

**AGENDA**  
**HIGHLAND CITY COUNCIL MEETING**  
**September 16, 2014**

**7:00 p.m. Regular City Council Session**  
Highland City Council Chambers, 5400 West Civic Center Drive, Highland Utah 84003

**7:00 P.M. REGULAR SESSION – CITY COUNCIL CHAMBERS**

CALL TO ORDER – Mayor Mark Thompson  
INVOCATION – Brian Braithwaite  
PLEDGE OF ALLEGIANCE – Dennis LeBaron

**APPEARANCES**

- 1. Time has been set aside for the public to express their ideas, concerns, and comments.**  
*(Please limit your comments to three minutes each.)*

**CONSENT**

- 2. MOTION: Approval of Meeting Minutes for City Council Regular Session – August 19, 2014**
- 3. MOTION: Ratify the Mayors Appointment to the Tree Commission – Roger Mickelsen**

**ACTION ITEMS**

- 4. ORDINANCE: Amendments to the Highland Municipal Code Section 6.12.010 – Licensing and Regulating Service Dogs.**
- 5. MOTION: Award Road Maintenance Project Bids – Holbrook Asphalt for \$112,859.89 and Geneva Rock for \$65,100.84, spring of 2015**
- 6. MOTION: Contract Approval for Road Maintenance Project Management – King Engineering**
- 7. MOTION: Approve a Solution for Neighborhood Option Trail – Dry Creek/Bull River Trail**
- 8. MOTION: Approval of City Park Use – Organized Sports Leagues**

**MAYOR/ CITY COUNCIL & STAFF COMMUNICATION ITEMS**

- 9. Website Improvement Update – Rod Mann, City Council Member**

## 10. Country Club Road Issue Update – Aaron Palmer, City Administrator

### ADJOURNMENT

*(These items are for information purposes only.)*

Description	Requested/Owner	Due Date	Status
Funding plan for Capital Facilities Plan update and certified impact fee.	City Council Nathan Crane	Oct. 2014	Study In Progress
Country Club Safety/Road Issues	City Council PW & PS	Oct. 1, 2014 Meeting	In Progress
Parks Presentation	City Council Nathan Crane	Oct. 2014	In Progress
5 Year Road Maintenance Plan for FY 14-15 Budget for Maintenance Plan	City Council	Oct. 31, 2014	In Progress
Road Capital Improvement Plan for FY 15-16 <i>Prioritize and Communicate to Residents</i>	City Council	**	Sept. 16, 2014 CC Meeting
Small Animal Revision Service Animals vs. Pets	City Council	**	Sept. 16, 2014 CC Meeting
Determine Open Space Park Use	City Council	**	Sept. 16, 2014 CC Meeting
Arts Council Piano	City Council Tim Irwin	Oct.21, 2014 CC Mgt.	Report by Arts Council

### CERTIFICATE OF POSTING

The undersigned duly appointed City Recorder does hereby certify that on this **10<sup>th</sup> day of September, 2014**, the above agenda was posted in three public places within Highland City limits. Agenda also posted on State (<http://pmn.utah.gov>) and City websites ([www.highlandcity.org](http://www.highlandcity.org)).

JOD'ANN BATES, City Recorder

- In accordance with the Americans with Disabilities Act, Highland City will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at 801-772-4505, at least 3 days in advance to the meeting.
- The order of agenda items may change to accommodate the needs of the City Council, the staff and the public.
- This meeting may be held electronically via telephone to permit one or more of the council members to participate.

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

**MINUTES  
HIGHLAND CITY COUNCIL MEETING  
Tuesday, August 19, 2014**

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

**PRESENT:** Mayor Mark Thompson, Conducting  
Councilmember Brian Braithwaite  
Councilmember Rod Mann  
Councilmember Tim Irwin  
Councilmember Dennis LeBaron  
Councilmember Jessie Schoenfeld

**STAFF PRESENT:** Aaron Palmer, City Administrator  
JoD’Ann Bates, Executive Secretary/Recorder  
Nathan Crane, Community Development Director  
Gary LeCheminant, Finance Director  
Tim Merrill, City Attorney  
Shannon Garlick, Secretary  
Brian Gwilliam, Chief of Police

**OTHERS:** Frank Tusieseina, Steve Lewis, Trey Anderson, Justing Knorr, Jared Burgon, Michael Austin, Brayden Blodgett, Chel Ferraro, Jensen Featherstone, Addison Church, Wesley Palmer, Trey Mace, Laura Mace, Terri Kent, Stacie Mangum, Amy Christensen, Susan Baugh, Allisha Heath, Corbet Heath, Karen Pugmire, Mark Pugmire, Bradley Smith, Dorraine Crump, Jay Worthington, Gerald Tedlow, Jeff Harvey, Larinda Harvey, Matt Conover, Heather Groom, Robert Valentine, Rhenda Bromley, Tim Pead, Christine Smith, Brent Beckley, Raquel Prestwich, Brian Parrish, Jeremy Barlow, Scott Smith, Michelle DeKorver, Justin Parduhn, Ed Barfuss, Roger Mickelsen.

The meeting was called to order by Mayor Mark Thompson as a regular session at 7:01 p.m. 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 Jessie Schoenfeld and those assembled were led in the Pledge of Allegiance by Scout Addison Church.

**APPEARANCES:**

# DRAFT

1 Robert Valentine, resident of Wildrose, stated he has sent the Council copies of the petition  
2 signed by the residents of the Wildrose Subdivision asking when the wall will be put in between  
3 the Wildrose Subdivision and the Ashford Memory Center.  
4

5 Heather Groom, resident of Beacon Hill, stated there is a potential Questar Gas line change  
6 proposed to go in near Twin Bridges. She stated the land is actually located in Alpine City, but  
7 the line would be moved to approximately two feet off the properties of Highland residents. She  
8 stated this only impacts one Alpine resident, but would directly affect five Highland residents  
9 and indirectly affect the whole neighborhood. She mentioned they are planning on making line  
10 improvements, along with placing a metering facility. She stated they have asked to purchase a  
11 piece of property from Alpine that is right on the border of Alpine and Highland. She explained  
12 the property would have an eight foot fence and they have indicated there will not only be a  
13 metering station, but also another future building. She expressed their concern for how this will  
14 affect their property values. She explained this is an area with a high fire risk, so it is a dangerous  
15 location for a gas building. She stated Alpine City said it was the best location, because it does  
16 not affect the majority of their residents, but it would affect Highland residents. She asked if  
17 there is anything Highland City can do and suggested the Council speak with Alpine City to see  
18 if there is a better option. She mentioned they are building the facility as a Conditional Use  
19 Permit. She stated she is going to speak at the Alpine City meeting as well to request they  
20 postpone the decision until they meet with the neighbors and Questar.  
21

22 Tim Irwin stated he does not believe it is okay to place a commercial building in an open space  
23 residence. He stated looking at the background information it does not appear that they took into  
24 account the fire safety issue. He explained the residents cannot light fireworks in the area, so it  
25 seems discerning to have a gas facility on that property. He mentioned Chief Freeman is going to  
26 the Alpine City Planning Commission meeting to express the Fire Department's safety concerns.  
27 He stated once Questar purchases the property, it is a done deal, so it's important to take care of  
28 the issue now. He mentioned they are referring to the proposed buildings as accessory structures.  
29 He stated the real question is what else they are planning to put on the property and how that will  
30 affect the residents.  
31

32 Brian Braithwaite clarified there is currently a pipe on the property, but this would just divert the  
33 pipe to the metering station. He stated these types of things are needed for society in order to  
34 have the benefits, but there should be some mitigation as to where and how they are built. He  
35 stated it is good thing the Fire Chief will be at the meeting to discuss the safety concerns. He  
36 explained it is Alpine's property, so it is their responsibility, but it does affect Highland  
37 residents. He expressed his appreciation for Heather Groom attending the Alpine City meeting.  
38

39 Heather Groom stated it is Alpine property, but she just wanted to inform the Council of the  
40 situation. She stated the facility is necessary, but believes it could be built in a better location.  
41

# DRAFT

1 Ronda Bromley, Lone Peak High School Principal, introduced her Administrative Team:  
2 Christian Smith, Dan Biolo, Tim Pead, Mike May. She explained the first day of school went  
3 well and they have high expectations for the year. She explained this year's theme is, "Lone Peak  
4 High School: where students' success is a team effort." She thanked the City Council and Police  
5 for all of their help and support.

6  
7 Tim Irwin thanked Ronda Bromley for allowing the Lone Peak High School Band to participate  
8 in the Highland Fling Parade.

9  
10 Frank Tusieseina, resident of Highland, invited the Mayor, City Council, and staff to attend the  
11 ribbon cutting that Saturday for the new sand volleyball court in Highland Glen Park. He stated  
12 he has been involved in professional beach volleyball for a couple of years and the top Olympian  
13 volleyball players were just in town for the Salt Lake City Open. He mentioned the two  
14 champions were both from Utah. He stated the sand in the new court is the same sand the  
15 professionals played on over the weekend. He thanked the City staff for preparing the court and  
16 the Highland City Foundation for donating the sand. He stated there will be free food at the event  
17 and the top Utah volleyball players will be there. He stated the new volleyball court  
18 complements all of the other improvements in Highland Glen Park. He stated this is the first  
19 NCAA United States Volleyball Regulation Court in the entire State. He stated girls can earn  
20 volleyball scholarships, so they hope the Lone Peak High School Girls' Volleyball Team will  
21 utilize the court for training.

22  
23 Brian Braithwaite clarified there will be an annual tournament on the court.

24  
25 Frank Tusieseina replied yes, but the goal is not only to have tournaments, but to also get  
26 families out for regular activities.

27  
28 Terry Kent, resident of Windsor Meadows, stated the Windsor Meadows Subdivision is having  
29 problems with organized sports teams using the Windsor Park as a playing field. She stated there  
30 is not a parking lot, so people park along both sides of the street which causes public safety  
31 issues. She stated they constantly leave garbage and personal items and are urinating all over the  
32 park. She stated the noise is out of control, and the park is being occupied all day, every day, all  
33 summer long. She mentioned the whole neighborhood supports these concerns. She explained  
34 the residents feel the only solution is to put up signs prohibiting organized sports games and  
35 practices in this park. She stated the grass is being torn up and the practices are as much of a  
36 problem as the games. She mentioned they are even holding soccer clinics and camps at the park  
37 throughout the summer. She stated the suggestion has been made to put red curbing on one side  
38 of the street, but that would just cause more congestion on the other streets. She stated they have  
39 tried doing porter potties, but no one wants to constantly see porter potties in their neighborhood.  
40 She stated the porter potties get vandalized and people still urinate in the park. She explained  
41 they would love to have a park where the neighborhood families can play and they have not been

# DRAFT

1 able to use it all summer. She stated the City staff even struggles finding a time to do park  
2 maintenance. She mentioned the clubs used to play at Mountain Ridge Junior High and were  
3 asked to leave. She explained the North Utah County Soccer Association has been told not to  
4 practice there anymore, but they leave their goal posts at the park, so it encourages people to  
5 come and play.

6  
7 Susan Law, resident of Windsor Meadows, stated she agrees with the statements made by Terry  
8 Kent. She explained the misuse of the park is a nonstop issue and thanked the Council for  
9 looking for a solution.

10  
11  
12 **PRESENTATION/DISCUSSION:**

- 13  
14 • Proclamation of Appreciation – Jeremy Barlow

15  
16 Mayor Thompson presented the Proclamation of Appreciation to Jeremy Barlow. He explained  
17 Jeremy Barlow performed CPR on a young girl who started drowning in the Highland Glen Park  
18 pond. He thanked Jeremy on behalf of the whole City for saving the young girl's life.

19  
20  
21 **CONSENT:**

22  
23 MOTION: Ratifying the Mayor's Appointment to the Highland City Beautification Committee –  
24 Denise Stratton.

25  
26 MOTION: Ratifying the Mayor's Appointment to the Highland City Social Media Committee –  
27 Brent Beckley, Brian Parrish, and Linda Walton.

28  
29  
30 **MOTION: Tim Irwin moved the City Council to approve the consent items on the agenda.**

31  
32 **Jessie Schoenfeld seconded the motion.**

33 **Unanimous vote, motion carried.**

34  
35  
36 **ACTION ITEMS:**

37  
38 ORDINANCE: Adopting and Amending Municipal Code Chapter 13.12 – Sanitary Sewer  
39 Management Plan.

# DRAFT

1 Nathan Crane stated the amendment has been updated based on the comments received at the last  
2 Council meeting. He stated they will be adding the 24 hour notice for non-emergency issues in  
3 the Right of Way Entry Section of the amendment.  
4

5 **MOTION: Tim Irwin moved the City Council to adopt the Amendment to the Highland**  
6 **Municipal Code Chapter 13.12 – Sanitary Sewer Management Plan.**  
7

8 **Dennis LeBaron seconded the motion.**

9 **Those Voting Aye: Jessie Schoenfeld, Tim Irwin, Dennis LeBaron, Brian Braithwaite**

10 **Those Voting Nye:**

11 **Unanimous vote, motion carried.**  
12  
13

14 **MOTION: Approval of Reimbursement Agreement with Legacy Fields – Upsizing of Detention**  
15 **Basin and Sanitary Sewer Line.**  
16

17 Nathan Crane stated this is a request for reimbursement of up to \$35,425 for two different  
18 projects, a sanitary sewer line and upsizing of the detention basin. He stated the Highland Fields  
19 Subdivision is responsible for building a sewer line and the City is asking them to build 130 feet  
20 of additional sewer line as part of the project. He stated the pipe down 6000 West is reaching  
21 capacity, so doing this project improves that sewer capacity. He stated this solution will serve the  
22 City well into the future until development to the north begins to come in and they can address  
23 capacity with the developer at that time. He stated the City's cost for the additional 130 feet of  
24 line is \$3,500, but if the City chose to improve 6000 West rather than do this project, it would  
25 cost a minimum of \$700,000-\$1,000,000. He stated this project was not identified as part of the  
26 budget, but there is enough in savings to cover the \$3,500 expenditure.  
27

28 Tim Irwin questioned if this is something that could be covered by impact fees.  
29

30 Nathan Crane stated if both projects meet the criteria set by the State for impact fees, the goal  
31 would be to reimburse through those fees.  
32

33 Brian Braithwaite stated they are taking pressure off 11800 North by having the sewage flow  
34 from that line down to 6000 West. He expressed his confusion that normally they would tie into  
35 the line, so they can flow into 11800 North, but this is the opposite.  
36

37 Nathan Crane replied all of the waste water currently flows into 11800 North and then proceeds  
38 down to 6000 West, but this project would provide an intercept where it can bypass the 6000  
39 West line and connect farther down the system. He stated it would still tie into 6000 West down  
40 farther, which is why there is another portion of the line they would address. He explained the

# DRAFT

1 option would be to upgrade the whole line or just put in the additional 130 feet of line and update  
2 a small portion.

3  
4 Justin Parduhn stated this would bypass 6000 West altogether. He explained the line would come  
5 down through the new subdivision into the Highland Heights Subdivision and down through the  
6 Dry Creek Subdivision, and would meet up with the waste from 6000 West at the intersection.  
7 He stated this allows the City to only upgrade from that intersection to the City's lift station.

8  
9 Brian Braithwaite questioned if the City will also have to upgrade the lift station.

10  
11 Justin Parduhn replied the City will not need to upgrade the lift station itself, but just a portion of  
12 the line leading up to the lift station.

13  
14 Nathan Crane stated the City needs to do the upsizing either way, but this decreases the amount  
15 of upsizing done to the line on 6000 West.

16  
17 Justin Parduhn stated if the City does not decide to move forward with this project, the whole  
18 line will need to be upgraded immediately according to the flows and testing.

19  
20 Brian Braithwaite questioned if this will be the new route for all additional growth below Skye  
21 Estates.

22  
23 Justin Parduhn stated some of the sewage may have to go through Highland Boulevard or down  
24 through Dry Creek Phase 4, because below Skye Estates there is the dip and it is hard to get  
25 sewage over it. He stated this will help with the future Beacon Hill phases, because this allows  
26 capacity in 6000 West.

27  
28 Brian Braithwaite stated they should build the line a little bit bigger than the anticipated capacity  
29 to prepare for the future.

30  
31 Justin Parduhn stated Tavis Timothy has looked at the Master Plan and stated this should be a  
32 remedy until future annexations come in. He stated ideally they do not want to put a lot more  
33 pressure on the sewer lift station.

34  
35 Brian Braithwaite asked what the estimated cost will be to upgrade from the intersection to the  
36 lift station.

37  
38 Justin Parduhn responded they have put the packet together, but it has not gone out for bid.

39  
40 Rod Mann questioned if the first line can be funded through impact fees.

# DRAFT

1 Nathan Crane stated the goal would be to have as much funded out of impact fees as possible as  
2 long as it meets the State requirements. He stated the analysis is if it was included in the fee the  
3 City is charging now, if it is a system improvement, and a number of other questions.  
4

5 **MOTION: Tim Irwin moved the City Council to approve the Reimbursement Agreement**  
6 **with Legacy Fields.**

7  
8 **Dennis LeBaron seconded the motion.**

9 **Those Voting Aye: Tim Irwin, Dennis LeBaron, Brian Braithwaite, Jessie Schoenfeld, Rod**  
10 **Mann**

11 **Those Voting Nye:**

12 **Unanimous vote, motion carried.**  
13

14 Nathan Crane stated they were going to discuss the upsizing of the detention basin, but because  
15 the Council is comfortable with the information, they will just move forward with the item.  
16  
17

## 18 MAYOR/CITY COUNCIL & STAFF COMMUNICATION ITEMS:

- 19 • Country Club Traffic

20  
21  
22 Justin Parduhn stated per the request of the residents and the direction from Council, staff  
23 installed a speed limit sign near the entrance coming out of Country Club. He stated they have  
24 also given the Council some bids for a tabletop speed bump or an asphalt speed hump and the  
25 pricing on a flashing speed limit sign. He stated staff's recommendation would be a flashing  
26 speed limit sign.  
27

28 Rod Mann clarified the cost for two signs would be \$5,500 as opposed to \$16,000 for two speed  
29 bumps.  
30

31 Justin Parduhn stated asphalt humps would be a little bit cheaper than the speed bumps, but they  
32 would still need two in order to prevent pushing the traffic onto another road.  
33

34 Mayor Thompson questioned if the City has initiated any conversation with the Country Club as  
35 to what they can do to notify their members.  
36

37 Justin Parduhn replied the neighbors may have, but the City has not contacted the Country Club.  
38

39 Mayor Thompson stated it may be appropriate for the City to engage them to put up their own  
40 sign reminding their members of the speed and that it is a residential street.  
41

# DRAFT

1 Brian Braithwaite stated a couple of the flashing speed limit signs have been installed in Alpine  
2 and were vandalized. He explained they replaced one of them at least three times and the other  
3 one was replaced at least two times. He mentioned he does not know how much of an impact  
4 there was, positive or negative. He suggested the City sit down with the residents and the  
5 Country Club to figure out the best solution. He stated the members of the Country Club are part  
6 of the problem, so it would be helpful for them to be part of the solution. He stated it may take a  
7 little extra time, but it would be worth it to have the discussion.

8  
9 Justin Parduhn stated all of the neighbors need to be involved as well, because the information  
10 they received from the companies installing the speed humps/bumps indicated that there are  
11 more residents that do not want them, than those that do. He explained vandalism is a problem  
12 with most things throughout the City, so signs may or may not be the way to go, but speed  
13 bumps are not necessarily the way to go either.

14  
15 Tim Irwin stated the Country Club is more of a closed area. He clarified the areas with signs in  
16 Alpine are more open with bigger roads.

17  
18 Dennis LeBaron questioned why staff would prefer the speed signs.

19  
20 Justin Parduhn replied speed bumps/humps cost more, have maintenance issues, and may not be  
21 that effective, because people just speed up immediately after. He stated staff recommends the  
22 speed limit signs if they are more effective, because they cost less and are easier to maintain. He  
23 explained they did not take vandalism into account and may need to look more into the issue. He  
24 expressed his concern that once they put one in, more areas will want them, so the City needs to  
25 have a stance on the issue and figure out where they are going to get the funds.

26  
27 Brian Braithwaite stated the road from Lehi out to Saratoga Springs has similar signs and in the  
28 beginning they were effective, but over time people begin to ignore them.

29  
30 Tim Irwin stated sometimes it is the inappropriate speed limit for the setting that can have an  
31 influence. He explained in the Country Club area it is obvious that it is 25 mph zone.

32  
33 Chief Brian Gwilliam stated in areas with higher speeds and larger lanes there will be more  
34 people ignoring the signs. He stated they put in signs temporarily and there is still a constant  
35 speed of 10-15 mph over. He stated there may be a different impact in a residential area, but it  
36 may not solve the problem. He explained the signs will cost \$2,000-2,600 depending on if they  
37 run power to the sign or if it is solar powered. He mentioned the signs in Alpine were damaged  
38 quite a few times, but have not had any problems for the last couple of years. He stated back in  
39 early spring, the police got a new traffic trailer on a grant that would measure speeds and keep  
40 statistical data and they put it out in the Country Club several times. He stated on one random  
41 day they had roughly 1,200 cars and the maximum speed was 37 mph, minimum of 5 mph, and

# DRAFT

1 the average speed was 18 mph. He stated on another random day there was approximately 1,000  
2 cars and the maximum speed was 37 mph, minimum of 5 mph, and an average of 22 mph. He  
3 stated on another random day, there were approximately 1,400 cars and the maximum speed was  
4 42 mph, minimum 5 mph, and the average speed was 22 mph. He stated he received a letter from  
5 Ed Barfuss that he agrees with, which states when there is a traffic trailer out there is a  
6 significant decrease in traffic speed. He explained having a police car parked out there all day  
7 every day would be a waste of a resource. He recommended they involve the Country Club  
8 because it's not the residents in particular that are the problem, but rather those who patron the  
9 Country Club. He stated it would not be a bad idea to give the installation of a speed limit sign a  
10 try and if it gets damaged the City can assess the issue again at that time.

11  
12 Mayor Thompson questioned if the speeds are equal from both directions.

13  
14 Chief Gwilliam replied the trailer only reads vehicles traveling towards the trailer, but they have  
15 only measured those leaving the Country Club. He stated they will go measure those coming to  
16 the Country Club and see if there is any difference.

17  
18 Dennis LeBaron questioned what the police's stance is regarding speed bumps.

19  
20 Chief Gwilliam stated speed bumps are a deterrence, but to what degree is unknown. He stated  
21 there are ways around them, so they would need to place two of them.

22  
23 Tim Irwin stated he agrees they need to engage the Country Club along with the neighbors in the  
24 discussion. He suggested the City initiate the conversation.

25  
26 Rod Mann questioned if there is also a problem with traffic on the east side

27  
28 Brian Parrish, resident of Highland, stated there is an issue with traffic on the east side of the  
29 Country Club as well. He explained it is not a through road, but both patrons and workers utilize  
30 it and there have been a couple of close calls. He asked to have the residents on that road  
31 included in the discussion.

32  
33 Aaron Palmer stated they will speak to the Country Club and schedule a meeting, and then send  
34 out invitations to the residents.

35  
36 Tim Irwin asked that the Mayor and members of the City Council be invited as well.

37  
38 Dennis LeBaron stated it would be helpful for the meeting if a resident was willing to get a poll  
39 from the neighborhood on their preferences.

40

# DRAFT

1 Brian Braithwaite stated it would be helpful to have the poll after the meeting, so they can  
2 discuss the negative and positive impacts at the meeting.

3 Mayor Thompson explained there are probably some of the same problems on the east side,  
4 because it is a more wide open street heading to 4800 West.

5  
6 Tim Irwin clarified there has not been a traffic count done on the east side.

7  
8  
9 • Open Space Park Use

10  
11 Tim Irwin expressed his appreciation for the chart of all the City parks, their size, and amenities  
12 provided by staff.

13  
14 Brian Braithwaite stated the Windsor Park is currently designated as a neighborhood park, so  
15 there are no restrooms, no reservations of the facility, no parking, and maintenance is done on a  
16 low-level. He suggested the City mark all of the parks that are having problems with misuse in a  
17 way that identifies no organized sports. He stated meanwhile, the City needs to find a solution  
18 for the needs of youth to have places to practice and play. He stated he does not see any reason to  
19 spend money posting the parks that don't have issues at this time. He mentioned the Town  
20 Center Meadows Park is listed as a neighborhood park, but is treated as a reservable City park.

21  
22 Mayor Thompson stated this is a specific issue for Windsor Meadows, but the City does need to  
23 determine which parks have what use. He stated if they intended for people to drive to the park,  
24 they would have a parking lot. He stated the School District is leasing their space during the  
25 summer to organized sports groups for a cost. He stated he does not agree with that, because all  
26 taxpayers are providing for the property and there may be vacant times when the fields are not  
27 used at all. He explained they need to look at what the City and School District have that can fit  
28 the use of organized sports or if the City needs to accommodate that for the residents. He  
29 explained they need to put up signs in the Windsor Park immediately until the City has a better  
30 understanding.

31  
32 Tim Irwin asked what parks are used for the recreational agreement with Cedar Hills.

33  
34 Aaron Palmer replied they are waiting to get a report from Cedar Hills on the recreational  
35 program, but they only use the reservable parks.

36  
37 Brian Braithwaite stated if it is a Highland City sponsored league in conjunction with Cedar Hills  
38 or if they are Highland residents, they could have free access to the park. He suggested if not  
39 they can be charged a fee, because they are not paying Highland taxes and they are making  
40 money off their camps.

# DRAFT

1 Tim Irwin questioned if a park has to have restrooms in order to be reservable.  
2

3 Brian Braithwaite responded no, because the Town Center Meadows Park is reservable and it  
4 does not have restrooms.  
5

6 Aaron Palmer replied they can reserve the fields at Lone Peak as well, but the lacrosse teams and  
7 North County Soccer split the cost of a porter potty on the property.  
8

9 Tim Irwin stated it would be helpful for the chart to list which parks are reservable.  
10

11 Dennis LeBaron questioned if there are restrictions on any of the parks for sports. He asked how  
12 these groups decided to hold their camps, games, and practices in this specific park.  
13

14 Mayor Thompson responded North Utah County Soccer Club caters primarily to the youth  
15 leagues and they have tried to make an effort, but they are overusing the park. He stated they  
16 indicated they were bringing in a porter potty on a trailer when they were utilizing the parks.  
17

18 Terry Kent stated she spoke to the Director of North Utah County Soccer at the beginning of the  
19 summer and he stated they would bring in a porter potty, but they never did. She stated he also  
20 stated he would do something about the garbage and never did.  
21

22 Mayor Thompson stated the trailer issue seems more appropriate in some areas than planting the  
23 porter potty on the property. He stated they indicated they spaced out their games so there is not  
24 as much traffic, but any kind of activity at the current level is inappropriate for that park. He  
25 stated even though the park is a good size and has easy access, it is a neighborhood park. He  
26 stated the City will post that it is a neighborhood park; it is still is a public park, but is not for  
27 destination use. He stated the results may not be immediate, but the City will take immediate  
28 action.  
29

30 Dennis LeBaron questioned if there are any other parks that are subject to this type of activity.  
31 He stated if they close the Windsor Meadows Park, another park may just take its place.  
32

33 Josh Castleberry stated Windsor, Canterbury North, Wimbledon North and South, and Town  
34 Center Meadows all have problems. He explained the parks that are marked as a pavilion are the  
35 only ones that can be reserved, because they are reserving the pavilion, not the park itself. He  
36 stated the only park that is scheduled out for sports is the Lone Peak soccer field next to the high  
37 school. He stated some parks actually have pavilions that are not reservable, so there needs to be  
38 a distinction between the two. He mentioned the reservable parks are Highland Glen, Heritage  
39 Park, Town Center Meadows, Merlin Larson, and Mitchell Hollow. He explained the Wildrose  
40 Park has always had no organized sports signs posted, so those signs should also be placed at the  
41 Windsor Park as well. He stated right now parks are going to be the most misused after school.

# DRAFT

1 He mentioned Canterbury North is used for football and soccer and Heritage Park is used for  
2 football.

3  
4 Tim Irwin stated it is fine for the organized sports teams to use the parks, but they put extra  
5 usage on the parks. He stated it would be appropriate to charge the organized sports teams for the  
6 added use.

7  
8 Josh Castleberry replied if they are non-profit organizations and they are making a profit, they  
9 should be charged. He stated the staff fertilized the Windsor Park three times over the summer to  
10 try to help the grass and they've struggled to complete fertilization because people are on the  
11 grass constantly. He stated there is a camp that happens all summer long in the Mitchell Hollow  
12 Park and the Director is making money and he is not paying for the field use.

13  
14 Mayor Thompson stated the City has built ball fields to be enjoyed by the youth, but if someone  
15 is trying to run a camp and make money on it, then the City needs to treat that differently.

16  
17 Terry Kent questioned how soon the signs will be posted. She asked what the residents should do  
18 when the signs are up and people still overuse the fields.

19  
20 Chief Gwilliam stated the residents can call the police and they are willing to come out and ask  
21 them to leave, but there is no ordinance that allows the police to force them off the field.

22  
23 Mayor Thompson stated the City will work on the ordinance process, but for now the police will  
24 respond to any issues.

25  
26 Rod Mann questioned how soon the signs can be posted.

27  
28 Justin Parduhn replied it will take a little while for the signs to be made, but they will order "No  
29 Organized Sports" signs the following day.

30  
31 Josh Castleberry stated they will remove the goal poles and have the North Utah County Club  
32 come pick them up at the old water building.

33  
34 Jessie Schoenfeld stated they have to be careful, because if a group of kids start a game of soccer  
35 or flag football it may be considered an organized sport.

36  
37 Mayor Thompson stated when they have an ordinance and enforce it; they will get technical and  
38 define the difference between organized and non-organized sports. He stated for now, if it is  
39 involved in a league then it is considered an organized sport.

# DRAFT

1 Chief Gwilliam stated the judgment will be on the officer as to whether or not it is an organized  
2 sport.

3  
4 Terry Kent clarified the no organized sports include practices.

5  
6 Matt Conover, resident of Highland, suggested organized sports should refer to profitable  
7 organizations and should not be permitted, but non-profit organizations should not be considered  
8 organized because they are not making money off using the field. He stated there are Highland  
9 City teams and questioned where those teams would be allowed to play.

10  
11 Mayor Thompson responded the Windsor Park is not currently set up for that type of use, so the  
12 City is going to take the use off completely until the City determines that definition.

13  
14 Dorraine Crump, resident of Highland, stated the next eight weeks are going to be very busy with  
15 practices and the schedules are already going out to parents. She explained everyone will believe  
16 that is where they practices and games will be held. She questioned what the residents need to do  
17 until the signs are posted.

18  
19 Mayor Thompson responded the City will not have a lot of leverage until the signs are posted,  
20 however if they are disruptive the police can drive by and speak to them.

21  
22 Tim Irwin stated by sending the officers out gives them a notice immediately that they need to  
23 change the information given to those in the program.

24  
25 Discussion continued regarding the misuse of the park.

26  
27 Brian Braithwaite stated the City needs to give clarity to the officer to help him explain that to  
28 the sports group. He suggested staff look at other cities and see what wording they use on their  
29 signs.

30  
31 Tim Irwin stated they need to clarify what defines an open space park vs. a City park, to make  
32 sure the City is correctly subsidizing the open space with the General Fund.

33  
34 A Work Session Meeting is scheduled for September 11, 2014 at 6:00 p.m. to discuss City Parks  
35 and the North Utah County Recharge Association.

36  
37 \*\* Mayor Thompson called for a recess at 8:57 p.m., meeting reconvened at 9:11 p.m. \*\*

- 38  
39  
40 • Enterprise Funds  
41

# DRAFT

1 Gary LeCheminant stated in mid-July the Council asked to look at the Enterprise Funds. He  
2 stated he used the July 2009-June 2014 fiscal years to look at the current budget year and project  
3 the next three fiscal years. He mentioned he assumed no major capital expenses or other  
4 unexpected costs in the projection. He explained all of the current City utility rates. He stated  
5 service charges make up 83% of the Culinary Water Revenue, connection fees make up 13%,  
6 and meter fees make up 4%. He stated the monthly collection fees are 85% of the Storm Sewer  
7 Revenue and permit fees are 15%. He stated 99% of the Sewer Revenue is service charges. He  
8 mentioned the connection, meter, and permit fees are one time fees and the impact fees are not  
9 included in revenue.

10  
11 Brian Braithwaite clarified Gary LeCheminant used the updated TSSD fee in his calculations. He  
12 explained one group of residents paid for their water shares when they built their homes, but the  
13 rest are paying for their water over time. He stated in order to be part of the pressurized irrigation  
14 system they have to give a certain number of water rights to the City. He explained the City  
15 bought additional shares of water, so the residents who did not originally pay for their shares are  
16 paying for them now.

17  
18 Mayor Thompson stated the purchase of the Provo Reservoir Well made that water available to a  
19 number of people. He stated they set the rate very low and the City has now purchased additional  
20 water at a much higher price. He explained the water should not be paid out of the Enterprise  
21 Fund, but should be a capital investment that the City can sell.

22  
23 Gary LeCheminant displayed a PowerPoint discussing the Enterprise Funds (\*See attached  
24 slides). He stated the number of Enterprise Fund billed customers from July 2009-June 2014 has  
25 gone up steadily by about 70-90 new customers a year. He mentioned there are approximately 85  
26 new building permits a year.

27  
28 Mayor Thompson clarified the discrepancy comes from the fact that some are still watering their  
29 lawns with culinary water and some homes still have septic tanks.

30  
31 Rod Mann questioned if the new Skye Estates Development was also considered.

32  
33 Gary LeCheminant responded he just looked at the trend for the last five years, but if Skye  
34 Estates raises those numbers the City will just receive more revenue.

35  
36 Brian Braithwaite mentioned Toscana has been coming in for the last three years.

37  
38 Discussion continued regarding culinary water usage.  
39

# DRAFT

1 Gary LeCheminant displayed the graphs for each fund (\*See attached slides). He stated the City  
2 is going to be in the positive for culinary revenue. He explained the major expenses for culinary  
3 are depreciation, power for the lift station, salaries, water meters, and repairs.

4  
5 Tim Irwin questioned how much money is in the Culinary Water Reserves.

6  
7 Gary LeCheminant responded there is 1.4 million dollars cash in the Culinary Water Reserves.

8  
9 Dennis LeBaron questioned how much is needed in reserves. He asked if the City is meeting the  
10 needs or if they need more in reserves.

11  
12 Gary LeCheminant replied one of the points of this exercise is to decide if the City needs to do a  
13 rate study and decide how often they need to adjust the rates.

14  
15 Brian Braithwaite explained the City needs to watch the reserves to make sure they are not too  
16 high or too low. He stated this helps them look at what they currently have and the actual costs to  
17 make that determination.

18  
19 Discussion continued regarding the City's reserves.

20  
21 Gary LeCheminant stated he made an adjustment in the Storm Sewer budget for 2014-15. He  
22 explained there is \$90,000 in new construction fees, but to be conservative, that number was  
23 dropped to approximately \$65,000 for the following three projected years. He stated they are  
24 going to be in the positive for the Storm Sewer revenue. He stated the major expenses are  
25 depreciation, salaries, and system reconstruction. He mentioned the system reconstruction for the  
26 last four years has been through Sterling Don Excavation. He stated the Storm Sewer Fund has  
27 approximately \$300,000 in cash reserves.

28  
29 Brian Braithwaite asked if the system reconstruction is because of new regulations or growth.

30  
31 Justin Parduhn replied there are some sumps that are not functioning properly, so they are trying  
32 to replace 1-2 a year.

33  
34 Mayor Thompson stated they also need to upgrade them to double sump systems.

35  
36 Brian Braithwaite questioned if the City is under federal regulation to upgrade all of the sumps  
37 within a specific timeframe.

38  
39 Justin Parduhn stated he would have to look into it. He stated he does not know what the time  
40 frame is, but as far as he knows the City is currently in compliance.

# DRAFT

1 Gary LeCheminant stated the Sewer Funds are positive as well. He mentioned the cash in the  
2 Sewer Fund is approximately two million dollars. He stated the TSSD collection fee is almost  
3 60% of the sewer cost and all of that money goes to the Timpanogos Special Service District. He  
4 stated after the TSSD collection fee, the major expenses are depreciation, salaries, and a sewer  
5 connection with Cedar Hills.

6  
7 Brian Braithwaite stated he believed Cedar Hills used part of Highland's sewer system and paid  
8 Highland City for that usage. He stated 4800 West is a TSSD distribution line, so Cedar Hills can  
9 connect into that line, but there are some areas where it is easier to go through Highland's system  
10 than theirs.

11  
12 Gary LeCheminant replied he will have to look into it. He stated the revenue is less than the  
13 expenses for Pressurized Irrigation. He explained he projected out to 2022 when the bond  
14 payment is complete, but the City is negative \$400,000-440,000 every year. He stated the bond  
15 principle payment goes up every year for the next four years and the bond interest payment is  
16 going down. He mentioned the bond payment is approximately 25% of the cost for pressurized  
17 irrigation. He stated the other major cost is the Water Share Assessment, which he predicted to  
18 be approximately \$350,000.

19  
20 Brian Braithwaite stated for the Water Share Assessment, the City is making a water share  
21 purchase, but every year there is also a payment just for using the system.

22  
23 Mayor Thompson stated they are paid in different invoices, so there is a separate bill for  
24 contained water and for the assessments of the shares the City already owns. He stated this Water  
25 Share Assessments line item covers both, but they are billed separately.

26  
27 Brian Braithwaite questioned what portion of the line item is just the purchase of new shares. He  
28 stated the Mayor is concerned that the City is paying for shares that they shouldn't be. He stated  
29 if they took out that purchase, the expenses may be closer to the revenue coming in. He stated the  
30 cost has to go somewhere in the budget, so it may show a deficit somewhere else.

31  
32 Gary LeCheminant stated it would most likely cause a deficit in the General Fund. He stated in  
33 2009-10 water shares were \$260,000, in 2011 the City paid \$292,000, in 2012 they paid  
34 \$266,000, in 2013 they paid \$250,000, and in the last budget year the City paid \$356,000. He  
35 stated he projected that cost as \$350,000.

36  
37 Brian Braithwaite questioned why the water share price changed.

38  
39 Mayor Thompson replied in the beginning they needed 20% of the money down and some were  
40 willing to pay that, but others wanted to finance it slowly. He stated Salt Lake County (Jordan  
41 Valley Water Conservancy District) fronted most of the money and started building pipes a year

# DRAFT

1 before the project started. He stated the 20% came from them and other individuals that paid it in  
2 cash. He explained the Highland Conservation District decided to pay it gradually, so the shares  
3 started with an amount that was lower and gradually got larger.

4  
5 Brian Braithwaite expressed his concern that the price does not go up linearly every year, but  
6 rather goes up and down.

7  
8 Mayor Thompson responded when they jumped into it the first year, there was just a set fee to  
9 initiate it and then the next year they graduated that fee to pick up the 20% over the next two or  
10 three years.

11  
12 Brian Braithwaite stated they need to see if taking out the water purchase costs would make the  
13 revenue closer to breaking even. He stated if it does not, the City needs to look at possibly  
14 increasing the revenue for pressurized irrigation.

15  
16 Mayor Thompson stated the line item is for the total assessments is not separated into what is  
17 being paid for operational costs and what is being paid for the water purchase. He asked Gary  
18 LeCheminant to separate those two items.

19  
20 Discussion continued regarding the water share costs.

21  
22 Rod Mann clarified there are not currently any reserves for pressurized irrigation.

23  
24 Mayor Thompson stated the most appropriate thing to do would be isolate the water purchase,  
25 make it a capital investment and sell it off. He stated they currently reward the ones that  
26 overusing and penalizing the ones that are underusing.

27  
28 Brian Braithwaite explained the City would sell the water shares to developers at a loss.

29  
30 Mayor Thompson stated the City is probably taking a 30% loss right now, because they used the  
31 price index to generate enough money to close the canal with pipeline.

32  
33 Brian Braithwaite stated the City can sell the water shares whenever they want, so if they wanted  
34 to sell it now it would be at a loss, but the City could sit it for a couple of years if they wanted.

35  
36 Rod Mann questioned how long the contract lasts.

37  
38 Mayor Thompson responded it was a 25 year contract and the City is about three years into it.  
39

# DRAFT

1 Rod Mann stated there might be an excess in some of the other funds and the constituency is  
2 roughly the same between sewer and water. He questioned if the City can legally transfer  
3 between the funds.  
4

5 Brian Braithwaite stated from a moral standpoint the City should reduce the rates on one and  
6 raise them on the other, rather than transferring the funds.  
7

8 Tim Merrill stated in the past the consensus has been not to transfer money between the funds.  
9 He mentioned a while ago an engineer at the meeting stated they could transfer the funds. He  
10 explained he is not sure if the guy really understood what he was saying or if there has been a  
11 change in the landscape so things are more flexible. He stated as a general rule they should not  
12 be moving the funds around.  
13

14 Rod Mann expressed his concern that lowering one rate and raising the other would take a while  
15 to create a reserve.  
16

17 Brian Braithwaite replied the City can borrow the money across if an emergency happened.  
18

19 Mayor Thompson stated they need to properly identify the costs and either increase the revenue  
20 or reduce the expenses or start taking money from the other funds.  
21

22 Gary LeCheminant showed another graph (\*See attached slides) with the current pressurized  
23 irrigation rate. He explained if they raise the rate by \$1 per utility bill per month, they would still  
24 be negative \$250,000. He stated if they wanted to break even in the 2016 budget year, the City  
25 would have to raise the rates by approximately \$10 per utility bill per month. He stated if they  
26 wanted to raise the reserves by approximately \$50,000 a year, they would have to raise the rates  
27 to an average of \$33 per utility bill per month. He stated once the bond has been paid, the  
28 expenses will go down about \$400,000, and they could look at the rates again at that time.  
29

30 Rod Mann stated there are very high reserves in other funds that continue to build. He explained  
31 if they lowered the sewer or culinary water rate and raised the pressurized irrigation rate by the  
32 same amount, they would still likely be negative. He questioned if in the eight years till the bond  
33 is paid off, if the liability on the negative side could be covered by the excess in the sewer and  
34 culinary reserves. He stated when the bond ends, some of the excess built into the rate could pay  
35 back the other funds.  
36

37 Brian Braithwaite stated that makes sense, but if they were to lose two wells, then the excess for  
38 culinary would become smaller and if they cut the culinary rate it won't be continuing to increase  
39 over time. He stated the City could raise the rates in a couple of years if the City needed to. He  
40 explained when they separate the cost of the shares from the operational costs, that amount could  
41 drop. He explained right now it would be \$10 a month to break even, but that could lower it

# DRAFT

1 down to \$5 a month and then they could move funds around, making it only \$2-3 a month  
2 negative.

3  
4 Mayor Thompson stated if they know they are going to eliminate the debt on the bond, then the  
5 City needs to look at a number in between. He explained they should isolate the water share  
6 purchase money and bring in a number that will clear itself by the time the bond is paid off.

7  
8 Rod Mann asked for staff to provide a chart with the current reserves and project the reserves  
9 based upon the rates, along with a recommendation of what the reserves should be.

10  
11 Brian Braithwaite asked for a status update on the water building.

12  
13 Mayor Thompson stated several properties have been identified, but they all have problems  
14 associated with them. He stated the Victor Property is already on the plan for a recharge basin, so  
15 that needs to be looked into further before building anything on that property. He explained they  
16 need to decide if they are looking for a long or short term fix, but they need to build an  
17 equipment building within the next year. He stated without a huge expense they could build  
18 additional facilities at the pump house on 5600 West. He stated there is land that will be left over  
19 after the road is built on Pebble Lane and could accommodate some structure. He explained there  
20 are indications that the City owes the property back to the developer, but they cannot find any  
21 documentation justifying that. He stated on West Park Road, they could use a storage facility to  
22 maintain the Highland Glen Park. He stated if the facility is going to service that park, then they  
23 can build it on the property without having to go through all of the 6F restrictions. He stated if  
24 there wasn't the 6F overlay on that property it would be the best location to build a storage  
25 facility for the entire City's equipment. He mentioned 6F means it has had federal funds involved  
26 in the development.

27  
28 Brian Braithwaite mentioned because it had federal funding it now has restrictions and the  
29 government will only allow it to be used for certain things. He stated the 6F restrictions allow the  
30 exchange of property for property. He explained if there is property connected to it that is not  
31 part of the 6F, so they could trade it and as long as the net is the same they could use that  
32 property.

33  
34 Mayor Thompson stated the property they swap does not have to be attached. He explained as  
35 long as it has the same use and the City has identified the property, it becomes more difficult, but  
36 they can make that adjustment. He stated they need to just pick a spot the City already owns that  
37 has the least amount of problems and build a storage facility and then look for a more permanent  
38 solution.

# DRAFT

1 Jessie Schoenfeld stated if they build the storage facility on Pebble Lane the residents in that area  
2 will be very upset. She stated they have had so much trouble with the East West Corridor and the  
3 Canal and it is not a good location.

4  
5 Mayor Thompson stated no matter where they build it, someone will be unhappy. He stated they  
6 should have never sold the water building in the first place, but since it has been sold they need  
7 to find a temporary building until they find a better solution.

8  
9 Brian Braithwaite suggested the Mayor, a couple Councilmembers, and staff sit down and look at  
10 options to bring back to the City Council meeting.

11  
12 Tim Irwin asked for an update on the ordinance revision for service dogs.

13  
14 Aaron Palmer replied they spoke with the City Attorney and took in all of the Council's  
15 concerns. He stated Tim Merrill will make some recommendations and then they will send it out  
16 to the Council.

17  
18 Tim Merrill stated there were no legal concerns, but there were questions regarding dog runs. He  
19 stated if the City is going to have this license, they need to decide what kind of facilities they  
20 want the carriers to have.

21  
22 Tim Irwin stated he does not believe they need to get in the business of licensing service dogs.  
23 He stated he spoke to the Animal Shelter who recommended the City not license them.

24  
25 Jessie Schoenfeld questioned why service dog licensing is not recommended.

26  
27 Tim Irwin responded the licensing is tricky because it is already heavily regulated, so this would  
28 be another layer of regulation that would take additional staff time and the staff does not have  
29 expertise on dog training programs. He stated the only issue is there is currently a two dog limit  
30 in the City and his suggestion is to eliminate that restriction. He stated there are currently  
31 residents that have more than two dogs and there is not a problem. He explained the only time  
32 there is a problem is if there is a noise or aroma issue, but those are already covered under other  
33 ordinances.

## 34 35 36 **ADJOURNMENT**

37  
38 **MOTION: Dennis LeBaron moved to adjourn.**

39  
40 **Rod Mann seconded the motion.**

41 **Unanimous vote, motion carried.**

# DRAFT

1 Meeting adjourned at 10:21 p.m.

2

3

4

5

6

7 Date Approved: September 16, 2014

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JoD'Ann Bates, City Recorder



# CITY COUNCIL AGENDA REPORT

---

ITEM #3

**DATE:** September 16, 2014

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Mark S. Thompson, Mayor

**BY:** Mark S. Thompson, Mayor

---

**SUBJECT:** RATIFY THE MAYOR'S RE-APPOINTMENT OF MEMBERS OF THE TREE COMMISSION.

---

**STAFF RECOMMENDATION:**

Mayor Thompson recommends the City Council ratify the appointment of Roger Mickelsen as a member of the Tree Commission:

**BACKGROUND:**

Pursuant to Highland City Municipal Code: 2.36.040 Term of Office

*“The six appointed members of the community tree commission shall serve for three-year terms and until their successors are appointed; provided that the members first appointed shall be appointed so that the terms of two members shall expire annually thereafter. The term of office of each appointed member shall commence on the first day of February in the year in which such member is appointed. Community tree commission members may be appointed to subsequent terms.”*

Roger Mickelsen will fulfill the remainder of Ed Barfuss' term due to his recent resignation from the Tree Commission. His term will expire January 31, 2017. Mayor Thompson feels that having Roger appointed to the Tree Commission would be a great asset to the city.

**FISCAL IMPACT:**

No Impact

**ATTACHMENTS:**

- Volunteer Statement



Highland City • 5400 W. Civic Center Dr., Suite 1 • Highland, UT 84003  
(801) 756-5751 ext. 4523 • Fax (801) 756-6903

## Highland City Volunteer Statement of Interest

The residents of Highland have great pride in their City. The City utilizes many volunteers in numerous capacities to improve the overall quality of life in our town.

In order to encourage this participation, Mayor Richie is requesting statement of interests from those who are willing to serve. As vacancies or needs arise within the City, the Mayor and the Community Enhancement Coordinator will review the statements, conduct interviews and make a selection(s).

If you are interested in serving as a volunteer within Highland City, please submit this Statement of Interest to the City Offices: Attention: Community Enhancement Coordinator

Name Roger Mickelsen Date 1-18-10  
Phone number 801 Email address \_\_\_\_\_  
Residence address \_\_\_\_\_

**Please fill out the following form or attach a resume type document listing expertise, experience, interests, etc.**

How long have you resided in Highland City? 8 Years  
Occupation Quality Manager Mrs. Fields Famous Brands  
Education B.S. Zoology - M.S. Zoology M.S.Minor Microbiology B.S. Food Science & Nutrition  
Are you able to meet in the evenings? Yes Semi-monthly Yes Monthly Yes  
List any background and experience you have that you think would be helpful to the Committee or Commission you would like to serve: My father was the secretary of the Draper Irrigation Company which supplied water to the unincorporated city of Draper. In my teens I regularly worked in deep muddy trenches fixing leaks and installing laterals and meters. At an early age I learned to appreciate the complexity of bringing water to my home. Professionally I am a Certified Quality Manager. I have worked in the domestic and international production of foods and cosmetics. Experience has taught me that the manufacture and distribution of high quality products requires carefully planning and execution.  
Please state why you would like to serve: I like Highland. We moved to Highland to move our children from a deteriorating neighborhood in Orem. My personal and professional experience has taught me the need for good planning. I believe that this experience can be beneficial in the growth and development of Highland.  
If not selected for an immediate opening, do you wish to be considered for the next opening? \_\_\_\_\_  
Additional comments: Yes

Please select your interest:

**Arts Council**

**Tree Commission**

**Beautification**

**Youth Council**

**Highland Fling**

**Other** Planning Commission

Submittal of a Statement of Interest does not guarantee an appointment to a committee.



# CITY COUNCIL AGENDA REPORT

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ITEM #4

**DATE:** September 16, 2014

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Aaron Palmer, City Administrator

**BY:**

---

**SUBJECT:** APPROVE AMENDMENTS TO THE HIGHLAND MUNICIPAL CODE, SECTION 6.12.010 RELATED TO LICENSING AND REGULATING SERVICE DOGS

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## **STAFF RECOMMENDATION:**

Approve amendments to the Highland Municipal Code Section 6.12 relating to licensing and regulating service dogs.

## **BACKGROUND:**

At the August 5, 2014 City Council meeting, Highland resident Jolene Ford, addressed the City Council requesting a change to the City's Municipal Code Section 6.12 relating to dog licensing and regulating service dogs. The City Council agreed and tasked the City Attorney with developing the appropriate language. The proposed changes were presented to the City Council at the August 19, 2014 City Council meeting. There were minor changes that were requested by the City Council. The City Attorney has made those changes. The final proposed amendments are attached to this report. The following are the proposed changes to Municipal Code Section 6.12:

- Residents may have up to 5 dogs at one time for service training
- A written training program be submitted to the City
- Adequate fenced dog runs
- Standards and procedures for Inspection
- Reasons for suspension or revocation of license

## **FISCAL IMPACT:**

None

## **ATTACHMENTS:**

- Proposed Ordinance

**ORDINANCE NO.**

**AN ORDINANCE AMENDING §6.12.010 OF THE HIGHLAND MUNICIPAL CODE RELATING TO THE LICENSING OF DOGS AND ADDING NEW PROVISIONS UNDER §6.12.040 REGULATING SERVICE DOGS.**

**WHEREAS**, the City of Highland does not currently have any provision for the training of service dogs;

**WHEREAS**, Title 10 Chapter 3 and Section 10-8-84 of the Utah Code Annotated authorizes the City Council to pass ordinances which are reasonably and appropriately related to the objectives of that power, i.e. providing for the public health, safety, morals, convenience, order, prosperity, and general welfare of the City and its residents; and

**WHEREAS**, the City Council desires to establish standards and regulations relating to the licensing and regulation of service dogs; and

**WHEREAS**, the City Council finds that it is in the public interest to regulate service animals;

**NOW THEREFORE**, BE IT ORDAINED BY THE CITY COUNCIL OF HIGHLAND CITY, THAT §6.12.010 and §6.12.040 OF THE HIGHLAND MUNICIPAL CODE BE AMENDED AS FOLLOWS:

**6.12.010 Dogs - License required.**

- A. All dogs over six months of age owned, possessed or harbored by any person in the City of Highland shall be registered with the North Utah Valley Animal Services Special Service District, and a certificate shall be issued upon payment of the approved fee.
- B. The occupants at any one residence within the jurisdiction shall not at any one time own or license more than two dogs in any combination, unless they have in their possession a current hobby breeders license *or a current service dog training license* issued by the City of Highland.

**6.12.040 Service Dog Training License.**

- A. *Residents may obtain a license to keep up to five service training dogs in a residential area provided:*
  - 1. *Such dogs are individually licensed with the North Utah Valley Animal Services Special Service District, six months of age or over;*
  - 2. *Proof of rabies certificate required to receive a license from the North Utah Valley Animal Services Special Service District;*
  - 3. *A written training regimen submitted to the City to keep on file detailing what the animal will be trained to do and what disability it will be trained to assist;*

4. *Adequate fenced runs (not necessarily concrete) as follows:*
    - a. *Mature small dogs (up to fifteen-inch shoulder height), minimum four-foot-high fencing,*
    - b. *Mature large dogs (fifteen-inch shoulder height and over), minimum six-foot-high fencing;*
  5. *The city's animal control officer shall inspect the premises and make a recommendation to the city council for approval or denial of the service dog training license.*
  6. *No person shall hold a service dog training license without first complying with the home occupation requirements of Title 5, including the five hundred foot neighbor notification.*
- B. The service dog training license fee shall be determined in the city's consolidated fee schedule and may be amended from time to time by the city council. Licenses are renewable each year after inspection by the city's animal control officer or other designee.*
- C. Standards and Procedures for Inspections. The annual inspection for a license shall be based upon the following requirements:*
1. *To provide a type of structure, building, pen or cages to protect the animal from weather;*
  2. *Food, water, and sanitation facilities provided for animals;*
  3. *Measures taken related to health of animals, control of noise and odors.*
- D. Suspension or Revocation of License.*
1. *The suspension or revocation of a license shall be determined because of violation of rules or regulations on the following grounds:*
    - a. *Falsification of facts in license application or purebred registration;*
    - b. *Violation of any established ordinances or regulations relating to noise, building or zoning ordinances;*
    - c. *Conviction on a charge of cruelty to animals or maintaining a vicious animal;*

PASSED AND ADOPTED THIS 16<sup>th</sup> DAY OF SEPTEMBER, 2014.

MAYOR OF HIGHLAND:

---

MARK S. THOMPSON

ATTEST:

---

JoD'Ann Bates, City Recorder

COUNCILMEMBER	YES	NO
Brian Braithwaite	<input type="checkbox"/>	<input type="checkbox"/>
Tim Irwin	<input type="checkbox"/>	<input type="checkbox"/>
Dennis LeBaron	<input type="checkbox"/>	<input type="checkbox"/>
Rod Mann	<input type="checkbox"/>	<input type="checkbox"/>
Jessie Schoenfeld	<input type="checkbox"/>	<input type="checkbox"/>



# CITY COUNCIL AGENDA REPORT

ITEM #5

**DATE:** September 16, 2014

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Nathan Crane, AICP  
Community Development Director  
Justin Parduhn  
Operations Manager

---

**SUBJECT:** MOTION – award a bid of \$112,859.89 to Holbrook Asphalt and \$65,100.84 to Geneva Rock FOR spring 2015 road maintenance

---

**STAFF RECOMMENDATION:**

The City Council award a bid of \$112,859.89 to Holbrook Asphalt and \$65,100.84 to Geneva Rock FOR spring 2015 road maintenance.

**BACKGROUND:**

One of the keys to extending pavement life is to preserve the asphalt binder. The asphalt binder is the “glue” that holds the asphalt together. Oxidation causes raveling which is the loss of the bond between aggregate and binder. This leads to cracking. The primary cause of oxidation is UV Rays and Moisture. Preventive maintenance is best used when applied to pavements that are in good condition having significant remaining service life. Preventive maintenance is a strategy of extending service life by applying cost effective treatments of structurally sound pavement.

Staff has identified 11 surface treatment road preventive maintenance projects. The purpose of this treatment is to restore the binder that holds the asphalt together. It’s also used to water proof and keep the UV rays off since direct sunlight will reduce the life span of the asphalt. The projects were identified by using the Road Maintenance Plan prepared by JUB and staff inspection/knowledge of the roads. Emphasis was placed on newer streets where surface treatments are the best form of maintenance. Streets that need major patching or repair were not included. The projects are identified in the chart below and the attached maps:

<b>Street</b>
Pebble Lane Subdivision
Mountain Ridge Subdivision Phase 1
Penbrook Subdivision
10930 North (east entrance to cemetery)
Crimson Oak Subdivision

Knight Avenue
Ole Bish Lane
Highland Hollow Subdivision
Spruces Subdivision
Timp Ranchettes Subdivision
Town Center

### *Treatments*

There are four types of surface treatment which can be used:

- HA5 is a high density mineral bonding surface treatment. HA5 can last between 5-7 years. Specifically for local roads, HA5 is comprised of a dense mixture of fine aggregates and polymers suspended in an asphalt emulsion. It reduces cracking and raveling by effectively preserving the existing asphalt binder and effectively deflects UV rays. HA5 has been most recently used on Normandy Way in 2013 and we have not had any issues. Cedar Hills, Alpine, Pleasant Grove, Lindon, and American Fork also use the HA5 product. These cities have provided positive feedback with bonding, durability, installation, and wear. HA5 costs \$0.163 a square foot.
- Onyx which is another mineral bonding surface. This product has not been used in Highland however; it has been used in Alpine. Alpine City Staff reports bonding issues, damage from snow plows, and some roads have had to be redone. Onyx costs \$0.15 a square foot.
- Seal Coat which is oil based emulsion. This is commonly used in church parking lots. Seal coats would need to be done every two-three years. Seal Coats costs \$0.13 a square foot.
- A final option is a micro seal. This has been most recently used on 6800 West and Beacon Hills Boulevard. Micro seal costs \$0.28 per square foot.

### *Recommendation*

Staff is recommending the use of HA5 on all projects except Knight Avenue and 10700 North. The cost benefit of HA5 includes durability and past performance. We are recommending a micro seal on Knight Avenue and 10700 North due to the amount of traffic on these roads. Currently, city staff is planning on completing all crack sealing prior to surface treatment and is not included in the costs. The purpose of crack sealing is to seal up fractures and cracks that develop in asphalt due to the freeze and thaw cycle in our climate. Its purpose is to keep water out of the base & sub base of the road. This may change based on work load in the spring. Exact costs for crack sealing will not be known until after this winter. Crack sealing costs are estimated from \$0.10 to \$0.36 per lineal foot.

*Bids*

Staff received three bids as follows.

<b>Company</b>	<b>Bid</b>
Holbrook Asphalt	HA5: \$112,859.89 (Knight Avenue and 10700 North Removed)
Eckels Paving	ONYX: \$145,200
Geneva Rock Products	Seal Coat: \$204,694.84 ONYX: \$269,122.84 Micro Seal: \$65,100.84

Holbrook Asphalt is the only company that offers the HA5 product. Geneva Rock was the only company that bid on the micro seal portion. As a result the bid is considered a sole source bid.

**FISCAL IMPACT:**

- Surface Treatment: \$142,729.31 from account 41-40-37 leaving a balance of
- Crack Sealing: There is \$50,000 in account 10-60-37.

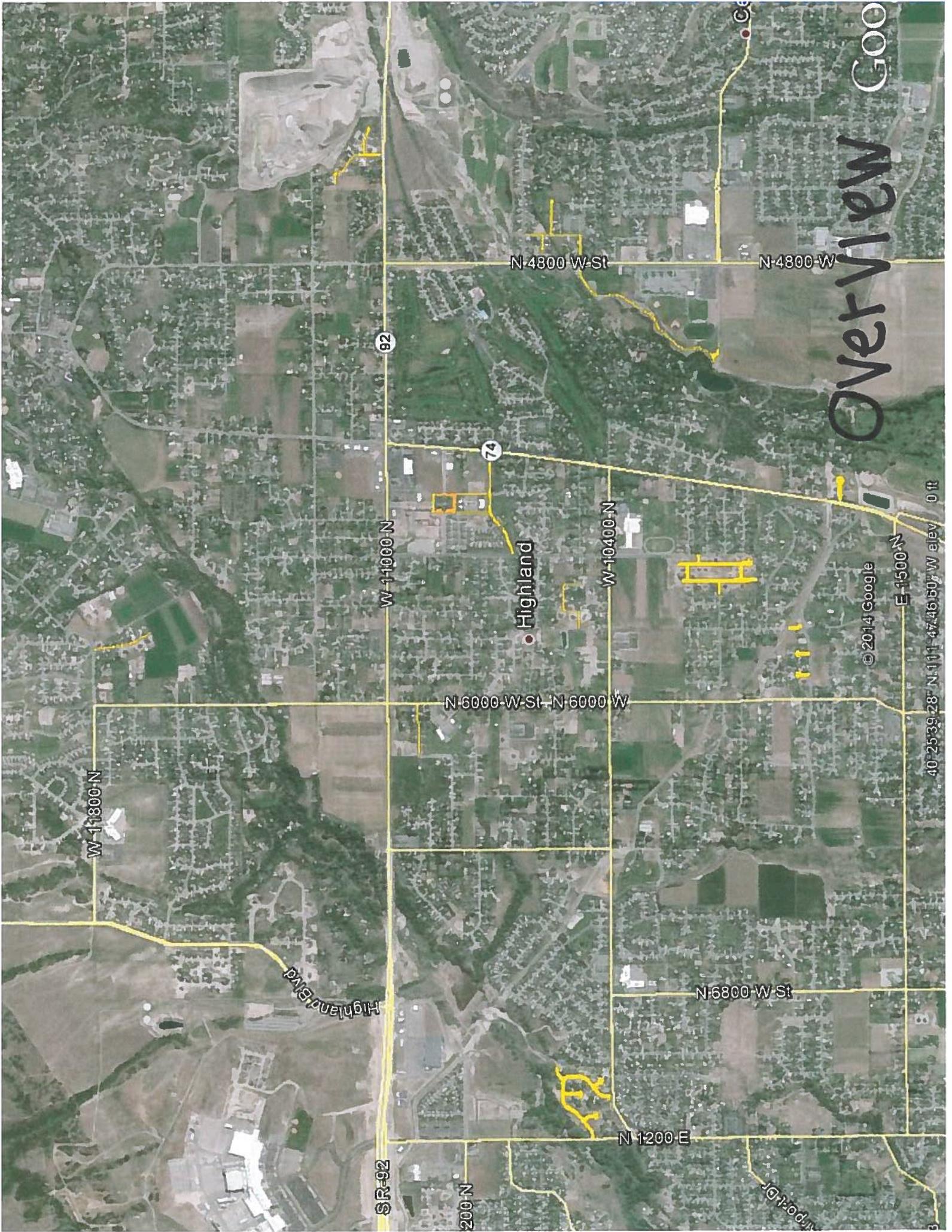
**ATTACHMENTS:**

- Project Overview
- Holbrook Asphalt and Geneva Rock Bids

# Overview

© 2014 Google

40° 25' 39.28" N 111° 47' 46.50" W elev 0 ft



92

74

N 4800 W-St

N 4800 W

W-11000-N

Highland

W-10400-N

N 6000 W-St N 6000 W

W-11800-N

E-1500-N

Highland Blvd

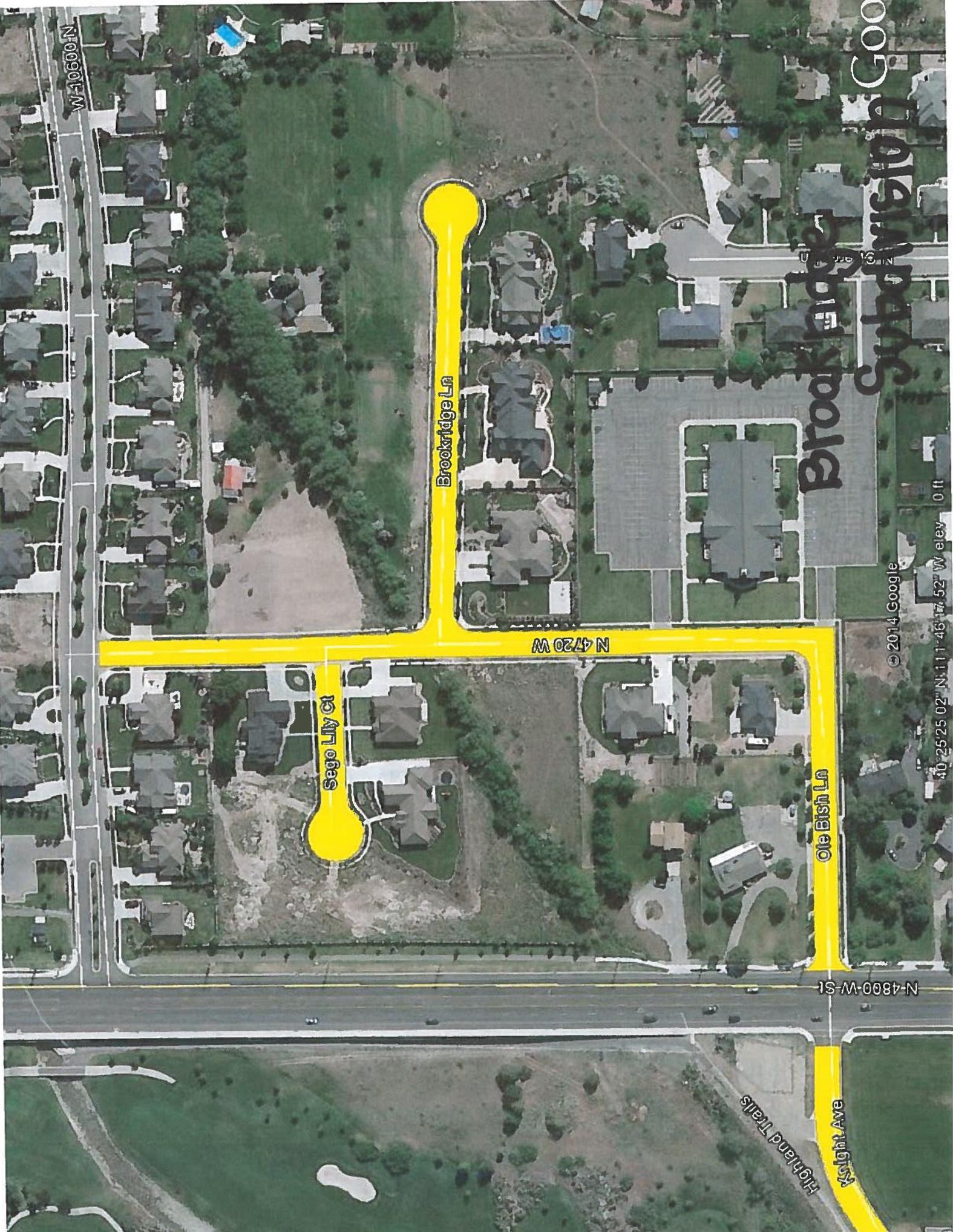
N 6800 W St

SR-92

200 N

N 1200 E

Highland Blvd



W 10600 N

Sego Lily Ct

Brookridge Ln

N 4720 W

Ole Bish Ln

N 4800 W St

Knight Ave

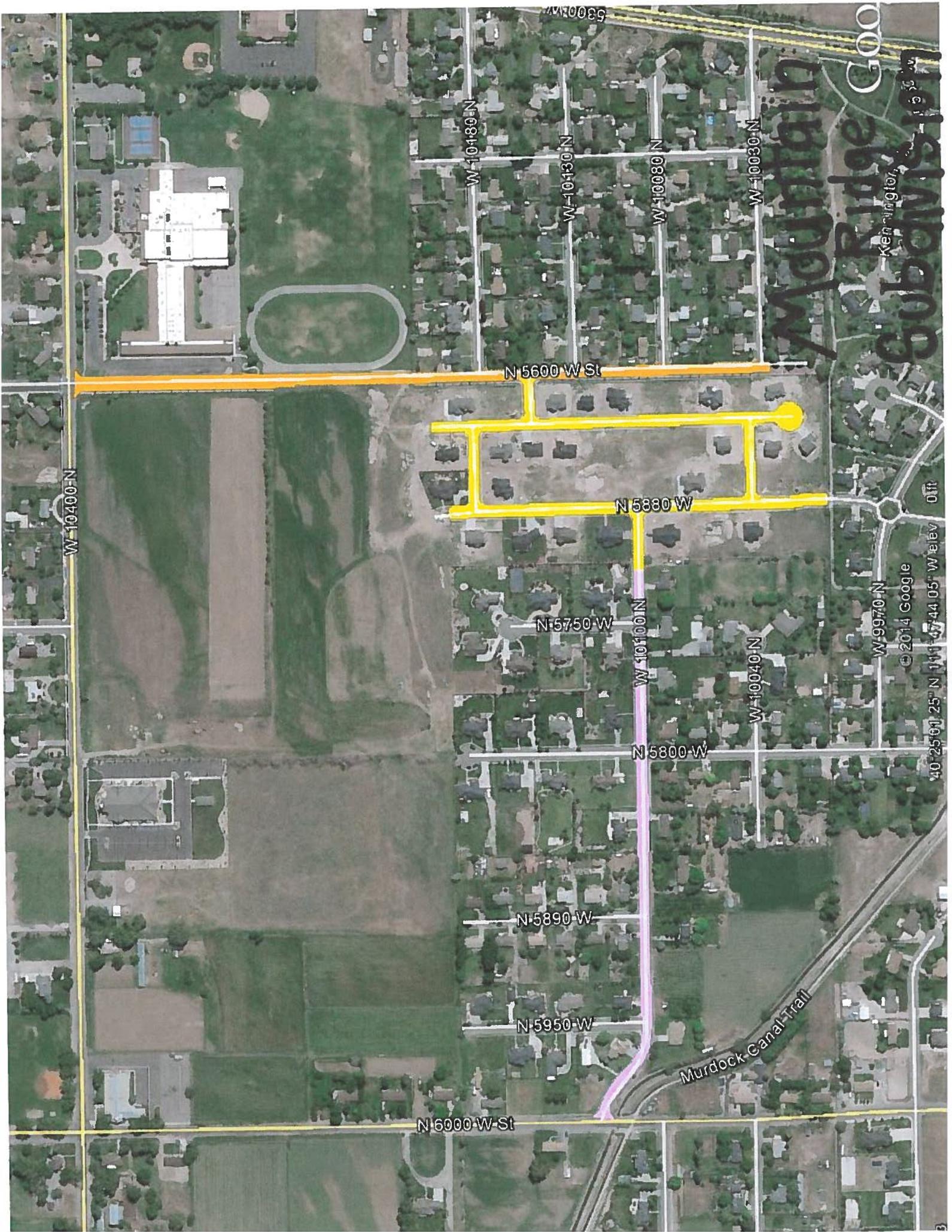
Highland Trails

Brookridge Subdivision

GOO

© 2014 Google

40° 25' 25.02" N, 111° 46' 17.52" W elev. 0 ft



W-10400-N

N 5600 W St

N 5880 W

N 5750 W

N 5800 W

N 5890 W

N 5950 W

N 6000 W St

W-10180-N

W-10130-N

W-10080-N

W-10030-N

W-10100-N

W-10040-N

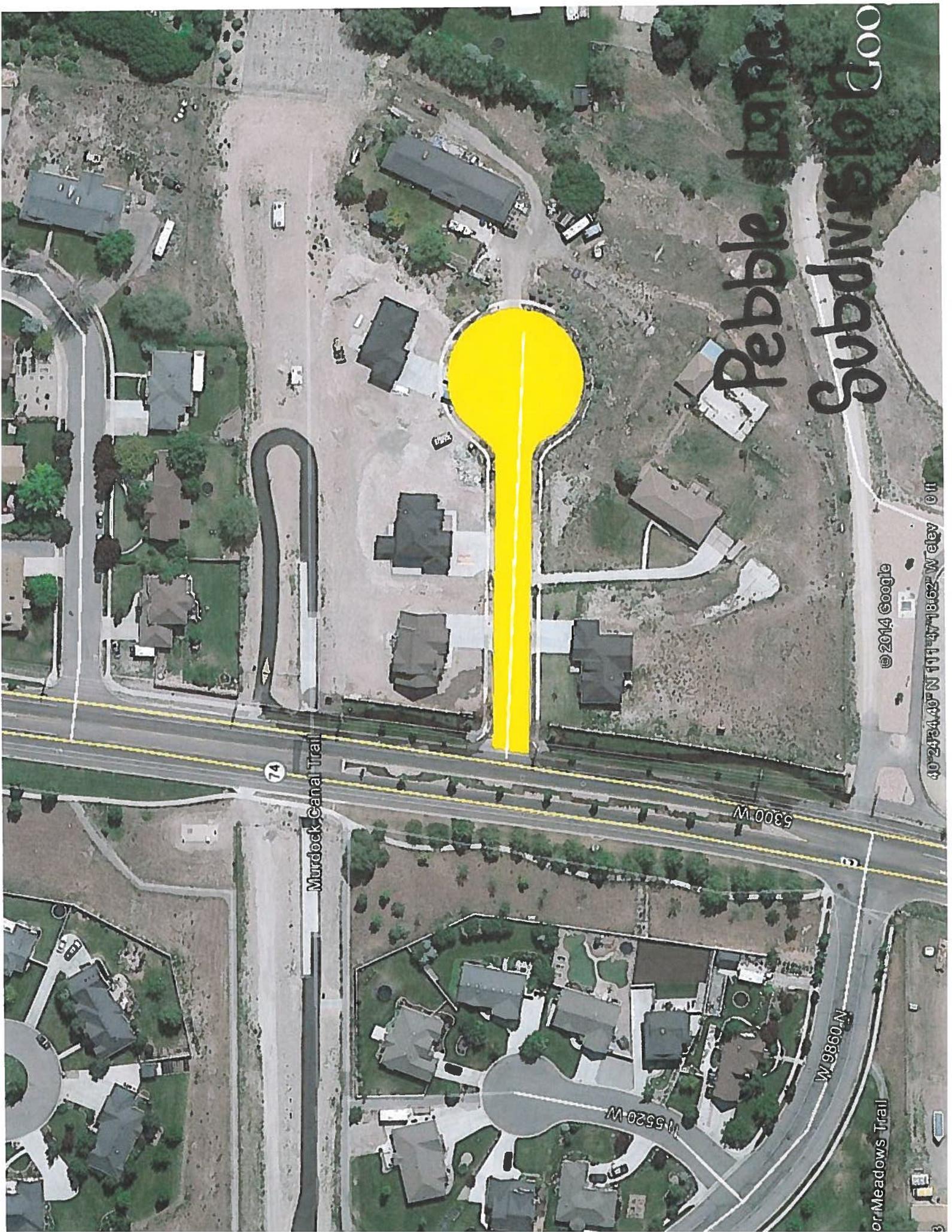
W-9970-N

Murdock Canal Trail

Mountain Ridge Golf  
Kenington  
Subdivision

© 2014 Google

40° 25' 01.25" N 111° 07' 44.05" W Elev 01ft



# Pebble Lane Subdivision 600

© 2014 Google

40°24'34.40" N 111°47'18.62" W elev 6111

74

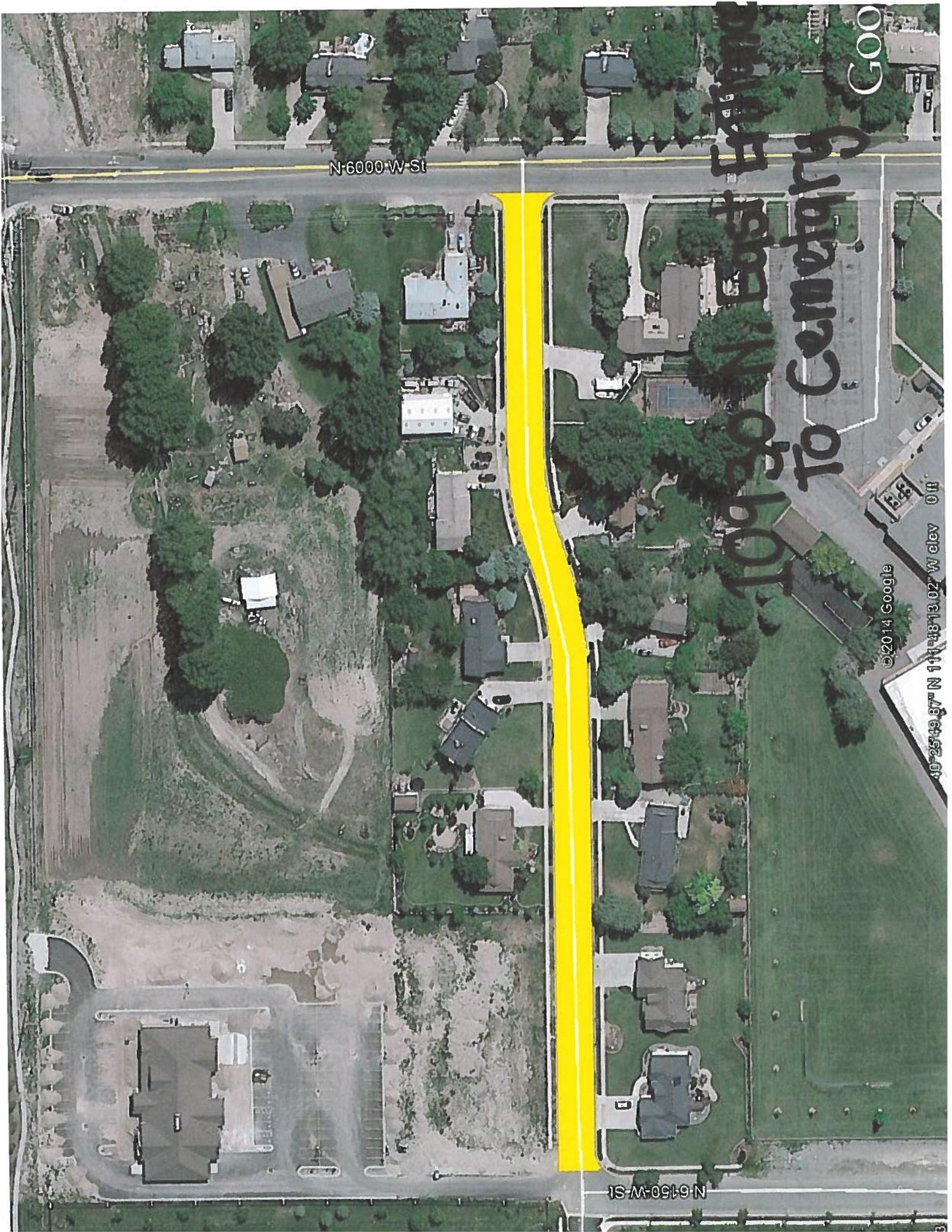
Murdock Canal Trail

W 5300 W

W 9860 N

W 5520 W

or Meadows Trail



N-6000-W-St

N-6150-W-St

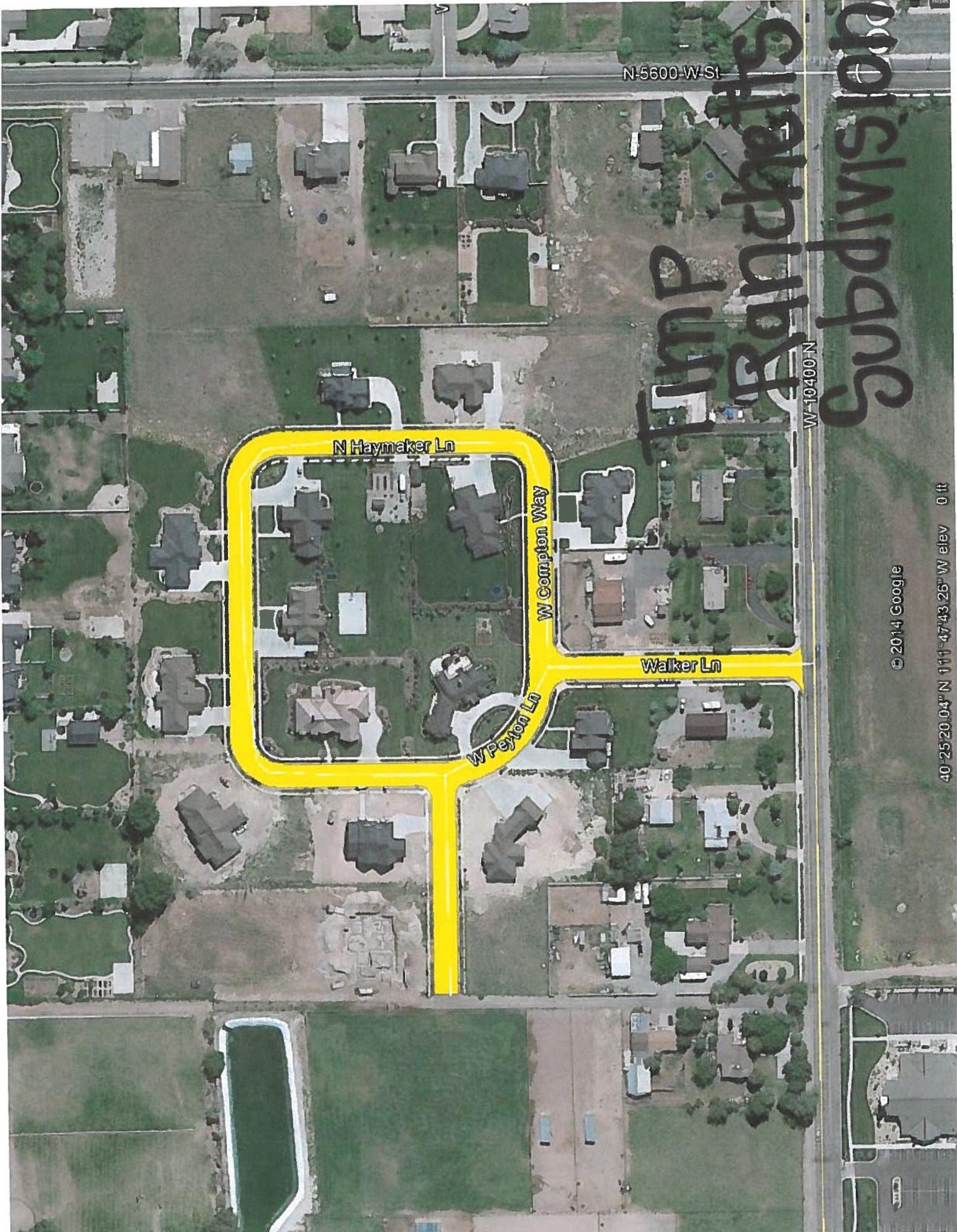
10920 N. East Estimo  
To Cemetery

GOO

©2014 Google

40°25'49.87" N 111°48'13.02" W elev 0 ft





N-5600 W St

W-10400 N

N Haymaker Ln

W Compton Way

Walker Ln

W Peyton Ln

# TEMP Ranchettes Subdivision

© 2014 Google

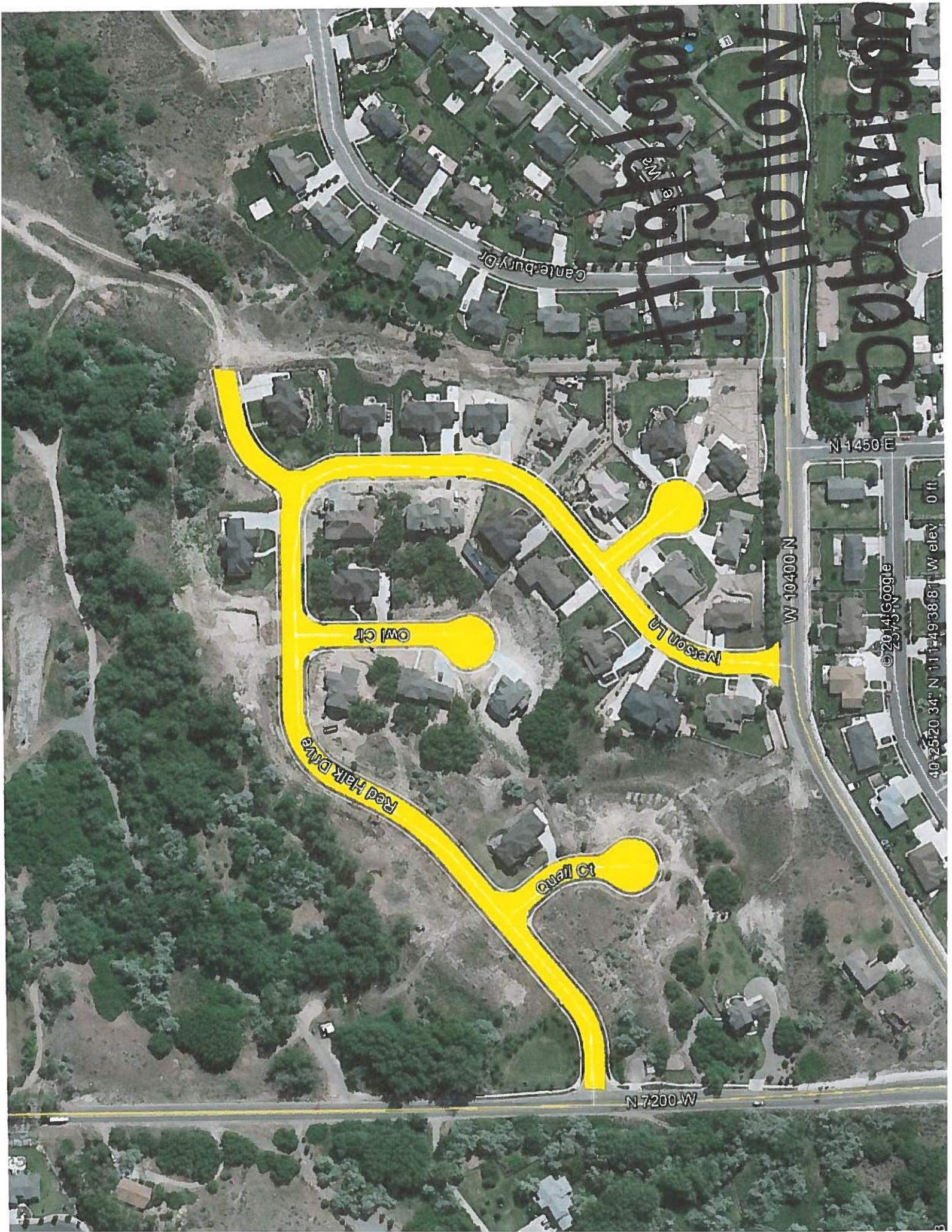
40° 25' 20.04" N 111° 47' 43.26" W elev 0 ft



# Pennbrook Subdivision

© 2014 Google

40° 26' 41.61" N 111° 47' 52.06" W elev 0 ft



W 10400 N  
N 1450 E  
Canterbury Dr  
N 7200 W

Red Hawk Drive  
Owl Ct  
Quail Ct  
Nerson Ln

N 1450 E

W 10400 N

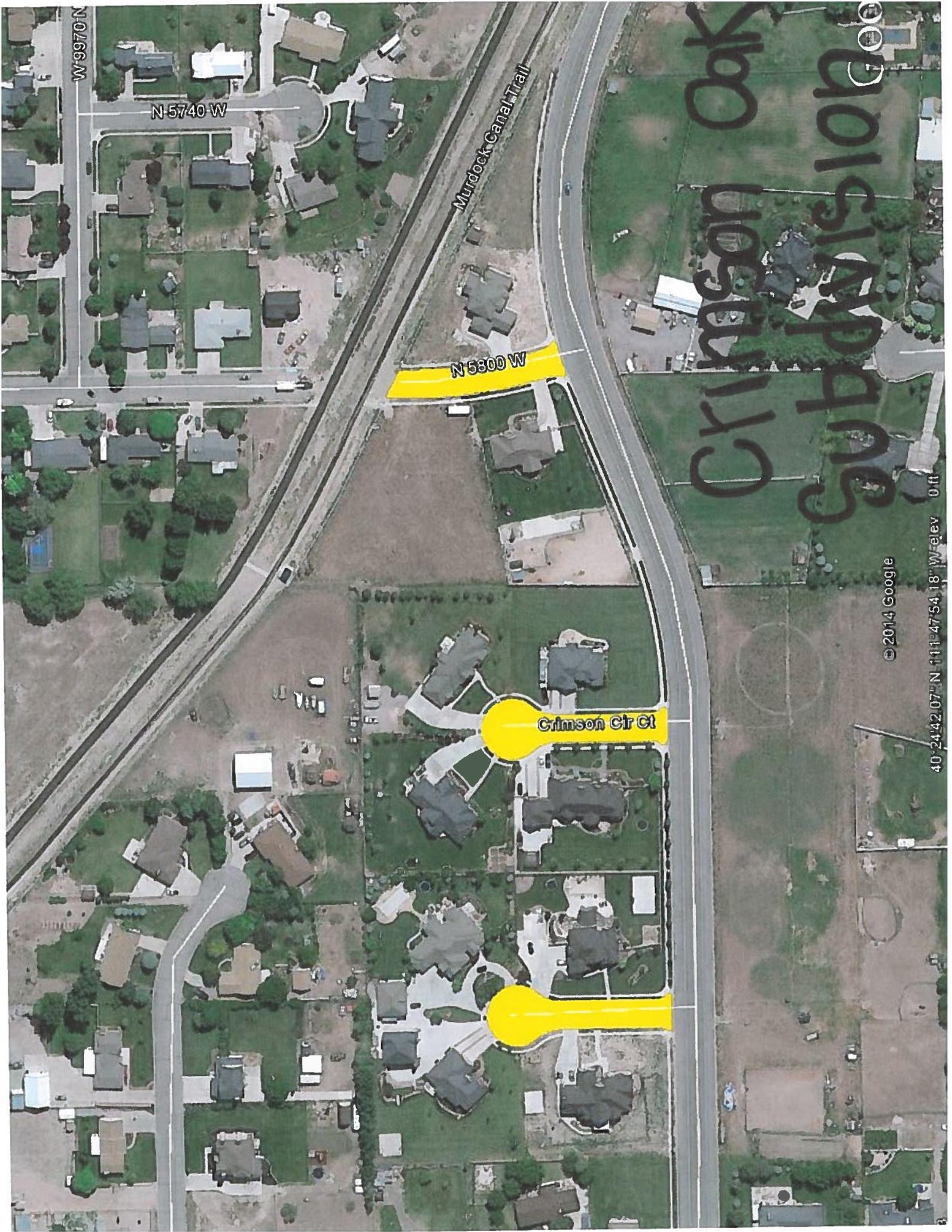
© 2014 Google

40°25'20.34" N 111°49'38.8" W elev 0 ft



© 2014 Google

40° 25' 09.03" N 111° 46' 36.02" W elev. 0 ft



W 9970 N

N 5740 W

Murdock Canal Trail

N 5800 W

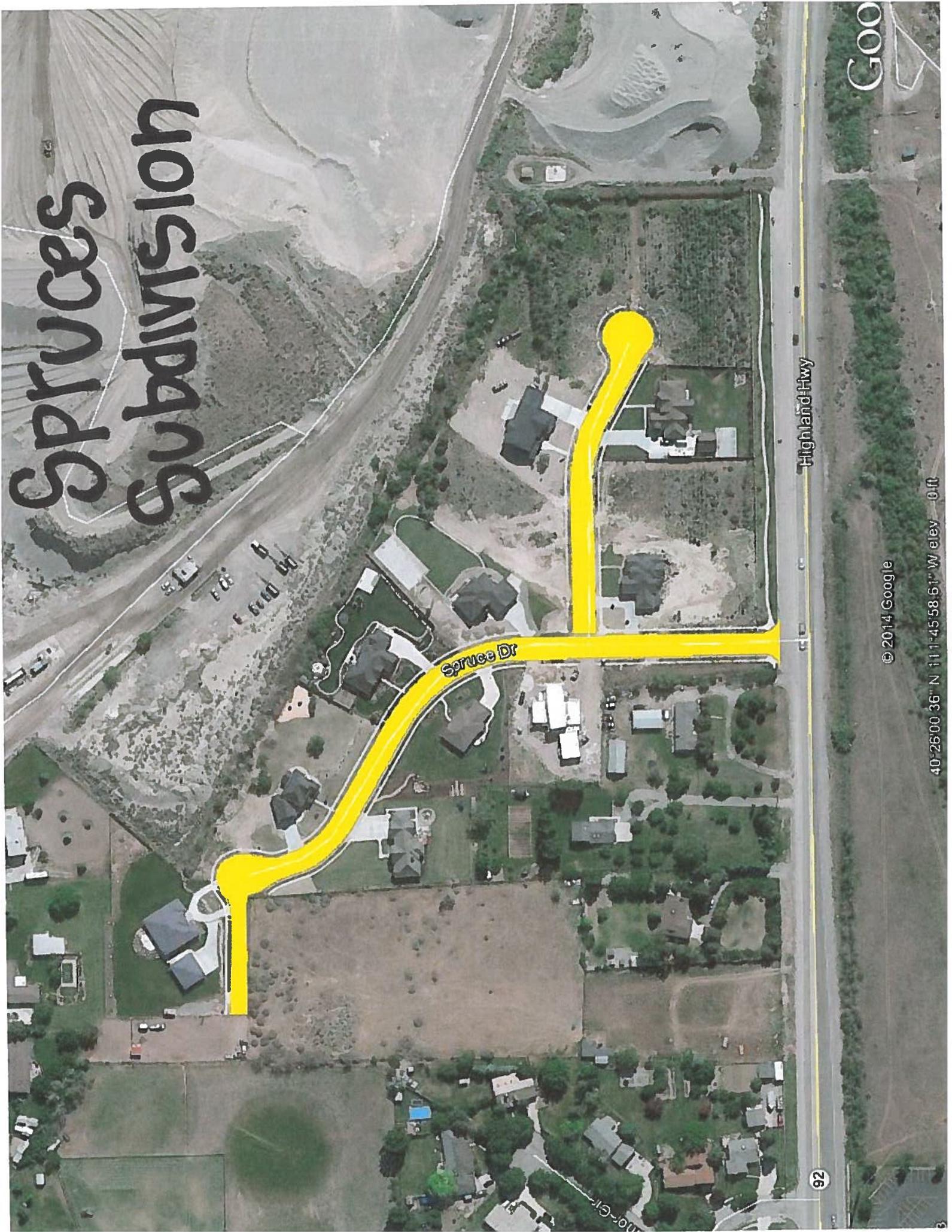
Crimson Cir Ct

Crimson Oak  
Subdivision

© 2014 Google

40° 24' 42.07" N 111° 47' 54.18" W Elev 0 ft

# Spruces Subdivision



Spruce Dr

Highland Hwy

92

© 2014 Google

40°26'00.36" N 111°45'58.61" W elev -0ft

GOO



Utah Office  
3828 South 1700 East  
St. George, UT 84790  
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F: 435.656.3943

Nevada Office  
5375 S Cameron St., #C  
Las Vegas, NV 89118  
P: 702.823.3902  
F: 702.777.7575

Arizona Office  
3806 S 16th Street  
Phoenix, AZ 85040  
P: 602.307.0425  
F: 435.656.3943

# PROPOSAL

Date	Estimate
8/22/2014	26744

www.HolbrookAsphalt.com

Customer	Type of Job	Job Location
Highland City Matt Shipp 5400 West Civic Center Dr. Highland, UT 84003	2015-Spring HDMB Project	SEE MAPS ATTACHED

P.O. Number	Terms	Consultant	Sales Area	State License #
	Due upon completion	AE	UT, Northern	UT-371406-5501

Description	Quantity	Rate	Total
5300 W CIRCLE  ** HA5 HIGH DENSITY MINERAL BOND: (22,094 SQ. FT.) -- Clean & prepare surface using high pressure air & wire bristle brooms. -- Install "HA5" High Density Mineral Bond advanced performance pavement preservation treatment. -- No guarantee surface treatments will adhere to areas saturated with motor oil. -- HA5 meets demands of APWA (American Public Works Association) specification (Section 32 01 13.68 High Density Mineral Bond).	22,094	0.163	3,601.32
N 5880 W  ** HA5 HIGH DENSITY MINERAL BOND: (118,036 SQ. FT.) -- Clean & prepare surface using high pressure air & wire bristle brooms. -- Install "HA5" High Density Mineral Bond advanced performance pavement preservation treatment. -- No guarantee surface treatments will adhere to areas saturated with motor oil. -- HA5 meets demands of APWA (American Public Works Association) specification (Section 32 01 13.68 High Density Mineral Bond).	118,036	0.163	19,239.87
10930 N  ** HA5 HIGH DENSITY MINERAL BOND: (30,964 SQ. FT.) -- Clean & prepare surface using high pressure air & wire bristle brooms. -- Install "HA5" High Density Mineral Bond advanced performance pavement preservation treatment. -- No guarantee surface treatments will adhere to areas saturated with motor oil. -- HA5 meets demands of APWA (American Public Works Association) specification (Section 32 01 13.68 High Density Mineral Bond).	30,964	0.163	5,047.13
CRIMSON CUL-DE-SACS  ** HA5 HIGH DENSITY MINERAL BOND: (28,603 SQ. FT.) -- Clean & prepare surface using high pressure air & wire bristle brooms. -- Install "HA5" High Density Mineral Bond advanced performance pavement preservation treatment. -- No guarantee surface treatments will adhere to areas saturated with motor oil. -- HA5 meets demands of APWA (American Public Works Association) specification (Section 32 01 13.68 High Density Mineral Bond).	28,603	0.163	4,662.29

**Total**

This proposal will be void in 30 days from the date on this proposal. By signing this proposal and contract, I understand that Holbrook Asphalt Co. may not be held liable for delays and conditions, or Acts of God beyond their control, which situations may delay or cause cancelation partially or completely on any job. Jobs may be cancelled or delayed for a considerable amount of time due to delays in material suppliers and/or demand of projects at any given time.

I agree to pay all amount(s) owed within 30 days of when such line item amount(s) are incurred. It is my responsibility to pay all amounts owing herein. I agree that interest will accrue on all past-due amounts at the rate of 24% per annum (2% per month) until paid in full and may be referred to a third party debt collection agency with collection fee's of up to 40% of the principal amount(s) owing as allowed by Utah Code Annotated, sec. 12-1-11. The terms of this paragraph shall apply to all amount(s) incurred by me or by any individual for whom I have legal responsibility whether such amount(s) are incurred today or after today. This proposal becomes a written contract with signatures from both parties. This also provides Holbrook Asphalt Co. written consent of Right to Lien.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Page 1 Date \_\_\_\_\_ Holbrook Asphalt Co. \_\_\_\_\_



Utah Office  
3828 South 1700 East  
St. George, UT 84790  
P: 435.652.4427  
F: 435.656.3943

Nevada Office  
5375 S Cameron St., #C  
Las Vegas, NV 89118  
P: 702.823.3902  
F: 702.777.7575

Arizona Office  
3806 S 16th Street  
Phoenix, AZ 85040  
P: 602.307.0425  
F: 435.656.3943

# PROPOSAL

Date	Estimate
8/22/2014	26744

www.HolbrookAsphalt.com

Customer	Type of Job	Job Location
Highland City Matt Shipp 5400 West Civic Center Dr. Highland, UT 84003	2015-Spring HDMB Project	SEE MAPS ATTACHED

P.O. Number	Terms	Consultant	Sales Area	State License #
	Due upon completion	AE	UT, Northern	UT-371406-5501

Description	Quantity	Rate	Total
<b>KNIGHT AVE</b>  <b>** HA5 HIGH DENSITY MINERAL BOND: (106,048 SQ. FT.)</b> -- Clean & prepare surface using high pressure air & wire bristle brooms. -- Install "HA5" High Density Mineral Bond advanced performance pavement preservation treatment. -- No guarantee surface treatments will adhere to areas saturated with motor oil. -- HA5 meets demands of APWA (American Public Works Association) specification (Section 32 01 13.68 High Density Mineral Bond).	106,048	0.163	17,285.82
<b>OLE BISH LN</b>  <b>** HA5 HIGH DENSITY MINERAL BOND: (85,774 SQ. FT.)</b> -- Clean & prepare surface using high pressure air & wire bristle brooms. -- Install "HA5" High Density Mineral Bond advanced performance pavement preservation treatment. -- No guarantee surface treatments will adhere to areas saturated with motor oil. -- HA5 meets demands of APWA (American Public Works Association) specification (Section 32 01 13.68 High Density Mineral Bond).	85,774	0.163	13,981.16
<b>PENNBROOK</b>  <b>** HA5 HIGH DENSITY MINERAL BOND: (36,885 SQ. FT.)</b> -- Clean & prepare surface using high pressure air & wire bristle brooms. -- Install "HA5" High Density Mineral Bond advanced performance pavement preservation treatment. -- No guarantee surface treatments will adhere to areas saturated with motor oil. -- HA5 meets demands of APWA (American Public Works Association) specification (Section 32 01 13.68 High Density Mineral Bond).	36,885	0.163	6,012.26
<b>RED HAWK</b>  <b>** HA5 HIGH DENSITY MINERAL BOND: (124,578 SQ. FT.)</b> -- Clean & prepare surface using high pressure air & wire bristle brooms. -- Install "HA5" High Density Mineral Bond advanced performance pavement preservation treatment. -- No guarantee surface treatments will adhere to areas saturated with motor oil. -- HA5 meets demands of APWA (American Public Works Association) specification (Section 32 01 13.68 High Density Mineral Bond).	124,578	0.163	20,306.21

**Total**

This proposal will be void in 30 days from the date on this proposal. By signing this proposal and contract, I understand that Holbrook Asphalt Co. may not be held liable for delays and conditions, or Acts of God beyond their control, which situations may delay or cause cancelation partially or completely on any job. Jobs may be cancelled or delayed for a considerable amount of time due to delays in material suppliers and/or demand of projects at any given time.

I agree to pay all amount(s) owed within 30 days of when such line item amount(s) are incurred. It is my responsibility to pay all amounts owing herein. I agree that interest will accrue on all past-due amounts at the rate of 24% per annum (2% per month) until paid in full and may be referred to a third party debt collection agency with collection fee's of up to 40% of the principal amount(s) owing as allowed by Utah Code Annotated, sec. 12-1-11. The terms of this paragraph shall apply to all amount(s) incurred by me or by any individual for whom I have legal responsibility whether such amount(s) are incurred today or after today. This proposal becomes a written contract with signatures from both parties. This also provides Holbrook Asphalt Co. written consent of Right to Lien.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Page 2 Date \_\_\_\_\_ Holbrook Asphalt Co. \_\_\_\_\_



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 3828 South 1700 East  
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 F: 702.777.7575

**Arizona Office**  
 3806 S 16th Street  
 Phoenix, AZ 85040  
 P: 602.307.0425  
 F: 435.656.3943

# PROPOSAL

Date	Estimate
8/22/2014	26744

www.HolbrookAsphalt.com

Customer	Type of Job	Job Location
Highland City Matt Shipp 5400 West Civic Center Dr. Highland, UT 84003	2015-Spring HDMB Project	SEE MAPS ATTACHED

P.O. Number	Terms	Consultant	Sales Area	State License #
	Due upon completion	AE	UT, Northern	UT-371406-5501

Description	Quantity	Rate	Total
SPRUCE DR  <b>** HA5 HIGH DENSITY MINERAL BOND: (60,784 SQ. FT.)</b> -- Clean & prepare surface using high pressure air & wire bristle brooms. -- Install "HA5" High Density Mineral Bond advanced performance pavement preservation treatment. -- No guarantee surface treatments will adhere to areas saturated with motor oil. -- HA5 meets demands of APWA (American Public Works Association) specification (Section 32 01 13.68 High Density Mineral Bond).	60,784	0.163	9,907.79
TOWN CENTER MAP  <b>** HA5 HIGH DENSITY MINERAL BOND: (181,694 SQ. FT.)</b> -- Clean & prepare surface using high pressure air & wire bristle brooms. -- Install "HA5" High Density Mineral Bond advanced performance pavement preservation treatment. -- No guarantee surface treatments will adhere to areas saturated with motor oil. -- HA5 meets demands of APWA (American Public Works Association) specification (Section 32 01 13.68 High Density Mineral Bond).	181,694	0.163	29,616.12
WALKER LN  <b>** HA5 HIGH DENSITY MINERAL BOND: (80,180 SQ. FT.)</b> -- Clean & prepare surface using high pressure air & wire bristle brooms. -- Install "HA5" High Density Mineral Bond advanced performance pavement preservation treatment. -- No guarantee surface treatments will adhere to areas saturated with motor oil. -- HA5 meets demands of APWA (American Public Works Association) specification (Section 32 01 13.68 High Density Mineral Bond).	80,180	0.163	13,069.34
NOTE: The unit costs in this proposal are for the installation for all areas. If the project areas are adjusted then the unit costs will need to be adjusted accordingly.			
<b>Total</b>			<b>\$142,729.31</b>

This proposal will be void in 30 days from the date on this proposal. By signing this proposal and contract, I understand that Holbrook Asphalt Co. may not be held liable for delays and conditions, or Acts of God beyond their control, which situations may delay or cause cancelation partially or completely on any job. Jobs may be cancelled or delayed for a considerable amount of time due to delays in material suppliers and/or demand of projects at any given time.

I agree to pay all amount(s) owed within 30 days of when such line item amount(s) are incurred. It is my responsibility to pay all amounts owing herein. I agree that interest will accrue on all past-due amounts at the rate of 24% per annum (2% per month) until paid in full and may be referred to a third party debt collection agency with collection fee's of up to 40% of the principal amount(s) owing as allowed by Utah Code Annotated, sec. 12-1-11. The terms of this paragraph shall apply to all amount(s) incurred by me or by any individual for whom I have legal responsibility whether such amount(s) are incurred today or after today. This proposal becomes a written contract with signatures from both parties. This also provides Holbrook Asphalt Co. written consent of Right to Lien.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Page 3 Date \_\_\_\_\_ Holbrook Asphalt Co. \_\_\_\_\_



# GENEVA ROCK PRODUCTS, INC.

READY MIX CONCRETE • SAND & GRAVEL • ASPHALT & CONCRETE PAVING • CONSTRUCTION  
PO Box 571618, Salt Lake City, UT 84157  
(801) 281-7900

PROPOSAL DATE: 8/25/2014

## CONTRACT PROPOSAL / AGREEMENT

SUBMITTED TO: Highland City  
(PURCHASER)

ESTIMATE NUMBER: M14JCW069

PROJECT NAME: Highland City Seal and Micro

ESTIMATED START: Summer 2015

LOCATION: Various Locations

PROJECT #:

Highland, UT

CONTACT: Jared Wright

PHONE: 801-822-3215

Geneva Rock Products, Inc. ("GENEVA ROCK") hereby agrees to furnish all labor and material for the completion of the work described below. This Contract Proposal/Agreement does not include design services. Design services, if desired, shall be contracted for and paid for by the Purchaser prior to entering into this Contract Proposal/Agreement.

ITEM	DESCRIPTION	EST. QUANTITY	UNIT	UNIT PRICE	AMOUNT
	Option #1				
10	Seal Coat	1,073,800	SF	\$ 0.13	\$ 139,594.00
	Option #2				
20	Onyx	1,073,800	SF	\$ 0.19	\$ 204,022.00
	Option #3				
30	Microsurfacing	232,503	SF	\$ 0.28	\$ 65,100.84

UNIT PRICE (actual quantities to be measured and invoiced)

LUMP SUM

NOTE: Excludes: Crack seal, HMA, Survey, Signage, Striping, Bonds, Fees, Permits, Rut filling, Scratch Course.

RELEASE: GENEVA ROCK may, at its sole discretion, require a warranty release for all paving projects that will be done after October 15th or during cold/wet weather.

ASPHALT OIL SURCHARGE: All asphalt quotes are subject to a surcharge which is based on the FOB price/availability of liquid asphalt oil on the date of proposal vs. the price/availability of the liquid asphalt oil on the date asphalt is placed. The benchmark for price/availability from the date of proposal can be provided upon request. See surcharge schedule below.

PRICE \$ - Price may be subject to change if Contract Proposal/Agreement is not accepted within 30 calendar days of the Proposal Date.

PAYMENT TERMS: Purchaser shall pay GENEVA ROCK according to GENEVA ROCK's Credit Application and Conditions of Material Sales and Contract Services with Purchaser.

PROPOSAL DATE: Monday, August 25, 2014

PREPARED BY: Jared Wright

ACCEPTANCE: For valuable consideration, the legal sufficiency of which is hereby acknowledged, this Proposal is accepted and is a binding contract (the "Contract Proposal/Agreement"). GENEVA ROCK is authorized to perform the work described herein. Scheduling and construction of this work will not occur until a signed copy of this Contract Proposal/Agreement is received and upon credit approval. All terms and conditions of the signed GENEVA ROCK Credit Application and Conditions of Materials Sales and Contract Services along with any and all associated guarantees, including personal guarantees, shall apply to this Contract Proposal/Agreement and are fully incorporated herein. Purchaser acknowledges receipt of the Terms and Conditions on the reverse or following page of this document, all of which are incorporated herein and made a part hereof.

PURCHASER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ACCEPTANCE DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_



# CITY COUNCIL AGENDA REPORT

---

ITEM #6

**DATE:** September 16, 2014

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Aaron Palmer, City Administrator

**BY:**

---

**SUBJECT:** RETAIN KING ENGINEERING FOR ROAD MAINTENANCE PROJECT MANAGEMENT

---

## **STAFF RECOMMENDATION:**

Authorized the Mayor to retain King Engineering as a consultant to assist the City with implementation of the City's road maintenance plan.

## **BACKGROUND:**

In the absence of a City Engineer, the City will need some expertise to oversee the implementation of the new road maintenance plan (once adopted by City Council). The Mayor has met with King Engineering and has determined this firm is the right one to move Highland's road maintenance plan forward. King Engineer will provide two types of services.

1. At an hourly rate of \$85.00, King Engineering will provide staff training and project management as requested by the City.
2. King Engineering charges 5.3% of an awarded road maintenance bid to design and prepare bid documents; perform pre-construction site visits; attend pre-bid and pre-construction meetings; verify construction is proceeding in general conformance with design lines and grades.

## **FISCAL IMPACT:**

- Funds have been budgeted in account 10-41-40-71 to provide for road maintenance.
- Budgeted funds in 10-66-31 can be used for consulting costs

## **ATTACHMENTS:**

- King Engineering Proposal

August 22, 2014

**King Engineering, Inc.**  
Civil Engineering  
2975 W. Executive Parkway 171  
Lehi, UT 84043

Aaron Palmer  
City Administrator  
Highland City

Subject: Proposal for consulting and engineering services

Dear Aaron:

Thank you for meeting with me Wednesday. I appreciate your time and attention regarding approaches to maintaining and extending the service life of Highland City roads. Pursuant to your request I have prepared the following proposal:

**Consultation**

Hourly - \$85/Hour as needed

**Design and Bid Document Preparation**

Percentage of Construction Budget - 5.3%

This includes:

Design and production of bid documents including plans, specifications, and estimates. It includes pre construction site visits, attendance at pre bid and pre construction meetings, and construction observation including verifying that work is proceeding in general conformance with design lines and grades.

This does not include:

Survey, Geotechnical Investigation, Inspections, or Construction project management.

We can provide these additional services or solicit them under our contract from those with whom we have worked in the past on an as needed and per project basis.

Thank you for the opportunity you have given us of submitting a proposal on this work. I look forward to hearing from you soon.

Respectfully,

KING ENGINEERING, INC.



Jon King, P.E.

JEK:mk

D:\projects\32-1426\proposalhighlandcity.pro



# CITY COUNCIL AGENDA REPORT

---

ITEM #7

**DATE:** September 16, 2014

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Aaron Palmer, City Administrator

**BY:**

---

**SUBJECT:** APPROVE A SOLUTION FOR DRY CREEK/BULL RIVER NEIGHBORHOOD OPTION TRAIL

---

**STAFF RECOMMENDATION:**

Approve a Solution for Dry Creek/Bull River Neighborhood Option Trail.

**BACKGROUND:**

On July 22, 2014, the Mayor and City Council toured the neighborhood trail in the Dry Creek/Bull River area. Some of the homeowners stated that the trail had been incorrectly laid on their property and not on City property. The City Council took input from neighbors present. The issue facing the City Council is to decide what to do with the trail that is currently located on private property. It is staff's desire that the Council chose one solution and give direction as how to they want that solution implemented. The following three solutions are available to the City Council:

- Take the part of the trail currently on private property and move it on to City owned property
- Leave the trail where it is and purchase the property where the trail is on private property
- Remove the trail and put the ground back as it was prior to the construction of the trail

**FISCAL IMPACT:**

This will vary based on solution selected. Staff will come back with a detailed cost for the solution selected by the City Council.

**ATTACHMENTS:**

None



# CITY COUNCIL AGENDA REPORT

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ITEM #8

**DATE:** September 16, 2014

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Aaron Palmer, City Administrator

**BY:**

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**SUBJECT:** FINALIZE APPROVAL OF CITY PARK USAGE

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**STAFF RECOMMENDATION:**

Finalize Approval of City Park Usage.

**BACKGROUND:**

This summer the City received several complaints regarding organized sports leagues and City parks (specifically Windsor Park). The City Council tasked City Staff with developing a list of all City parks which included acreage, sports played, facilities, and parking. With that information, the City Council met during a work session on September 4, 2014 to discuss the appropriate use of each City park. The City Council discussed each park individually and what types of organized sports, if any, were appropriate for each park. Also, discussion took place on which parks can be reserved for games and/or practices. The attached matrix shows the Council's decision for each park. An issue that must be addressed before finalizing the parks usage is whether or not to have time limits on fields for practices and/or games. If a park is designated as a practice only park what time frames, if any, are appropriate (i.e. Windsor Park can have practices only from 3:00pm to 7:00pm Monday through Saturday on a first come first serve basis). This will need to be part of the final decision of the City Council.

**FISCAL IMPACT:**

None

**ATTACHMENTS:**

- Spreadsheet of City Parks with proposed park usage from September 4, 2014 Work Session.

Park Name	Acres	Sports	Bathrooms	Parking Lot	Parking Stalls	Drinking Fountain	Hose Bib	Open Space	Pavilion	Playground	Reservable	Council Discussion
Apple Blossom	1.91							X		X		
Argo Circle	1.2							X		X		Practice Only
Beacon Hills New Park	6.4			X	54			X		X		Practice & Scheduled Games
Canterbury Circle	2.69	Tb						X		X		Practice Only
Canterbury North	7.23	S					X	X		X		Practice Only
Canterbury P.L. Pond	2.25	F		2	15							Practice Only
Canterbury South	1.57							X				Practice Only
Dry Creek East	3.48							X				Practice Only
Dry Creek West	3							X				Practice Only
Heritage park	6.06	F S B V b	X	X	48	X	X		X		P	Review Overall Management
Highland Hills North	3.32							X		X		Nothing
Highland Glen	3.25	V	X	2	25/NS	X	X		X	X	P	Practice & Scheduled Games
Lone Peak Soccer Fields	9.08	F S T M		X	69						F	Practice & Scheduled Games
Merlin Larsen	1.32	V							X		P	Nothing
Mitchell Hollow	10.53	B S V	X	2	25/NS	X	X	X	X	X	P	Practice & Scheduled Games
Town Center	8.72	F E		X	NS		X	X	X		P	Practice Only
Twin Bridges	1.13	b						X		X		Nothing
View Pointe	6.71	b						X		X		Nothing
Wild Rose	3.54							X				Nothing
Wimbleton North	2.15	S						X				Practice Only
Wimbleton South	5.34	S		X	NS			X				Practice Only
Windsor	4.2	S b						X	X	2		Practice Only

Practice or Games Played Regularly

Reservable

Pavilion

Field

Not Striped

Sports

Bathrooms

Parking Lot

Parking Stalls

Drinking Fountain

Hose Bib

Open Space

Pavilion

Playground

Reservable

Council Discussion

B

b

F

L

M

S

T

V

Baseball

Basketball

Football

Lacrosse

Marching Band

Soccer

Tennis

Volleyball

N/S

F

P

F

N/S

NS

NS

NS

25/NS

69

25/NS

48

15

54

2

2

2

2