Bills, Mayor



COMMUNITY DEVELOPMENT UPDATE

Item 7e – Communication

Presented by – Rob Patterson, City Attorney/Planning & Zoning Administrator



FUTURE MEETINGS

- August 25, Planning Commission Meeting, 7:00 pm, City Hall
- September 1, City Council Meeting, 6:00 pm, City Hall
- September 9, Lone Peak Public Safety District Meeting, 7:30 am, City Hall
- September 15, City Council Meeting, 6:00 pm, City Hall
- September 22, Planning Commission Meeting, 7:00 pm, City Hall

Motion to Adjourn to Closed Meeting

I move that the City Council recess to the Executive Conference Room to convene in a closed meeting to discuss pending or reasonably imminent litigation and the purchase, exchange, or lease of real property, as provided by Utah Code Annotated §52-4-205.



CLOSED MEETING

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

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

The site plan illustrates a residential property with the following features and dimensions:

- Proposed Garage:** Located at the top left of the property.
- Proposed Driveway:** Situated to the left of the residence, with a width of 30.00'.
- Residence:** The central structure, shaded with diagonal lines, featuring a covered porch and a covered patio.
- Covered Porch:** Attached to the front of the residence.
- Covered Patio:** Located to the right of the residence.
- Drainage:** Indicated by arrows labeled "DRAIN" at several points: one to the left of the residence, one to the right, and one at the bottom center.
- Setbacks:** A 30FT FRONT SETBACK is marked along the bottom boundary.
- Dimensions:**
 - Top boundary: 10.00' (left section), 100.00' (right section).
 - Left boundary: 20.00' (top section), 30.00' (middle section).
 - Bottom boundary: 30.00' (left section), 25.00' (right section).
 - Right boundary: 15.00'.
 - Internal dimensions for the driveway area: 38.949', 32.00', and 37.319'.
- Orientation:** The plan includes bearings and distances for the boundaries: S 00°11'54" E 148.870' (top left), S 45°23'06" E 211.182' (bottom left), and N 89°26'06" E 116.680' (bottom center).
- Dumpster Location:** A dashed rectangle indicates the designated area for a dumpster.



Issues:

216' of sidewalk is missing along West Country Club Dr (from 5096 W Country Club Dr to 5054 W Country Club Dr)

Road narrows to 21'

Weeds alongside of road (including Poison Ivy and Puncture Weed) have grown to over 3 feet, making it:

- impossible to walk on side of road

- fire hazard

- eye sore

Blind corners on either side of golf cart crossing

No street light

Cars speeding on East Jerling Dr

Parties Involved:

Neighbors on either side of golf cart crossing:

- Ken Francom and James Smith, who both are in favor of a sidewalk

Alpine Country Club Golf Course

- they are currently in process of surveying property to show boundaries and they are in favor of a sidewalk

Highland City

American Fork Ditch Company (Mitchell Ditch)

Request:

Sidewalk, curb, and gutter to be added

Widen road to match road on either side (where both sidewalks end)

Weed mitigation

To slow down traffic, add crosswalk-OR-bulb out on East Jerling from the Williams home (10622 N West Jerling) to the Francom home (5096 W Country Club Dr)

Concerns:

Property boundaries

Budget (Highland City budget or look into possibility of *Safe Schools Funding*)











