

**HEBER CITY CORPORATION**  
**75 North Main Street**  
**Heber City, UT 84032**  
**Heber City Council Meeting**

**August 5, 2025**

**6:00 p.m. Regular Meeting**

**TIME AND ORDER OF ITEMS ARE APPROXIMATE AND MAY BE CHANGED AS TIME PERMITS**

**I. REGULAR MEETING - 6:00 P.M.**

1. Call to Order
2. Pledge of Allegiance (Sid Ostergaard, Commissioner)
3. Prayer/Thought by Invitation (Scott Phillips, Council Member)

**II. CONFLICT OF INTEREST DISCLOSURE:**

**III. CONSENT AGENDA:**

1. Approval of June 17, 2025, City Council Meeting Minutes and July 15, 2025, City Council Meeting Minutes (Robin Raines, Deputy Recorder, Trina Cooke, City Recorder)
2. Resolution 2025-13 to Adopt Safety Incentive Bonus for Qualifying Jobs Deemed 'High Risk'. (Cherie Ashe, Human Resources Manager)
3. Resolution 2025-12 Updating the Purchasing Card Policy (Mindy Kohler, Treasurer)

**IV. PUBLIC COMMENTS: (3 min per person/20 min max)**

**V. GENERAL BUSINESS ITEMS:**

1. Presentation of Plans for the 2025 9/11 National Day of Service (Just Serve) - *10 min*
2. Monthly Development Report (Jamie Baron, Planning Manager) - *10 min*
3. UDOT Traffic Mitigation Efforts (Russ Funk, City Engineer) - *10 min*

**VI. ACTION ITEMS: (Council can discuss; table; continue; or approve items)**

1. Ordinance 2025-21 Adopting Standards and Process for Dedication of Private Roads to Public Ownership (Jeremy Cook, City Attorney ) - *30 min*

**VII. RECESS AS THE HEBER CITY COUNCIL AND CONVENE AS THE CRA BOARD:**

1. Review Tax Increment Projections and Next Steps (Matt Brower, City Manager) - *20 min*

**VIII. ADJOURN AS THE CRA BOARD AND RECONVENE AS THE HEBER CITY COUNCIL:**

**IX. COMMUNICATION:**

**X. CLOSED MEETING: (As Needed)**

**XI. ADJOURNMENT:**

Ordinance 2006-05 allows Heber City Council Members to participate in meetings via telecommunications media. In accordance with the Americans with Disabilities Act, those needing special accommodations during this meeting or who are non-English speaking should contact Trina Cooke at the Heber City Offices 435.657.7886 at least eight hours prior to the meeting.

Posted on July 31, 2025, in the Heber City Municipal Building located at 75 North Main, the Heber City Website at [www.heberut.gov](http://www.heberut.gov), and on the Utah Public Notice Website at <http://pmn.utah.gov>. Notice provided to the Wasatch Wave.

**HEBER CITY CORPORATION**  
**75 North Main Street**  
**Heber City, UT 84032**  
**Heber City Council Meeting Agenda**  
**June 17, 2025**

**DRAFT Minutes**

**4:00 p.m. Work Meeting**  
**6:00 p.m. Regular Meeting**

**I. WORK MEETING - 4:00 pm.**

Mayor Franco started the meeting at 4:05 pm and welcomed those in attendance.

**City Council Present:** Mayor Heidi Franco  
Council Member Yvonne Barney  
Council Member Aaron Cheatwood  
Council Member Mike Johnston  
Council Member Sid Ostergaard  
Council Member Scott Phillips (participating remotely)

**Staff Present:** City Manager, Matt Brower  
Assistant City Manager, Mark Smedley  
City Engineer, Russ Funk  
City Attorney, Jeremy Cook  
Community Development Director, Tony Kohler  
Deputy City Recorder, Robin Raines-Bond  
Finance Director, Sara Nagel  
IT Director, Anthon Beales  
Planning Director, Jamie Baron

**Staff Participating Remotely:** Assistant City Manager Mark Smedley, Human Resources Manager Cherie Ashe, IT Director Anthon Beales, Engineering Technician Desiree Muheim, Planner Jacob Roberts, Public Works Director Matthew Kennard, City Engineer Russ Funk, and Finance Director Sara Jane Nagel.

**Also Present:** Travis Price, Randy Christ, Steve Gibson, Jeff Harris, Richard Breitenbeker, Ken Davis, Caradie Williams, Terra Budd, Jennifer Scoggins, Wade Scoggins, Tom Howells, James Doolin, Mason Conley, Travis Clemens, Michele Mounter, Josh Weishar, Dennis Van Leeuwen, Jill Van Leeuwen, Andren Clayton, Naomi Kisen, Craig Hancock, Neil Richardson, Alicia Richardson, Tori Broughton, Kent Shelton, Rock Schutter, Larson Quick, Nick Lopez, Patty Sprunt, Preston Hicken, Zach Scott, Ryan Doomer, Macy Mortimer, Willa Motley, Taylor Cuthbertson, Brian Cuthbertson, and others who did not sign in or whose handwriting was illegible.

**Also Attending Remotely:** Jami Hewlett, Grace KPCW, Nick Lopez, Paul B., Shorty5, J Shepherd, JS, B, Katie, Deb, H, GRM, Jen, Wayne, Randall Williford, MK, S, and Rock Schutjer.

**1. 100 West Design - Preliminary Design Update & Discussion (Russ Funk, City Engineer) - 30 min**

Horrocks Engineering presented design considerations for the 100 West corridor, including utilities, project costs, and options for parking layout. City Engineer Russ Funk emphasized that the project aimed to support future growth while minimizing impact on residents. The Council was asked to consider whether they preferred protected parking with landscaping or additional parking spaces.

Discussion included storm drains, snow plowing, and the angle of parking stalls (45 vs. 60 degrees) with Council Member Ostergaard noting 60-degree stalls are easier and safer to exit. Council Member Phillips expressed a preference for maximizing parking.

Macy Mortimer from Horrocks Engineering outlined plans for public outreach through open houses and one-on-one meetings. The council requested that Horrocks return soon for a more in-depth discussion and final recommendations. Mr. Funk asked for Council feedback to move the project forward and proposed a follow-up meeting in one month, which Horrocks agreed to.

**2. Old Mill Village Affordable Housing Discussion (Jamie Baron, Planning Manager) - 45 min**

Representatives from Aura Ventures, including Travis Clemens and Mason Conley, discussed the Village Affordable Housing project. Mr. Baron explained the property had been sold to a new developer, Tom Howells, who requested reconsideration of some current unit restrictions. Mr. Howells explained that the existing restrictions made the units more difficult to sell.

Mason and his team expressed interest in renting some units instead of selling them. Mayor Franco noted that 36 of the 50 units still needed to be completed and that some may need to be released for rental. The Council emphasized the importance of maintaining affordability, with rentals remaining at 90% of AMI and subject to income restrictions.

Council Member Ostergaard supported homeownership as a way to build community but acknowledged the need for affordable rentals and expressed willingness to support project completion.

Mayor Franco inquired about amenities beyond the clubhouse. The developers confirmed they planned to complete all outlined amenities. City Attorney Jeremy Cook



stated it was unclear whether the second buyer was still required to sell units at 90% of AMI.

**3. Ordinance 2025-12 Short-Term Rental Code Amendment (Tony Kohler, Community Development Director) - 20 min**

Community Development Director Tony Kohler presented a proposed amendment to the short-term rental (STR) ordinance. He explained that the term "guest" in the current code allowed for more occupants than originally intended. He also introduced the "Good Neighbor" rules intended to promote responsible rental practices.

Michelle Mounteer, a STR owner of two homes, including a 7,000-square-foot property accommodating up to 35 people, supported being a good neighbor but advocated for allowing more occupants. Jeff Harris, another STR owner, also supported higher occupancy limits for larger homes and suggested a separate application process for such properties.

Council Member Cheatwood noted the STR committee had collaborated effectively on the amendment. Council Member Barney expressed interest in developing a policy for long-term rentals as well.

**4. Potential Fencing Code Amendment for Sports Courts (Jamie Baron, Planning Manager) - 15 min**

Planning Director Jamie Baron presented a proposed text amendment to the fencing code, specifically addressing sport court fencing. Council Member Cheatwood expressed a preference for taller fencing to be transparent. Council Member Johnston supported the idea, noting such fencing helps keep balls out of neighboring yards and can also deter deer.

Residents Mr. Stevens and Mrs. Skoggins shared photos of their fencing as examples. The Council was generally supportive of sports court fencing, emphasizing it should be as transparent as possible. City Manager Matt Brower inquired about allowing different materials under the updated fencing code.

**II. BREAK - 10 MIN**

**III. REGULAR MEETING - 6:00 P.M.**

**1. Call to Order**

Mayor Franco called the meeting to order at 6:07 pm.

**2. Pledge of Allegiance (Yvonne Barney, Council Member)**

Council Member Aaron Cheatwood led the Pledge of Allegiance.

### **3. Prayer/Thought by Invitation (Sid Ostergaard, Commissioner)**

City Council Member Sid Ostergaard presented a thought on the 250th anniversary of the US Army. He encouraged people not to take their freedoms for granted.

## **IV. AWARDS, RECOGNITION, and PROCLAMATIONS:**

### **1. Oath of Office for Heber City Police Officer Bryan Cuthbertson**

Deputy City Recorder Robin Raines-Bond administered the Oath of Office for new Police Officer Cuthbertson.

Cuthbertson.

### **2. Mayor's Award Presented to Police Department Staff for the Annual Community Easter Egg Hunt and a Citizen Nomination for the Building Department Staff**

Mayor Franco presented the Mayor's Coins to members of the Heber City Police Department and the Building Department. Jordan Moss, Kelly Rogers, and Curt Davis were nominated by Citizen David Balm.

## **V. CONFLICT OF INTEREST DISCLOSURE:**

None.

## **VI. PUBLIC HEARINGS: (Council May Take Action Following Public Comment and Upon Conclusion of the Public Hearing)**

### **1. Public Hearing and Possible Adoption of the Final Budget Amendment for Fiscal Year 24-25 Resolution 2025-10 (Sara Nagel, Finance Manager)**

Mrs. Sara Nagel, Finance Director, presented changes that had been made to the Final Fiscal Year 24 -25 Budget. She explained the amendments. All documents were included in the packet for this meeting. Notable changes were \$445,000 that moved from the general fund to a newly created TAP Tax fund and \$223,000 for prior amendments such as roof repairs, Kimball Legacy Foundation donation, and heating installation.

### **Public Comment Opened –**

**Jami Hewlett** asked if the budget would be adopted tonight. Mayor Franco answered that it could be after the public hearing was closed. Mrs. Hewlett commented that she was unable to navigate the website to find the financial and budget materials and was not able to tell others where to find the information. (This information is located on our website at <https://www.heberut.gov/190/Finance-Budget>. The information was also included in the agenda packet materials for this meeting and each public hearing that was held.) Mrs. Hewlett was confused about budget transfers. She questioned columbarium funds. She wanted budget materials moved to the main page of the

website instead of the Finance & Budget section on the website where all the information currently resides.

**Public Comment Closed.**

**Motion:** Council Member Scott Philips motioned to pass Ordinance 2025-10 as presented with the amendment of \$73,000 for the water fund for irrigation fees and \$87,000 for the PI fund for irrigation fees.

**Council Member Aaron Cheatwood seconded the motion.**

**Yes:** Council Members Barney, Cheatwood, Johnston, Ostergaard, and Phillips.

**No:** None.

**Motion passed 5 to 0.**

**2. Public Hearing and Possible Adoption of the Consolidated Fee Schedule Ordinance 2025-15 (Sara Nagel, Finance Manager) -**

**Public Comment Open:**

Citizen **Steve Gibson** inquired why the fee for dog fighting was higher than the fee for animal cruelty. Chief Sever explained that “dog fighting” involves humans fighting dogs, not dogs fighting dogs in a natural altercation. Chief Sever noted that the listed animal control fees were inaccurate and would be corrected. (The Consolidated Fee Schedule has the correct fees listed. It could be viewed at <https://heber.municipalcodeonline.com/> )

**Public Comment Closed.**

Council Member Scott Phillips expressed opposition to increasing business license fees. Council Member Johnston asked for clarification on planning fees related to a Master Development Agreement (MDA) on page 22, and Mr. Baron responded that those could be clarified with language.

**Motion:** Council Member Cheatwood moved to adopt the consolidated fee schedule 2025 - 2026, Ordinance 2025-15 with redline changes and these agreed upon changes mentioned including adding "per month" to the utility fee schedule on pages 21,24, and 25 where applicable, adding on page 22 - line three- the MDA to the category, adding the animal services fines that were presented by Chief Sever.

**Council Member Ostergaard seconded the motion.**

**Yes:** Council Members Barney, Cheatwood, Johnston, Ostergaard, and Phillips.

**No:** none

**Motion passed 5-0.**

**3. Public Hearing: Wasatch County Admin Building Annexation Ordinance 2025-19 (Jacob Roberts, Planner) -**

A public hearing was held to consider the annexation of 20.8 acres located at the southwest corner of 100 South and Southfield Road. The property includes three parcels and lies within Heber City's Annexation Policy Plan. The purpose of the annexation is to allow Wasatch County to construct a new county administration building in the Institutional and Public Facilities Zone.

Jamie Baron presented the annexation process, which included a notice of intent, certification, a protest period, and a positive recommendation from the Planning Commission. The annexation is necessary due to the requirement that county administrative offices be located within the county seat.

The city and county have coordinated to include several infrastructure and planning considerations, including:

- Dedication of land for the widening of 100 South and Southfield Road in coordination with UDOT.
- Continuation of an irrigation water line and development of a regional trail along Southfield Road.
- Coordination with UDOT and Heber City to align future trail plans.
- Easements for existing sewer lines and connection to a specific sewer trunk line west of the property.
- A new provision allowing phased dedication of water rights as development progresses.

Richard Breitenbeker, representing Wasatch County, confirmed agreement with the city's terms and expressed appreciation for the opportunity for public input.

### **Public Comment Opened:**

**Jamie Hewlett** expressed confusion and concern over the proposed annexation, stating that the area in question was designated open space for a past development and is the only remaining open space in Heber City. She questioned why the county was using city-designated open space for their new building rather than utilizing their own land or existing facilities. She raised concerns about the financial cost of constructing a new county building, especially given the current economic uncertainty and shifting workforce needs. As a property manager, she noted that many homes are currently occupied by construction workers and expressed doubt about long-term demand once construction slows. She also questioned how the annexation complies with legal requirements for park space, noting the city's obligation to provide 14 acres of parkland per 1,000 residents.

### **Public Comment Closed**

Mr. Breitenbeker, County representative, provided context on the parcels in question, which are currently under County jurisdiction. These parcels were purchased by the County years ago with the intent to preserve a corridor for a future bypass route. The

land has been leased for farming, primarily by Ernie Giles, who will continue to farm the unused portions until the Heber Valley Corridor is complete.

The County is planning a new 55,000 to 60,000 sq. ft. facility to house various County services. Building on the current site was deemed cost-prohibitive due to the need for a parking structure, which would significantly increase the project cost. The estimated cost for the new facility is approximately \$43–\$45 million.

Relocating also allows the City to expand on the current site, which the County cannot economically develop further. Additionally, the County anticipates new revenue sources from development in the Jordanelle area, which could fully fund the new facility without relying on existing County taxpayers.

It was clarified that the land was never placed under a conservation easement as open space, as its long-standing intended use has been for the bypass route.

**Motion:** Council Member Cheatwood motioned to accept and approve the Wasatch County Admin Building Annexation Ordinance 2025-19.

**Council Member Phillips seconded the motion.**

**Yes:** Council Members Barney, Cheatwood, Johnston, Ostergaard, and Phillips.

**No:** none.

**Motion passed 5-0.**

## VII. CONSENT AGENDA:

1. Approval of May 20, 2025, City Council Meeting Minutes (Trina Cooke, City Recorder)

Mayor Franco requested an amendment to the minutes on page 7 to include a discussion with the Housing Authority regarding a pledge to help find funding for a full-time housing director in 2027. There was some debate among council members about whether a formal pledge was made or whether it was simply an agreement to continue discussions. Ultimately, a motion was made to amend the minutes to reflect that the council made a commitment to continue discussion with the intent of finding a financial solution for a housing director position at the county level.

2. Reallocation of TAP Funds (J. Mark Smedley, Asst. City Manager)

3. Found Property Purge (Parker Sever, Chief of Police)

4. FY 2025 Fraud Risk Assessment (Sara Nagel, Finance Manager)

**Motion:** Council Member Cheatwood motioned to accept the May 20, 2025 meeting minutes with one addition to the minutes on page 7 reflecting that the City Council made a commitment to continue discussion in trying to find a financial solution to the need for a housing director at the County level.

**Council Member Ostergaard seconded the motion.**

**Yes:** Council Members Barney, Cheatwood, Johnston, Ostergaard, and Phillips.

**No:** None.

**Motion Passed 5-0.**

#### VIII. PUBLIC COMMENTS: (3 min per person/20 min max)

**Steve Gibson** addressed the council with concerns about the lack of enforcement of dust control regulations on development sites. He described a severe wind event on January 7th that created a dust bowl effect due to unmitigated dust from raw land, including a 25-acre school parcel. He stated that during the event, visibility was so poor it resembled a fire, prompting calls to the fire department. He emphasized the need for better oversight and enforcement. Gibson also questioned the continued issuance of building permits when city and county departments are already overwhelmed. He raised concerns about ongoing weed abatement issues, stating they recur each year without resolution. He urged the council to protect the Historic North Fields from further development, expressing frustration that while historic buildings are being lost, commercial projects continue to expand. Gibson also discussed the public health risks of unmarked irrigation ditch water systems, especially after property transfers, and recommended signage in subdivisions to warn residents. He suggested the city and county coordinate better communication to residents through consistent messaging, possibly using the tax system. Finally, he expressed safety concerns near the new Smith's store, citing traffic hazards and access problems for a homeowner unable to safely turn in or out of her driveway. He urged the council to consider reducing speed limits and restricting left-hand turns at the store's south exit.

**Randy Christ**, a resident on North Highway 40, thanked the council and commended Officer Price for resolving a lighting issue at a nearby commercial building. He noted that the all-night lights were now off and praised the remaining landscape lighting as appropriate. He suggested Officer Price be nominated for a Mayor's Award. Christ reported a new concern at 1776 North Highway 40, where recently installed building sconces reflect off white surfaces, causing glare similar to previously resolved issues. He stated Officer Price is aware and investigating. Christ then addressed the proposed UDOT bypass project, explaining that he had received communication from UDOT indicating the overpass at Coyote Lane will run north-south along Highway 40, not across it. He was surprised to learn the structure would be approximately 40 feet tall at its peak and expressed concern about the visual and functional impact of such a large structure in Heber Valley. He questioned the feasibility of such an overpass and the disruption it would cause to the landscape and local traffic. Christ opposed the current highway widening plan, referred to as Plan A, and voiced strong support for Plan B, which would route the bypass to the west near 600 West, preserving the valley's scenic and historic character. He concluded by encouraging the council to support that alternative.

**Dennis Van Leeuwen** began by affirming his love for the country, state, and city, appreciating local governance by the people. However, he voiced frustration that

residents' concerns, particularly regarding preserving open lands and opposing a bypass through the North Fields, are being ignored. Despite many meetings and strong public opposition, he believes UDOT is proceeding with predetermined plans, leaving citizens feeling powerless. He urged city leaders to defend Heber's heritage, environment, and rural character, highlighting the ecological and agricultural significance of the North Fields.

**Wade Hanson**, a longtime resident and former state compliance officer, echoed concerns about traffic safety, particularly the lack of graduated speed limit reduction entering town from the north. He described a fatal accident near his property and advocated for an immediate lowering of the speed limit before Coyote Lane for public safety. Regarding the bypass, while sympathetic to preserving the North Fields, he stated that with rapid growth, especially east of Highway 40, some sort of bypass may be unavoidable to accommodate future traffic.

**Alicia Richardson**, a resident west of the Back 40, also stressed the danger of turning onto Highway 40 due to high speeds and poor visibility. She shared her fears for her grandchildren's safety and supported previous commenters' concerns. Additionally, she criticized the unchecked high-density development on the east side of the valley and questioned the city's future vision if similar development expands westward. She urged leaders to consider alternative bypass routes and to genuinely listen to property owners and long-term residents.

## **IX. GENERAL BUSINESS ITEMS:**

### **1. Utah Department of Transportation (UDOT) Environmental Impact Statement (EIS) Update (Craig Hancock) - 20 min**

Craig Hancock, UDOT Project Manager, along with Environmental Manager Naomi Kisen and HDR Consultant Andrea Clayton, presented an update on the Heber Valley Corridor Environmental Impact Statement (EIS). The presentation covered recent progress, current activities, and the next steps in the EIS process.

#### **EIS Progress and Overview**

- UDOT presented updates on the Heber Valley Corridor Environmental Impact Statement (EIS), including recent outreach, current studies, and future milestones.
- The Alternatives Screening Report was released in April. UDOT met with Heber City, Daniels Town, Midway, and Wasatch County councils.
- Two alternatives remain:
  - **Alternative A:** Follows US-40, with interchanges at 900 North and College Way.
  - **Alternative B:** Passes through the North Fields and ties in at Potter Lane, avoiding significant commercial impact.
- Both alternatives are identical South of 900 North.

## **Design Features**

- North segment will be a six-lane freeway with frontage roads and trails.
- Elevated 900 North spur (~25 ft) will connect to 1300 South.
- Interchanges limited to designated points; access controlled to preserve surrounding land and discourage uncontrolled development.
- Frontage roads will be paved and connect to existing driveways; some minor parking loss expected for west-side businesses.
- College Way interchange design was discussed, with concerns about traffic volume, snow removal, and grade impacts.

## **Environmental and Community Considerations**

- UDOT addressed concerns related to wetlands, water tables, stormwater, and noise impacts. Final studies and visual renderings will be included in the draft EIS (Environmental Impact Study).
- UDOT can only acquire land necessary for construction or environmental mitigation, not for future development prevention.
- Draft EIS will be released Fall 2025, followed by a 45-day public comment period and public hearing.
- The EIS will assess impacts to land use, wildlife, farmland, water quality, and community resources.

## **Additional Requests and Public Involvement**

- Council and public requested 3D visualizations and design comparisons to similar corridors (e.g., Legacy Highway, West Davis).
- Public awareness efforts will include city/county newsletters.
- Concerns raised about routing the bypass near residential areas and schools; UDOT stated alignment is based on performance modeling to relieve Main Street congestion.

## **Barrier Project and Speed Study Discussion**

- The City Council reiterated support for the UDOT Highway 40 barrier project, noting mixed initial support from the County. The project is still proceeding.
- Deputy City Recorder Raines-Bond confirmed the public comment link was included in the City newsletter and the project has a dedicated website.
- Traffic safety concerns were discussed, particularly between Coyote Canyon Parkway and 900 North:
  - A traffic signal at Coyote Canyon remains on schedule for installation by end of 2025.
  - Council discussed potential speed limit reductions to 35–45 mph due to safety concerns and recent fatalities.
  - Concerns included driver impatience, enforcement needs, and maintaining traffic flow.



- The barrier project will eliminate certain left turns (e.g., Back 40 area), requiring U-turns at signalized intersections like 900 North.
- Council discussed coordinating a new speed study with the barrier project.

## **Next Steps**

- Draft EIS release and public comment in Fall 2025.
- Continued coordination with stakeholders and affected property owners.
- Next interlocal meeting with Wasatch County scheduled for July.
- Ongoing public engagement and review of traffic safety, access, and environmental considerations.

## **X. RECESS AS THE HEBER CITY COUNCIL AND CONVENE AS THE CRA**

### **BOARD:**

Council recessed as the City Council and reconvened as the Community Reinvestment Agency (CRA).

**Motion:** Council Member Ostergaard motioned to recess as the City Council and reconvene as the CRA. **Council Member Cheatwood seconded the motion.**

### **Yes:**

Council Members Barney, Cheatwood, Johnston, and Ostergaard.

**No:** None.

**Excused:** Council Member Phillips.

**Motion Passed 4-0.**

1. Community Reinvestment Agency (CRA) Project Area Update (Matt Brower, City Manager) - 20 min

City Manager Matt Brower and staff presented two revised Community Reinvestment Agency (CRA) project boundaries to help facilitate interlocal agreements with the County and School District. The proposed boundaries are smaller than the originally adopted 2021 area, with the larger of the two expected to generate approximately \$7.7 million in tax increment. Council expressed support for this revised boundary, which focuses on commercial redevelopment in the downtown core, aligns with the Envision Central Heber plan, and minimizes residential impact.

Councilmembers emphasized the importance of clear public communication to build support and understanding. They requested better outreach and explanation of CRA impacts, similar to past efforts on the tap tax. Staff confirmed both legal and administrative feasibility of using a smaller area within the adopted boundary.

The possibility of a separate CRA request from a private developer (the Ritchie Group) was raised as a concern, particularly regarding public perception and prioritization of

citywide benefit. Council members expressed hesitation about supporting developer-specific CRAs and emphasized that CRA funds should benefit the broader community.

Staff will proceed with additional analysis on the preferred boundary, including updated projections, and return to Council with a formal proposal.

## **XI. ADJOURN AS THE CRA BOARD AND RECONVENE AS THE HEBER CITY**

### **COUNCIL:**

**Motion:** Council Member Cheatwood motioned to adjourn as the CRA and reconvene as the City Council.

**Council Member Ostergaard seconded the motion.**

**Yes:** Council Members Barney, Cheatwood, Johnston, and Ostergaard.

**No:** none.

**Excused:** Council Member Phillilps.

**Motion passed 4-0.**

## **XII. ACTION ITEMS:** (Council can discuss; table; continue; or approve items)

1. Resolution 2025-09 Adopting Fiscal Year 2025-2026 Final Budget Including the CRA (Community Reinvestment Agency) Budget (Sara Nagel, Finance Manager, Cherie Ashe, Human Resources Manager) - 20 min

Finance Sara Nagel presented highlights of the budget. The Council considered and adopted the final budget for Fiscal Year 2025–2026, including the Community Reinvestment Agency (CRA) budget, in compliance with the state’s June 30 submission deadline. The budget reflects input gathered from numerous strategic meetings, workshops, public hearings, and staff recommendations.

Key elements of the adopted budget include:

- Reaffirmation of the TAP tax allocation
- Approval of two new full-time positions (FTEs)
- Transition to a citywide nine-step wage schedule
- Transition to PEHP for employee health insurance
- Modification of the employee safety incentive bonus to \$500 annually
- Implementation of the Capital Improvement Plan (CIP)
- 2.8% CPI-based increase in business license fees
- Utility rate adjustments per the 2024 Zions Bank study
- Removal of the Heber Light & Power dividend
- No property tax increase for FY26

Statutory requirements were met, including a public hearing held on June 3 and proper public notices.

Highlights from the ClearGov summary:

- Projected FY26 revenues: \$17.68 million (12.8% increase)
- Projected FY26 expenditures: \$17.93 million (14.4% increase)
- Maintained a \$6.55 million surplus (approx. 37% of revenues)
- Annual debt service: \$3.95 million
- 63 capital improvement projects totaling \$39.6 million (including administrative costs)

A hyperlink to the full budget was provided in the staff report.

<https://heberut.gov/190/Finance-Budget>

Public comment was opened following the presentation. There were no public comments.

**Motion:** Council Member Johnston motioned to adopt Resolution 2025-09 adopting the 2025 -2026 Final Budget, including the CRA Budget.

**Council Member Ostergaard seconded the motion.**

**Yes:** Council Members Barney, Cheatwood, Johnston, and Ostergaard.

**No:** none.

**Excused:** Council Member Phillips

**Motion passed 4-0.**

## 2. Ordinance 2025-13 Text Amendment to Chapter 18.110 Telecommunications

(Jamie Baron, Planning Manager) - 30 min

Council Member Cheatwood presented findings on antenna visibility around Heber City, recommending regular antennas over stealth "tree" designs, which often appeared more conspicuous. He noted roof-mounted antennas, such as at Chick's Cafe, were less noticeable, and that taller towers on the outskirts of town were also less visually intrusive.

Mr. Baron and Council discussed updates to the code on roof-mounted antennas and the "Monopoles and Towers" section. Council Members Ostergaard and Johnston supported clustering multiple carriers on a single pole. Johnston expressed concern about monopolies, while Ostergaard emphasized the community's need for improved service.

Council Member Barney raised health concerns and advocated for fewer towers with greater spacing, especially in open areas. She questioned the use of flags atop poles due to visibility. One telecommunications representative confirmed flags could hinder service upgrades. Council also discussed conditional use permits, stealth requirements, and preferred neutral-colored poles. Council consensus favored maintaining stealth requirements in residential zones and allowing some flexibility in commercial areas.

All poles are currently designed to accommodate up to three carriers. Mr. Baron confirmed there are no impediments to existing carriers.

**Motion:** Council Member Ostergaard motioned to extend the meeting to 10 pm.

**Council Member Cheatwood seconded the motion.**

**Yes:** Council Members Barney, Cheatwood, Johnston, and Ostergaard.

**No:** none.

**Excused:** Council Member Phillips

**Motion passed 4-0.**

**Motion:** Council Member Barney motioned to accept Ordinance 2025-13 text amendment to chapter 18.110 telecommunications and that we are removing stealth requirements within those areas that have already been changed per minutes. So your C2, your C4, BMP, I, industrial, all the industrial areas and so forth. So that's removed, and we're keeping them at the 2,000 feet distance and at 100 height. And that we have a step back of the roof mount antennas as proposed.

**Council Member Cheatwood seconded the motion.**

**Yes:** Council Members Barney, Cheatwood, Johnston, Ostergaard and Phillips.

**No:** none

**Motion Passed 5-0.**

**3. Ordinance 2025-12 Short-Term Rental Code Amendment (Tony Kohler, Community Development Director) - 20 min**

**Motion:** Council Member Johnston motioned to approve Ordinances 2025-12 the short-term rental code amendment as presented earlier and also Ordinance 2025-17 the water dedication requirements that were presented to us two weeks ago.

**Council Member Cheatwood seconded the motion.**

**Yes:** Council Members Barney, Cheatwood, Johnston, and Ostergaard.

**No:** none.

**Excused:** Council Member Phillips

**Motion passed 4-0.**

**4. Ordinance 2025-17 Water Dedication Requirements (Russ Funk, City Engineer) - 20 min**  
Approved in the previous motion.

### **XIII. COMMUNICATION:**

City Manager Matt Brower announced the City had a CO (Certificate of Occupancy) for the Main Stage at the Heber City Main Street Park. There is an Open House tomorrow, June 18, 2025 from 6-8 pm. The public is welcomed to walk and view the building. Free ice cream and family lawn games would be available. Council would hand out the ice cream. The Main Stage Ribbon Cutting Ceremony would be Thursday, June 19, 2025, with the Heber Market on Main Event. It would be from 6:10 – 6:30 pm. Celebration

Swag for the event would be given out at 7:30 – 7:45 pm. He hoped Council would attend both events and participate.

The grand opening of Coyote Springs Park would be Saturday, June 21, 2025, at 9 am. A walk would be from Cove Park to Coyote Springs Park.

Safety Carnival would be June 26, from 11 am – 1 pm. The council would be welcome to cook and celebrate the safety improvements.

July 4, Heber City is sponsoring lunch at the Main Street Park from noon to 1 pm. The run starts at 7 am. Parade is at 9 am and the Patriotic Walk is at 8 am.

**Motion:** Council Member Ostergaard motioned to go into a closed meeting.

**Council Member Cheatwood seconded the motion.**

**Yes:** Council Members Barney, Cheatwood, Johnston, Ostergaard, and Phillips.

**No:** None.

**Motion passed 5-0.**

#### **XIV. CLOSED MEETING:**

##### **1. Purchase, Exchange, or Lease of Real Property ()**

The closed meeting was for the purchase of real property.

**Motion:** Council Member Barney motioned to end the closed meeting.

**Council Member Cheatwood seconded the motion.**

**Yes:** Council Members Barney, Cheatwood, Johnston, Ostergaard, and Phillips.

**No:** None.

**Motion passed 5-0.**

#### **XV. ADJOURNMENT:**

**Motion:** Council Member Barney motioned to adjourn.

**Council Member Cheatwood seconded the Motion.**

**Yes:** Council Members Barney, Cheatwood, Johnston, Ostergaard, and Phillips.

**No:** None.

**Motion Passed 5-0.**

Meeting adjourned at 10:41 pm.

SEAL

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Robin Raines-Bond, Deputy City Recorder

**HEBER CITY CORPORATION  
75 North Main Street  
Heber City, UT 84032  
Heber City Council Meeting  
July 15, 2025**

**DRAFT Minutes**

**5:00 p.m. Work Meeting  
6:00 p.m. Regular Meeting**

**I. WORK MEETING - 5:00 P.M.**

Mayor Franco called the meeting to order at 5:00 p.m. and welcomed everyone present.

**City Council Present:** Mayor Heidi Franco  
Council Member Yvonne Barney  
Council Member Mike Johnston  
Council Member Sid Ostergaard  
Council Member Scott Phillips

**City Council Absent:** Council Member Aaron Cheatwood

**Staff Present:** Assistant City Manager Mark Smedley  
Planning Manager Jamie Baron  
City Engineer Russ Funk  
City Attorney Jeremy Cook  
City Recorder Trina Cooke  
Assistant Chief of Police Branden Russell  
Public Works Director Matthew Kennard  
Public Works Foreman Rance Echols

**Staff Participating Remotely:** IT Director Anthon Beales, Public Works Director Matthew Kennard, Engineer Kyle Turnbow, Deputy City Recorder Robin Bond, Finance Director Sara Jane Nagel, City Engineer Russ Funk, and Accounting Tech Wendy Anderson.

**Also Present:** Lane Lythgoe, Josh Lythgoe, Rachel Kahler, Ryan Bunnell, Kasey Plourde, Ralph Stanislaw, John McDonald, Greg Bird, Sylvia White, Carolyn Fisher, De Fisher, Scott House, Morgan Murdock, Lori Rutland, Kierstin Eldridge, Jordan Eldridge, Tori Broughton, Grace Doerfler, James Medina, Jalayne Bassett, Jessie Frazer, John Frazer, Todd Anderson, Sean Frazer, Pat Sweeney, Steve Swisher, Kendall Crittenden, Phil Jordan, Jason Glidden, Eric Rutland, Mike Bradshaw, Cody Winterton, and others who did not sign in or whose handwriting was illegible.

**Also Attending Remotely:** (names are shown as signed-in online) Ann Horner, Dalon, Tim | Avid Trails, Tom Horner, Tracy Taylor, B, Brandi, Brandon, Brianna Bates, Claire Hassett, Grace Doerfler KPCW, Jared, Jen, JH, Josh (LDG), Kaden, Kesia Waters, Laurie Lythgoe, Lonny, Mia Yue, MK, Phil Jordan, SRH, Stephen, and Todd Anderson.

1. Housing Options Presentation by Josh Lythgoe (Josh Lythgoe) - 20 min

Josh Lythgoe shared his capstone project he had done in architecture school for an affordable housing community. He proposed smaller units with simple designs and minimal amenities. Mr. Lythgoe provided a site plan design concept, as well as case study materials, as shown in the presentation included in the attached meeting materials.

2. Plourde Annexation MDA Discussion (Jacob Roberts, Planner) - 30 min

Planner Jacob Roberts, applicant Casey Plourde, and her father Ralph Stanislaw were in attendance to provide the annexation information. The Plourde Annexation wished to develop an event center north of Heber City to host weddings and events. Mr. Roberts reviewed the annexation process to date. The Planning Commission had forwarded a positive recommendation to the Council. Ms. Plourde outlined the challenges she had faced and solutions either found or proposed. Mr. Roberts listed zoning exception requests for the development agreement. Ms. Plourde shared the site design and images of the proposed structures. There would be 32.85 acres dedicated as a conservation easement. Mr. Roberts reviewed the policy questions for which he needed direction and Council provided feedback.

II. BREAK - 10 MIN

III. REGULAR MEETING - 6:00 P.M.

1. Call to Order

Mayor Franco called the meeting to order at 6:25 p.m. and welcomed everyone present.

2. Pledge of Allegiance (Scott Phillips, Council Member)

Council Member Phillips led the recitation of the Pledge of Allegiance.

3. Prayer/Thought by Invitation (Aaron Cheatwood, Council Member)

Mayor Franco shared a prayer as Council Member Cheatwood was absent.

IV. CONFLICT OF INTEREST DISCLOSURE:

There were no conflicts disclosed.

## V. CONSENT AGENDA:

**Motion:** Council Member Phillips moved to approve the Consent Agenda as presented.

**Second:** Council Member Ostergaard made the second.

**Voting Yes:** Council Member Barney, Council Member Johnston, Council Member Phillips, Council Member Ostergaard.

**Voting No:** None.

Council Member Cheatwood was absent.

The **Motion Passed 4-0.**

1. Approval of July 1, 2025, City Council Meeting Minutes (Trina Cooke, City Recorder)
2. Amending Resolution 2025-11 to clarify that to determine annual performance review dates for evaluations, the employee's full-time equivalent hire date shall be considered their initiating anniversary date (Cherie Ashe, Human Resources Manager)
3. Fee Waiver Request for South Field Park Pump Track (Jamie Baron, Planning Manager, Wasatch Trails Foundation)

## VI. PUBLIC COMMENTS: (3 min per person/20 min max)

Mayor Franco opened the Public Comment period at 6:30 p.m.

Rachel Kahler, Executive Director of CAMS (Community Alliance for Main Street), shared the 100 Years Project for which CAMS had received a TAP (Trails, Arts, and Parks) tax grant. The project highlighted key elements in Heber City for each decade from 1925 through 2025. She showed posters that had been created for each decade and informed that the project would be on display at the Wasatch County Library through September 2nd, 2025. She quickly reviewed the highlights from each decade over the last 100 years in the Heber Valley and invited everyone to view the project at the library.

Kiersten and Jordan Eldridge stated that they hoped to find a resolution. Mrs. Eldridge described a situation that had taken place on July 14, 2025. Her husband had been rushing out the door to a doctors appointment and was approach by a public works employee who informed her husband that the City would be replacing a portion of the sidewalk through the home's driveway. She explained that the driveway had been newly poured on July 1, 2025, and the couple had not been previously informed by the City of the need to tear out a portion of their new driveway. Mrs. Eldridge described, and shared images of, the damage done to the driveway. She stated that the City workers had informed them that much of the repairs would be the responsibility of the homeowners. She did not feel the City had handled the situation well. She described their interactions with employees of the engineering and public works departments. The Eldridges hoped to see acknowledgment and resolution to the damage caused by the City, and wanted the driveway restored to its new condition.



Caroline Fisher was a neighbor of the Eldridges and wished to speak on their behalf. She attested to the hard work the couple had put into the property improvements. The home had been very dilapidated when the Eldridges had purchased it. She described her perception of the situation, the City's claim that the sidewalk was not ADA compliant, and wished to be a witness for the Eldridges. She felt what the City had done was incompetent and foolish. Ms. Fisher wished to express support for her neighbors and said they were wonderful people.

James Medina, another neighbor of the Eldridges, had been a facilities worker for 40 years, had been a general contractor, and done a lot of construction. He provided his professional observation of what Mr. Eldridge had done when he poured the driveway versus what the City had done. He felt the job done by the City had shown incompetence. He explained the need for consistent slopes and provided examples of how that could have been accomplished without tearing up the Eldridges new driveway. He noted there was re-bar extending out of the torn-up driveway and asked who would be responsible if someone were to get hurt. He said the job had not been professional. He questioned why there was not a sidewalk on both sides of the road. Mr. Medina observed that the majority of residents affected by the sidewalk project on the one side of the road were minorities.

Sylvia White, also a neighbor of the Eldridges, stated that she had met with Engineer Ross Hansen. She lived with her handicapped husband and expressed her gratitude for the BHI construction crew accommodating her husband. She stated that the construction had caused far more damage to their property than the City had agreed to repair. She had been told she would be responsible to repair approximately half the damage on her own. She had gotten a bid for the cost to repair her half of the asphalt driveway of \$2,600.00. She indicated she was willing to work with the City but said she had been promised the drive would be restored to pre-construction condition.

**Motion:** Council Member Phillips moved to extend the Public Comment period.

**Second:** Council Member Barney made the second.

**Voting Yes:** Council Member Barney, Council Member Johnston, Council Member Phillips, Council Member Ostergaard.

**Voting No:** None.

Council Member Cheatwood was absent.

The **Motion Passed 4-0.**

Tom Homer was the brother of Kierstin and brother-in-law of Jordan Eldridge. He had assisted with pouring the new driveway and explained the lengths they had taken to pour it properly and well. He had worked in public utilities in the valley for eight years and was astounded to see the family had not been given written notice of the intended work. He had yet to see an engineer allow exposed re-bar and considered it a compromised driveway. He wanted to see the City make reparations for the destruction caused to the Eldridges driveway and hoped to see a good resolution.

Ann Homer, Kierstin's mother and Jordan's mother-in-law, wanted to see the City make whole the damages that were done. She encouraged the Council to look into it further and see the sidewalk the Eldridges had replaced and improved upon. She was concerned about water accumulating and creating a mud-hole with the slope the City had created. She thanked Council for their time and hoped the City would make it right.

The public comment period was closed at 7:00 p.m.

City Engineer Russ Funk expressed apologies for the situation. He explained that the City was in the process of a sidewalk replacement project to replace damaged or unsafe sections of the City's sidewalks. He described the permitting process required by the City that provided the standard for work done in a City encroachment area. He explained the ADA slope requirement that the sidewalk poured by the homeowner did not meet and described the efforts City staff had made to compromise with the homeowner to rectify the situation. He reminded Council of the City's policy that stated when property owners built driveways over culverts, the culverts belonged to the property owner and were not the responsibility of the City. Public Works Director Matthew Kennard apologized for the family's frustration and described staff's efforts to make contact and inform them of the work in advance.

**Motion:** Council Member Barney moved to allow the Eldridges three more minutes to respond.

**Second:** Council Member Johnston made the second.

**Voting Yes:** Council Member Barney, Council Member Johnston, Council Member Phillips, Council Member Ostergaard.

**Voting No:** None.

Council Member Cheatwood was absent.

The **Motion Passed 4-0.**

Jordan Eldridge explained he was a licensed contractor and had searched the City's website for a concrete permit and had been unable to locate a concrete pouring permit requirement. He felt all damages caused by the City's project to a private residence should be repaired and paid for by the City. He explained the way it had been presented to him was a statement that a portion of the damaged area would need to be paid for by him. Mrs. Eldridge explained that the City had poured the new sidewalk section connecting to their driveway in May and the couple had aligned the driveway slope with the sidewalk previously installed by the City.

Council discussion concluded with a general consensus that the City would fully repair the Eldridges driveway. Public Works Director Matthew Kennard and City Engineer Russ Funk agreed to work with the Eldridges to repair the sidewalk and driveway at no cost to the property owners.

Mayor Franco moved the meeting forward to General Business Agenda item two.

## VII. GENERAL BUSINESS ITEMS:

### 1. Way Finding Signs (Ryan Bunnell) - 20 min

City consultant and PIO (Public Information Officer) Ryan Bunnell shared the proposed Wayfinding signs for the City. The project was intended to create cohesion, connection, and character in Heber City. He provided images of proposed signs for the City's entry points, parks, venues, and public parking areas, as well as Wayfinding signs for the City as included in the meeting materials. The proposed signs featured the updated City-branded logo. Mr. Bunnell asked the Council to email feedback to him.

### 2. 400 West 400 North Muirfield Area House Flooding Update (Matthew Kennard, Public Works Director) - 20 min

Public Works Director Matthew Kennard provided an overview of the recent water seepage into certain residences in the Muirfield area. He shared an aerial image depicting the homes that had water damage and provided a presentation as attached in the meeting materials. The presentation offered extensive background and details of the groundwater in the area; sump-pumps used by residents to prevent the rising water from getting into homes; the City's storm-water drain system; and a water main break on June 13 where the water had risen to the surface and flowed into the storm drain. Mr. Kennard did not believe the water main break could be the cause of water seeping into any of the residences. He further described the department's investigation results of the pressurized irrigation, culinary water, and underdrain systems. He provided a history of water leaks in the area, reviewed the investigation of the water leaks into the residences, and explained the groundwater observations made. A summary of findings indicated that the water seepage into the homes was not caused by the pressurized irrigation or a culinary system failure. Mr. Kennard reviewed the actions taken by staff and provided future recommendations such as all homes in the area installing sump-pumps inside their basements. The homeowners had been directed to contact the City to file a claim with the City's insurance company (the Trust) and informed that an independent investigation would be performed by the Trust.

Jillene Basset owned one of the homes that had been flooded. She described a previous flood in her basement during a 2024 storm which had led them to install a sump-pump to prevent future flooding. She described the recent water seepage into her home that had flooded her basement once again. The sump-pump had not been activated, which she felt meant that the water had not gone the two feet into the ground needed to trigger activation. She said the water had stopped flowing into the homes within approximately ten minutes of the public works department turning off the pressurized irrigation. She felt this strongly suggested the flooding had been caused by the City's pressurized irrigation system.

John Frazer had also received water seepage and flooding in his home. He explained that his home, built in 1971, had never flooded before. He asked that the City recognize the age of the system. He knew that the more questions that went unanswered, the less likely the insurance company was to cover their claims. He mentioned that he and his wife had just finished remodeling their basement at 7:00 p.m. the night before the flooding. He was asking for City support for the Trust to cover damages.

Assistant City Manager Mark Smedley explained the process for the affected homeowners to file the insurance claims with the City to be processed through the Trust.

The meeting returned to General Business Agenda Item one.

#### **VIII. ACTION ITEMS:** (Council can discuss; table; continue; or approve items)

1. Annexation Petition for Blue Sign Team LLC/Cilander LLC (Jamie Baron, Planning Manager) - *20 min*

Planning Manager Jamie Baron explained that the Council's decision to accept or reject the annexation petition was the first step in the annexation negotiation process. Annexation petition sponsor Greg Bird was present to address Council questions.

Mayor Franco opened the discussion for public comment at 8:48 p.m. The comment period was closed with no one from the public coming forward to comment.

**Motion:** Council Member Phillips moved to accept the petition for annexation into Heber City.

**Second:** Council Member Ostergaard made the second.

**Discussion:** Mayor Franco observed that the petition showed four UDOT (Utah Department of Transportation) right of ways from Highway 40. Mr. Bird explained that UDOT preferred just one road access to Highway 40 in order to maintain the traffic flow. There was also a fire road.

**Voting Yes:** Council Member, Council Member Johnston, Council Member Phillips, Council Member Ostergaard.

**Voting No:** Council Member Barney.  
Council Member Cheatwood was absent.

The **Motion Passed 3-1.**

2. Fourth Amendment to the Development Agreement for the Upper Jordanelle Ridge Master Planned Community (Jeremy Cook, City Attorney ) - *20 min*

Heber City Attorney Jeremy Cook provided the background for the discussion at hand. The City had been discussing better utilization of the affordable housing dedication that Jordanelle Ridge was committed to providing to the City as outlined in the development agreement. Since the original agreement had been drafted, there had been significant changes to the housing market.

Mr. Cook reviewed the proposed elements in the amendment. Staff's recommendation to Council was to approve the amendment. Council Member Johnston wanted to change the language to read "Council *may* require a fee in lieu," in order to not bind future City Councils. Jordanelle Ridge representative Mike Bradshaw confirmed the developer's willingness to follow through with their affordable housing obligation. Council discussion followed.

Mayor Franco opened the discussion for public comment at 9:19 p.m.

Kendall Crittenden, County Council Member and Chair of the Wasatch County Housing Authority, referred to Ordinance 2025-09 that had been adopted by the Heber City Council on May 20, 2025. He read from the ordinance the intent of the City to retain fees-in-lieu collected if the City had the opportunity to apply the money towards the provision of affordable housing. The action would take the fee-in-lieu money from being dedicated to the Housing Authority. He said it was interesting that the Council had approved two million dollars to purchase the Buys property before the Council had approved Ordinance 2025-09. Mr. Crittenden observed that the Staff Report had changed the term from "fee-in-lieu" to "an alternative housing fee." He observed that the amendment allowed a density bonus for the developer and pointed out discrepancies within the Staff Report that gave oversight of the affordable housing to the Housing Authority while not giving the money to them.

Tracy Taylor agreed with Mr. Crittenden and felt that the City was taking seven million dollars from the Jordanelle Ridge fee-in-lieu while asking the Wasatch County Housing Authority to deal with the cost of managing the units. She did not see where the document committed the proceeds to go solely to affordable housing. She felt the City could use the affordable housing funds to subsidize the CRA (Community Reinvestment Agency). She felt the money should be entirely used for affordable housing, which the Valley was in dire need of. Ms. Taylor felt there were two issues: first, the City taking the money from the Housing Authority; and second, how the City was going to use it. She did not think the taxpayers in the City and County would approve of the money being used solely at the City's discretion.

Jason Glidden with the Mountainlands Housing Trust reflected on the changing housing market. He did not feel the City could provide 200 units with seven million dollars. He felt a lower AMI (Area Median Income) was not the only solution. He recommended offering for-rent units as well as deed-restricted units to own. Council discussed affordable housing options and different scenarios.

Todd Anderson was on the Affordable Housing Board and thanked the City for trying to get something done. He felt people wanted to know what was going on and deserved an explanation of the conclusions the City Council made.

The Public Comment period was closed at 9:38 p.m.

Mr. Cook wanted to clarify that there were many other projects in the City that would be paying fees-in-lieu to be dedicated to the Wasatch County Housing Authority. The City had negotiated a significant fee-in-lieu with the Crossings and Harvest Village that would be dedicated to the Wasatch County Housing Authority. The City's intent was to seek an alternate method to make progress towards the provision of affordable housing. Council discussion continued.

**Motion:** Council Member Phillips moved to approve the amendment, removing the Housing Authority from any obligation.

City Attorney Jeremy Cook clarified that the City had always designated the Housing Authority to manage affordable housing and deed restricted projects. If the Housing Authority was to decline the oversight or management of Heber City's housing units, Heber City could then take on the management roll.

**Motion:** Council Member Phillips moved to extend the meeting for ten minutes.

**Second:** Council Member Ostergaard made the second.

**Voting Yes:** Council Members Phillips, Ostergaard, Cheatwood, Barney, and Johnston.

**Voting No:** None.

Council Member Cheatwood was absent.

The **Motion Passed 4-0.**

**Restated Motion:** Council Member Phillips restated his motion to approve the amendment to the agreement with Jordanelle Ridge development, but to continue having conversations with the Housing Authority to solidify the relationship and clarify oversight of the deed-restricted and affordable housing units.

**Second:** Council Member Ostergaard made the second.

**Discussion:** Council Member Barney felt the City needed to have the discussion with the Housing Authority before approving anything. Council Member Phillips felt the agreement allowed that to happen after approval of the amendment. Mr. Cook read the section in the amendment addressing the concern.

**Voting Yes:** Council Member Johnston, Council Member Phillips, Council Member Ostergaard.

**Voting No:** Council Member Barney.

Council Member Cheatwood was absent.

The **Motion Passed 3-1.**

## **IX. COMMUNICATION:**

Mayor Franco shared that if the Council wished to proceed with the Well-Being survey, it would cost the City \$1,500.00. She asked the Council to think about it.

## **X. CLOSED MEETING: as needed**

No Closed Meeting was held.

**XI. ADJOURNMENT:**

**Motion:** Council Member Phillips made the motion to adjourn.

**Second:** Council Member Ostergaard made the second.

The meeting adjourned at 10:06 p.m.

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Trina Cooke, City Recorder



# Heber City Council Staff Report

**MEETING DATE:** 8/5/2025

**SUBJECT:** Resolution 2025-13 to Adopt Safety Incentive Bonus for Qualifying Jobs Deemed 'High Risk'.

**RESPONSIBLE:** Cherie Ashe

**DEPARTMENT:** Human Resources

**STRATEGIC RELEVANCE:** In an effort to motivate employees in high-risk job functions and equalize primarily clerical job functions, the Safety Incentive Program offers a \$500 bonus to employees in high-risk jobs (Sworn Police Officers, Public Works heavy equipment and Utility maintenance jobs, as well as Airport operations). The \$50 quarterly bonus for employees in administrative functions remains as reconsolidated teams.

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## SUMMARY

Adding a 'High-Risk' category to the current Safety Incentive Program, which includes an amount of up to \$500 for eligible employees. The Administrative staff would have their own category, and the 'High-Risk' designated category would be applied on an individual basis rather than to seven city-wide teams.

## RECOMMENDATION

Adopt a Safety Incentive Bonus of \$500 for specific job titles, duties, and Workers' Compensation codes deemed to have a higher risk than Administrative Positions.

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## BACKGROUND

Currently, there are seven teams of Heber City employees, including all three Workers' Compensation codes: 8810, 5509, and 9417. Each team has the opportunity to earn up to \$50 per quarter by remaining accident-free or by avoiding accidents that are deemed preventable. The Safety Committee has received feedback indicating that employees classified in Workers' Compensation code 8810 have a significantly lower risk of accident or injury compared to their team members in codes 5509 and 9417. Likewise, the opportunity for an accident is greater for the 5509 and 9417 employees, and this should result in a higher monetary reward.



With the adoption of the Safety Incentive Program, the 'High-Risk' employees have a separate category capable of earning up to \$500 per year.

## DISCUSSION

The City Council may, at its discretion, decide to discontinue the Safety Incentive Bonus Program for all employees if the budget is constrained.

## FISCAL IMPACT

Not outside of the adopted FY 26 budget. 62 employees qualify = \$31,000

Aguirre Corral, Alonso 51 - Water Operations

ARGUETA, HOLLY 10 - Animal Control

Armendariz, Hector Miguel 10 - Police

Bandoli, Logan Anders 10 - Police

Bell, Jesse James 10 - Police

Berg, Bryan L 10 - Police

Biggs, Wm Travis 10 - Airport

Bowers, Bryan S. 10 - Police

Bronson, Heath K. 10 - Parks

Bunker, Adam B 10 - Airport

Carbajal, Rogelio 10 - Police

Carlson, Richie M. 10 - Parks

COLEMAN, RUSSELL 10 - Parks

Coleman, William J. 10 - Roads

CROSBY, CHANDRA J 10 - Police

Cummings, Ty Alden 10 - Police

Cuthbertson, Bryan 10 - Police

Davis, Christopher L. 10 - Cemetery

Davis, Kayden J 52 - Sewer Operations

DeMille, Ryan 10 - Police

Echols, Rance A. 52 - Sewer Operations

Fairbourn, Riley G. 51 - Water Operations

Fezy, Jared S 10 - Police

Giles, Kelly Kayden 51 - Water Operations

GILES, KODY K 10 - Parks

Graser, Troy R 10 - Animal Control

Harvey, Heath L 10 - Police

Hatch, M. Justin 10 - Animal Control

Healey, Brandon J 52 - Sewer Operations

Hendricksen, Zachary D 10 - Police

Hicken, Preston 10 - Streets

Honeycutt, Jacob B 10 - Police

Ingram, Riley Brandon 10 - Police

Keel, Rickey 10 - Police

KEEL, RYLAN R 51 - Water Operations

LaFay, Stephen D. 52 - Sewer Operations  
LaFay, Travis L 10 - Streets  
Leger, Jr., Nicholas John 51 - Water Operations  
Luke, Brayden D 52 - Sewer Operations  
Mair, Kyle 10 - Streets  
Maldonado, Anel J 10 - Police  
MAXWELL, ZACHERY 51 - Water Operations  
Motley, Justin R. 10 - Roads  
Newby, Lenny B 10 - Police  
OBRAY, KADEN 51 - Water Operations  
Payan, Cristian R 51 - Water Operations  
Pedersen, Christopher R. 52 - Sewer Operations  
Pedersen, James R 52 - Sewer Operations  
Powers, Brayden C 10 - Police  
Price, Travis 10 - Police  
Puett, Brandon D 10 - Parks  
Rigby, Blaine V. 10 - Police  
Russell, Branden H. 10 - Police  
Shurtz, Stella R 10 - Animal Control  
Simpson, Steve 10 - Building  
Sweat, Parker 10 - Parks  
Villescaz, Daniel Jose 10 - Police  
Walton, Blake L 51 - Water Operations  
Walton, Ryan M. 51 - Water Operations  
Weishar, Joshua D 10 - Police  
Zeltinger, Matthew J 51 - Water Operations

## CONCLUSION

The addition of a High-Risk category to the Safety Incentive Program rewards employees in jobs deemed to be higher risk than administrative job functions.

## ALTERNATIVES

1. Approve as proposed
2. Approve as amended
3. Continue
4. Deny

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## POTENTIAL MOTIONS

### Alternative 1 - Approval - Staff Recommended Option

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I move to **approve** Resolution # 2025-13 to adopt Safety Incentive Bonus for qualifying jobs deemed 'High Risk' as presented, with the findings and conditions as presented in the conclusion above.

### **Alternative 2 - Approve as Amended**

I move to **approve** the item as amended, as follows.

### **Alternative 3 - Continue**

I move to **continue** the item to another meeting on [DATE], with direction to the applicant and/or Staff on information and / or changes needed to render a decision, as follows:

### **Alternative 4 - Denial**

I move to **deny** the item with the following findings.

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## **ACCOUNTABILITY**

**Department:** Human Resources  
**Staff member:** Cherie Ashe, Human Resources Manager

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## **EXHIBITS**

1. Policy for Safety Incentive Program
2. 2025-13 ResolutionSafetyIncentiveBonusProgram



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## **Policies & Procedures Employee Handbook Section 8.10 – Safety Incentive Program**

**Effective Date:** Q2 of the Fiscal Year (October)

**Approved By:** Pending approval by Heber City Council

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### **Program Overview**

Heber City is committed to cultivating a strong culture of workplace safety. A safe work environment not only reduces accidents and injuries but also minimizes associated costs such as lost productivity, legal claims, and workplace disruptions. To support this goal, the City Council has established a Safety Incentive Program that recognizes and rewards employees who consistently follow safety protocols and engage in safe work practices.

This program will be reviewed annually and may be modified or discontinued at the discretion of the City Council. Funding is contingent upon annual budget allocations. Program details are maintained separately from the Personnel Policies and Procedures Manual.

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### **Eligibility and Participation**

There are two categories of the Safety Incentive Program. The High-Risk category is eligible for up to \$500 based on a sliding scale of Preventability and Loss. Workers' Compensation codes 5509 and 9417, which include job functions with high risk to safety, are eligible.

- **5509** – Public Works / High-Risk (Any UMO, Lead, Foreman, including Mechanics, or heavy equipment operators). Airport operations staff (runway clearing).
  - **9417** – Police / High-Risk (All sworn Police Officers)
  - Eligibility criteria, bonus amounts, and incentive frequency may vary by classification. Administrative Staff or primarily clerical employees are eligible for a Safety Incentive bonus of up to \$50 per quarter based on 'Accident Free' performance and
  - **8810** – Administrative/Clerical (employees who work primarily in a temperature-controlled office setting).
-



## General Incentive Criteria

To qualify for the full value of the \$500 'high-risk' safety incentive, employees must:

1. Remain free of preventable accidents during the evaluation period.
2. Complete two (2) approved safety training courses per quarter.
3. Comply with Article 8 – “Safety and Health” – of the City’s Personnel Policies, including prompt reporting of all accidents and near misses.

Failure to meet these requirements may result in a full or partial reduction of the incentive.

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## Incentive Components

### 1. Preventable Accidents

- The Safety Committee evaluates all reported incidents to determine fault and preventability.
- **50% of the incentive** is based on this criterion.
- The Committee assigns a fault percentage from 0% (not at fault) to 100% (fully preventable).
- **Example:**
  - 100% preventable: 50% reduction in the incentive.
  - 0% preventable: No reduction.

Subsequent incidents in the same year will result in a reduction of the remaining incentive.

### 2. Loss Evaluation

- The Safety Committee assesses the financial impact of each incident, including property damage, lost time, and legal costs.
  - **50% of the incentive** is tied to the severity of the loss.
  - **Example:**
    - Loss > \$25,000: Up to 50% reduction.
    - No loss: No reduction.
-



## **Clerical Employee Incentive (Code 8810)**

Employees under the workers' compensation code 8810 are eligible for a **quarterly bonus of \$50** (up to \$200 annually) if all qualifications are met. Bonuses are distributed quarterly.

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### **Pro-Rated Awards**

The incentive may be prorated under the following conditions:

- **Mid-Year Eligibility:** Employees hired after the Safety Incentive start date will earn incentives based on eligible months worked.
  - **Incident Impact:** For incidents deemed not at fault or where the loss is minor, a partial incentive may be awarded depending on the severity.
- 

### **Training Completion Requirement**

Employees who do not complete the required safety courses each quarter will be ineligible for the annual safety incentive.

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### **Non-Compliance with Safety Policies**

Employees found to be non-compliant with Article 8 of the City's Personnel Manual, including delayed or unreported incidents, will be disqualified from receiving the incentive for that year.

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### **Safety Committee Responsibilities**

- Meets monthly to review and evaluate safety incidents.
- Assigns fault and loss values to each incident.
- Makes formal findings and recommends necessary corrective actions.
- Requires employee participation in incident reviews.
- May recommend updates to safety policies or practices.

Appeals of committee decisions will be heard by the Personnel Committee, whose decision is final.

**RESOLUTION NO. 2025-13**

A RESOLUTION ADOPTING UPDATES TO THE HEBER CITY PERSONNEL POLICY

**WHEREAS**, the Heber City Safety Committee establishes a policy for employees in high risk jobs defined by both job duties and workers' compensation codes;

**WHEREAS**, The Personnel Policy Committee suggests adopting the Safety Incentive Program;

**WHEREAS**, the proposed changes to the Personnel Policy Article 8 Safety and Health include the Safety Incentive Bonus;

**WHEREAS**, the City Council finds that the proposed changes to the Safety Incentive Bonus Program are beneficial to the employees and City;

**NOW THEREFORE, BE IT RESOLVED** by the City Council of Heber City, Utah, that the Heber City Council adopts the Safety Incentive Bonus Program included in the budget.

This Resolution shall take effect and be in force immediately after its adoption and publication.

**ADOPTED AND PASSED** by the City Council of Heber City, Utah, this day of August, 2025. This Resolution shall become effective upon adoption and passage by the City Council.

HEBER CITY  
A Utah Municipal Corporation

\_\_\_\_\_  
Heidi Franco, Mayor

ATTEST:

\_\_\_\_\_  
Trina Cooke, City Recorder

(city seal)

## EXHIBIT “A”

### Safety Incentive Bonus Program

A. Eligibility for the full bonus amount shall be determined by:

1. Preventability

2. Damages incurred/Loss value

- The Safety Committee evaluates all reported incidents to determine fault and preventability.
- 50% of the incentive is based on this criterion.
- The Committee assigns a fault percentage from 0% (not at fault) to 100% (fully preventable).
- Example:
  - o 100% preventable: 50% reduction in the incentive.
  - o 0% preventable: No reduction.

Subsequent incidents in the same year will result in a reduction of the remaining incentive.

2. Loss Evaluation

- The Safety Committee assesses the financial impact of each incident, including property damage, lost time, and legal costs.
- 50% of the incentive is tied to the severity of the loss.
- Example:
  - o Loss > \$25,000: Up to 50% reduction.
  - o No loss: No reduction.

---

Clerical Employee Incentive (Code 8810)

Employees under the workers' compensation code 8810 are eligible for a quarterly bonus of \$50 (up to \$200 annually) if all qualifications are met. Bonuses are distributed quarterly.



Notwithstanding any other provision in this Section, the City Council may vote to reduce or suspend the Safety Incentive Bonus Program if the City Council determines that budget constraints or other factors warrant reducing or suspending the bonuses. The Council may increase future bonus amounts to offset any decreases due to a reduction or suspension.



# Heber City Council Staff Report

**MEETING DATE:** 8/5/2025  
**SUBJECT:** Resolution 2025-12 Updating the Purchasing Card Policy  
**RESPONSIBLE:** Mindy Kohler  
**DEPARTMENT:** Finance  
**STRATEGIC RELEVANCE:** Necessary Administrative Action

---

## SUMMARY

Staff recommends updating Heber City's Purchasing Card Policy to align with the Purchasing Policy adopted on July 1, 2025. The updated P-Card Policy reflects current procurement procedures, improves internal controls, and promotes more efficient purchasing practices across departments.

## RECOMMENDATION

Adopt the updated Heber City Purchasing Card (P-Card) Policy as presented, effective immediately. This policy shall supersede the previous version dated February 19, 2019.

---

## BACKGROUND

The existing P-Card Policy was last adopted on February 19, 2019. Since that time, Heber City's purchasing processes and thresholds have evolved. Most notably, the City Council adopted a comprehensive update to the Purchasing Policy on July 1, 2025. The existing P-Card Policy no longer aligns with that framework and does not reflect recent procedural improvements or oversight expectations.

## DISCUSSION

The updated policy establishes clear roles and responsibilities for Cardholders, Approving Officials, and the Finance Department. It includes provisions to ensure all P-Card purchases are compliant with the City's current purchasing thresholds, approval levels, and documentation standards. Notable updates include:

- Alignment with new approval thresholds and definitions from the July 2025 Purchasing Policy.

- Requirement to avoid credit card fees and seek sales tax exemption whenever possible.
- New section outlining the process for requesting a P-Card.
- Reinforced expectations for timely reconciliation and monthly statement submission.
- Enhanced internal controls for reporting lost/stolen cards and managing disciplinary issues.

The revised policy also emphasizes that P-Cards are a method of payment only and do not replace the City's procurement requirements, such as quotes, contracts, or purchase orders where applicable.

## FISCAL IMPACT

There is no direct fiscal impact from updating the policy. However, increased and proper use of P-Cards may improve purchasing efficiency and reduce administrative costs over time. Enforcing sales tax exemption and avoiding vendor fees may result in modest cost savings.

## CONCLUSION

The updated Purchasing Card Policy ensures that Heber City's financial practices remain current, consistent, and compliant with the City's broader purchasing framework. Staff recommends approval of the revised policy to support operational efficiency and maintain strong internal controls.

## ALTERNATIVES

1. Approve as proposed
2. Approve as amended
3. Continue
4. Deny

---

## POTENTIAL MOTIONS

### Alternative 1 - Approval - Staff Recommended Option

I move to **approve the item** as presented, with the findings and conditions as presented in the conclusion above.

### Alternative 2 - Approve as Amended

I move to **approve the item** as amended, as follows.

### Alternative 3 - Continue

I move to **continue the item** to another meeting on [DATE], with direction to the applicant and/or Staff on information and / or changes needed to render a decision, as follows:

### Alternative 4 - Denial

I move to **deny** the item with the following findings.

---

## ACCOUNTABILITY

**Department:** Finance  
**Staff member:** Mindy Kohler, Treasurer

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## EXHIBITS

1. Resolution 2025-12 Updating the Purchasing Card Policy
2. Purchasing Card Policy\_8.5.2025\_Redline
3. Purchasing Card Policy\_8.5.2025\_Clean Copy

**RESOLUTION NO. 2025-12**

**A RESOLUTION ADOPTING THE UPDATED PURCHASING CARD POLICY FOR HEBER CITY**

**WHEREAS**, Heber City has established financial policies to ensure the effective and responsible use of public funds; and

**WHEREAS**, the use of City-issued purchasing cards provides an efficient mechanism for authorized purchases in accordance with City policy; and

**WHEREAS**, the existing Purchasing Card Policy, last adopted on February 19, 2019, no longer aligns with the updated Purchasing Policy adopted by the City Council on July 1, 2025; and

**WHEREAS**, the Finance Department has reviewed and updated the P-Card Policy to reflect current purchasing procedures, thresholds, and internal controls; and

**WHEREAS**, the City Council finds it in the best interest of the City to adopt the revised Purchasing Card Policy to enhance purchasing efficiency, promote accountability, and support consistent procurement practices;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Heber City, Utah:

**SECTION 1. ADOPTION.** The updated Purchasing Card Policy, as presented and attached hereto as Exhibit A, is hereby adopted and shall become effective immediately upon approval of this resolution.

**SECTION 2. REPEALER.** All previous purchasing card policies and directives inconsistent with this resolution are hereby repealed.

This Resolution shall take effect immediately upon adoption.

**ADOPTED and PASSED** by the City Council of Heber City, Utah, this \_\_\_\_ day of \_\_\_\_\_, 2025, by the following vote:

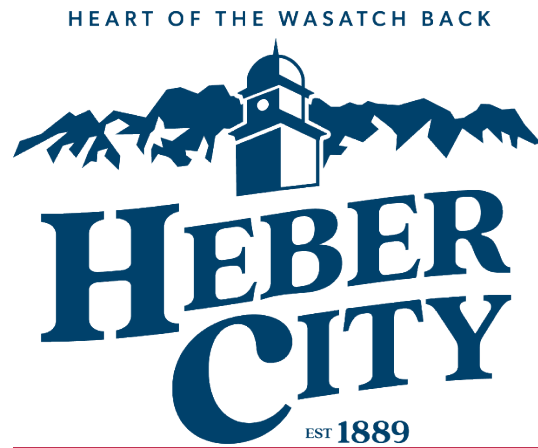
	AYE	NAY
Council Member Yvonne Barney	_____	_____
Council Member Aaron Cheatwood	_____	_____
Council Member Michael Johnston	_____	_____
Council Member Sid Ostergaard	_____	_____
Council Member Scott Phillips	_____	_____

APPROVED:

\_\_\_\_\_  
Mayor Heidi Franco

ATTEST:

\_\_\_\_\_  
City Recorder



## Purchasing Card Policies and Procedures

Effective Date: ~~2/19/2019~~August 5, 2025

## **1. Purpose**

The purpose of this policy is to establish consistent guidelines for the use of City-issued purchasing cards (P-Cards) and to ensure that all card activity complies with Heber City's Purchasing Policy, internal controls, and applicable regulations. The use of P-Cards provides an efficient and flexible method for authorized City staff to procure goods and services that are in the City's interest.

---

## **2. General Policy**

P-Cards are issued to specific City employees based on operational need. All purchases made with a P-Card must:

- Comply with Heber City's adopted Purchasing Policy and follow the appropriate purchasing thresholds and approval levels outlined in Appendix A.
- Not incur credit card processing fees from the vendor.
- Include a sales tax exemption whenever possible, especially from vendors with whom the City has an established exempt status.
- Be supported with itemized receipts.
- Be documented and submitted as part of the monthly reconciliation process.

P-Cards are a payment mechanism only and do not override any existing procurement requirements, including informal quote thresholds, purchase order issuance, or travel authorization policies.

---

## **3. Roles and Responsibilities**

- **Cardholder:** An authorized employee who has signed an acknowledgment of this policy. Cardholders are responsible for ensuring compliance with all requirements and safeguarding their assigned card.
- **Approving Official:** Typically the department head or designee, responsible for reviewing and approving card transactions for policy compliance.
- **Finance Department:** Maintains oversight of P-Card issuance, reconciliation, reporting, and policy enforcement.

- Card Issuer: The financial institution or organization that provides P-Cards to Heber City and processes card transactions.
- 

#### **4. P-Card Issuance**

P-Cards are issued with written approval from the Department Head and Finance Director. Cards are issued in the name of the employee and must only be used by that individual. To request a card:

- Complete the City's Purchasing Card Request Form.
- Obtain approval from the Department Head.
- Submit the form to the Finance Department for review and processing.
- Cardholders sign the Cardholder Agreement before receiving their card.

The Finance Department will evaluate each request based on operational need, purchasing activity, and compliance history.

#### **5. Authorized Uses and Restrictions**

P-Cards may be used for:

- Operational purchases (e.g., office supplies, software, training materials)
- Meals for authorized City purposes excluding traveling (see Restrictions below)
- Vendor payments where no credit card fee is charged
- Travel-related expenses (airfare, lodging, registration fees, rental cars) with proper preauthorization
- Emergency purchases as permitted under the Purchasing Policy

Restrictions:

- Cash advances are prohibited.
- Personal use is strictly prohibited. Any accidental personal use must be reported and reimbursed immediately.
- Alcohol or tobacco products
- Meals while traveling are reimbursed via per diem and may not be charged to the P-Card.
- Fuel (unless specifically authorized)
- Gift cards or prepaid debit cards
- Items requiring formal bidding or contracts



- Donations or political contributions
- 

## **6. Documentation and Reconciliation**

- Receipts must be itemized and attached to the monthly statement.
  - Cardholders must submit completed statements to their Approving Official within ten (10) business days of receipt.
  - Approving Officials must review, sign, and forward reconciled statements to Finance within three (3) business days.
  - All purchases must be coded to the appropriate budget line.
- 

## **7. Oversight and Reporting**

- The Finance Department shall conduct monthly audits of P-Card activity.
  - A report summarizing card usage, compliance, and recommendations for improvement shall be submitted annually to the City Manager.
- 

## **8. Card Limits and Adjustments**

- Credit limits (single purchase and overall) are established based on department needs and may be adjusted with City Manager or Finance Director approval.
  - Temporary increases may be granted with written justification and approval.
- 

## **9. Lost or Stolen Cards**

- Cardholders must immediately report lost or stolen cards to their Approving Official and the Finance Department.
  - The card issuer must also be notified without delay.
- 

## **10. Termination or Transfer**

- P-Cards must be surrendered upon termination or transfer of the Cardholder.
- All outstanding charges must be reconciled by Cardholder or Approving Official.
- Approving Officials are responsible for destroying returned cards and notifying Finance for account closure.

---

## **11. Violations and Disciplinary Action**

Any misuse of a P-Card, including personal use, failure to follow policy, or lack of documentation, may result in disciplinary action up to and including termination. The City reserves the right to revoke P-Card privileges at any time.

---

## **12. Policy Review**

This policy shall be reviewed and updated periodically by the Finance Department to ensure alignment with the City's Purchasing Policy and best practices.

## **1. POLICY**

~~It is the policy of the Heber City to prescribe rules and regulations to facilitate the efficient use of purchasing cards for certain purchases by City employees.~~

## **2. PURPOSE**

~~The purpose of this directive is to establish policies which control the use of purchasing cards that will be assigned to and utilized by selected City employees to purchase goods and services, on behalf of the City or when authorized per this directive. This directive is intended to accomplish the following:~~

- ~~1. Ensure that the procurement with purchasing cards is accomplished in accordance with the City's ordinances and rules established by the City.~~
- ~~2. Ensure appropriate internal controls are established within each department procuring with purchasing cards so that they are used only for authorized purposes.~~
- ~~3. Ensure that the City bears no legal liability from inappropriate use of purchasing cards.~~
- ~~4. Provide a convenient and adequate source of funding for employees who must procure for the City by reducing the need for a purchase order.~~

~~It is intended that the policies established herein be viewed as minimum standards for departments, who may wish to establish additional controls beyond those suggested by these policies.~~

## **3. SCOPE & APPLICABILITY**

### **A. Roles and Accountability**

- ~~1. Approving Official: Department head or his/her designee. Department head must identify his/her designee in writing and receive approval from Finance Manager. Department Head and designee remain accountable for their respective department's use of City purchase cards.~~
- ~~2. Card Holder: Authorized and responsible employee authorized by Approving Official to use City purchasing card. Further, a Card Holder must:
  - ~~a. Be a full-time employee;~~
  - ~~b. Has signed and acknowledged they have read, understood and agreed to comply with the City's Purchase Card Policy.~~~~
- ~~3. Finance Manager: City Finance Manager/Director/CFO.~~
- ~~4. Purchase Card Issuer: Company/Organization who issues the purchase cards to Heber City.~~
- ~~5. Purchase Manager: Finance Manager's designee as authorized in writing and who handles the day-to-day business of working with the Purchase Card Issuer.~~
- ~~6. City Treasurer: Responsible for City treasury.~~
- ~~7. City Manager: Responsible for policy compliance.~~

#### ~~B. Scope & Applicability~~

~~This directive is applicable to all City departments who have selected employees to use credit cards to purchase goods, services, or specific expenditures incurred under conditions approved by this directive. The decision of when a credit card is issued, and to whom, will be decided by the Approving Official. It is the intent of this policy that only employees with specific requirements for use of a purchase card be issued a card. Approving Official shall review annually their department's Card Holder usage of purchase cards and make adjustments when usage no longer warrants use of a card.~~

~~It is the responsibility of the Cardholder and the Approving Official to understand the purchasing card is an alternate method of payment only and does not override any other existing City purchasing policies (e.g. informal bidding requirements, travel authorization policies, purchase order issuance, etc.). Depending on the cost of an item all applicable purchasing policies, processes, and documentation must be followed.~~

~~Purposeful misuse of a Purchasing Card by a Card Holder may result in discipline, up to and including termination,~~

~~Annually the Finance Manager shall submit a report to the City Manager on policy compliance. The report shall include at a minimum the following: # of Card Holders by department; credit limit of each Card Holder; overview of policy compliance over past year; and suggestions for improving policy.~~

#### **4. GENERAL INFORMATION**

##### **A. Request for Initial Purchasing Cards or Account Changes**

- ~~1. To request a purchasing card, complete and return the "Purchasing Card Request" form to the Purchasing Manager for processing.~~
- ~~2. To request changes to an existing account, contact the Purchasing Manager.~~

##### **B. The Purchasing Card**

~~The card will have the individual's name, City's name, account number and expiration date. The purchasing card issuer will have no individual information other than the Cardholder's work address and social security number. The purchasing card will not affect the individual Cardholder's personal credit.~~

~~The purchasing card may be used by others with consent of the Cardholder. The authorized user must return the card to the Cardholder along with a receipt for the purchase.~~

##### **C. Authorization of Cardholder and Transaction Limits**

~~Credit limits vary depending on the department and their needs. It is the responsibility of each Cardholder to know their credit limit. Any credit limit in excess of \$5k shall be approved by City Manager.~~

~~Occasionally, a unique situation may require a purchase over a Cardholder's established limits. When a Cardholder makes such a request, it must first be approved by the Approving Official by way of a memo or email sent to the Purchasing Manager. The Purchasing Manager will contact the purchasing card issuer to temporarily increase the Cardholder's spending limits. An over-limit fee may be charged by the purchasing card issuer.~~

##### **D. Purchase Card Use and Restrictions**

- ~~1. The purchasing card must ONLY be used for City purchases.~~
- ~~2. Cash Advances of any kind are prohibited.~~

- ~~3. All purchases shall be made free of sales tax.~~
- ~~4. Receipts are required for each transaction and must include detail of all items purchased. All receipts must be maintained for reconciliation procedures.~~
  - ~~a. If a receipt is not given or lost, the Cardholder must provide an explanation of the transaction including: a description of the item, date of purchase, merchant's name and why there is no supporting documentation.~~
- ~~5. Travel. Cardholders shall use their purchasing card as the primary payment source for all authorized travel expenses and shall not use a personal credit card (and request reimbursement) unless pre-approved by the Purchasing Manager. When the purchasing card is used for approved travel related expenses, a copy of the Travel Request form must be attached to the current cycle's statement for reconciliation.~~
  - ~~a. Lodging may be paid for using the purchasing card. All items associated with lodging that are not City related cannot be charged to the purchasing card (e.g. in-room movies, room service, phone charges, valet service, etc.).~~
  - ~~b. Meals are reimbursed via per diem on a separate travel request form and must not be purchased using the purchase card.~~
  - ~~c. Airfare and rental cars may be purchased using the purchasing card.~~
- ~~6. Operational Purposes: Examples of when a Purchasing Card may be used:~~
  - ~~a. Office Supplies~~
  - ~~b. Software~~
  - ~~c. Membership fees~~
  - ~~d. Training related materials and testing~~
  - ~~e. Business related meals that include individuals other than City staff~~
  - ~~f. Miscellaneous materials and supplies~~

~~If a purchase does not meet the criteria listed above, prior authorization will be needed from the Approving Official.~~
- ~~7. Purchases over \$2,500 will require a Purchase Order.~~
- ~~8. All purchases shall be in line with each department's budget.~~
- ~~9. All purchase card rewards, points or earned gifts are the property of the City of Heber.~~

#### E. Use of Personal Credit Cards

~~Personal credit cards should only be used in the event that the City Purchasing Card is declined or not accepted.~~

#### F. Personal use of a City Purchasing Card

~~In the event that a personal purchase is made with a City purchasing card, it is the responsibility of the Cardholder to notify their Approving Official, Purchase Manager and City Treasurer to reimburse the City. If personal purchases are made repeatedly the employee may have their card revoked and be subject to the penalty set in place by Utah State code and City policy.~~

#### ~~G. Disputes~~

~~If items purchased are found defective or the repair or services faulty, the Cardholder has the responsibility to return item(s) to the merchant for replacement or to receive a credit for the return. If the merchant refuses to replace or correct the faulty item, then the purchase will be considered to be in dispute.~~

~~It is the responsibility of the Cardholder to immediately contact the number provided on the back of the purchasing card to initiate a dispute.~~

~~A disputed item must be noted on the Cardholder's statement.~~

~~NOTE: It is essential that the time frames and documentation requirements established by the card issuer be followed to protect the Cardholder's rights in dispute. Dispute policies and procedures issued by the purchasing card issuer will be provided at the time purchasing cards are issued to Cardholders.~~

#### ~~H. Inventory of Purchasing Cards~~

~~On a periodic basis, the Purchasing Division will provide a list of active purchasing cards to the Approving Officials. Each Approving Official will review the list and determine if any purchasing card accounts should be closed.~~

#### ~~I. Lost or Stolen Purchasing Cards~~

~~Purchasing cards must always be kept in a safe and secure location.~~

~~If a purchasing card is lost, the Cardholder must immediately notify their Approving Official and Purchasing Manager. The Purchasing Manager will give direction based on the situation. If the Purchasing Manager cannot be reached, the Cardholder shall notify the Finance Manager and Treasurer. If neither manager nor Treasurer can be reached within 1 business day, the card holder must then call the purchasing card issuer.~~

~~If a purchasing card is stolen, the Cardholder must immediately notify the purchasing card issuer, followed by the Purchasing Manager, Approving Official, and Treasurer.~~

~~The Approving Official or their designee is required to complete a written report to the Purchasing Manager and Treasurer. The report shall include the complete information on the loss, the date the loss was discovered, the location where the loss occurred, if known, the purchases that the Cardholder had made prior to the loss, and any other information that may be considered as needed.~~

## **5. PAYMENT AND RECONCILIATION PROCEDURES**

### **A. The Cardholder:**

- ~~1. Must review the statement and note any error(s) on the statement. If there are any errors the Cardholder must immediately notify the card issuer by calling the number on the back of the purchasing card.~~
- ~~2. Attaches all applicable documentation to the statement:  
NOTE: Please arrange and attach documentation in order as it appears on the statement.~~
- ~~3. Assigns account codes to each transaction listed on the statement.~~
- ~~4. If credits are applied to the statement, a receipt should be obtained and attached to the statement. Regardless of documentation, credit transactions on the statement require an account code.~~
- ~~5. Signs and dates the statement; and~~
- ~~6. Forwards the statement to their Department Approving Official as soon as possible, but no longer than three (3) work days after it is received from the purchasing card issuer.~~

~~The purchasing card issuer will issue the statement the same day each month. It is the responsibility of the Cardholder to provide the statement to their Approving Official with all required documentation. Should travel or extended leave be scheduled at the time the statement is due, the Approving Official will complete a copy of the statement for the absent employee and the statement will be forwarded to the Purchasing Manager. The original statement must be signed by the Cardholder at the time he/she returns.~~

### **B. The Approving Official:**

- ~~1. Ensures statement was received from the Cardholder within three (3) business days;~~
- ~~2. Verifies each purchase was for approved City business;~~
- ~~3. Verifies each transaction as an appropriate account code;~~
- ~~4. Verifies each transaction has documentation and is attached in the same order as the statement transactions; and~~
- ~~5. Signs and dates the statement and forwards to the Purchasing Manager as soon as possible, but no longer than three (3) work days after it is received from the Cardholder.~~

~~Approval of the transactions that Cardholders have made using the purchasing cards will not be totally defined in this directive. Approving Officials, because of their knowledge of the job responsibilities of Cardholders, are required to look at each Cardholder's purchases and at the merchant who made the sale in order to determine if these items were for official use. If for any reason the Approving Official questions a purchase, it is their responsibility to resolve the issue with the Cardholder. If they cannot be satisfied that the purchase was for official use, then the Cardholder must provide a credit voucher proving item(s) had been returned for credit, or a personal check for the full amount of that purchase. Resolution and Disciplinary action for improper use of the purchasing card will be the responsibility of the Approving Official; however, the Purchasing Manager has the discretion to revoke a Cardholder's purchasing card for any misuse of the card or non-observance of the Purchasing Card Policy.~~

## **6. TERMINATING OR TRANSFERRING EMPLOYEES WHO ARE CARDHOLDERS**

~~Purchasing cards are issued to individual employees with separate Approving Officials. If an employee leaves the department for any reason, their card must be collected and destroyed. The Approving Official in the department will be responsible to collect and destroy cards. After the purchasing card is destroyed, the Approving Official shall provide a memo to the Purchasing Manager that card has been destroyed. The Purchasing Manager will then close the account.~~

~~In the event the Approving Official is not able to collect the purchasing card when employee leaves, the Approving Official shall notify the Purchasing Manager immediately. The Purchasing Office will then close the account.~~

~~Should a Cardholder be transferred within the City to another department and still requires a purchasing card, the Cardholder must complete a new "Purchasing Card Request" form. Purchasing Manager shall keep Finance Manager informed of all card terminations and transfers.~~



HEART OF THE WASATCH BACK



## Purchasing Card Policies and Procedures

Effective Date: August 5, 2025

## 1. Purpose

The purpose of this policy is to establish consistent guidelines for the use of City-issued purchasing cards (P-Cards) and to ensure that all card activity complies with Heber City's Purchasing Policy, internal controls, and applicable regulations. The use of P-Cards provides an efficient and flexible method for authorized City staff to procure goods and services that are in the City's interest.

---

## 2. General Policy

P-Cards are issued to specific City employees based on operational need. All purchases made with a P-Card must:

- Comply with Heber City's adopted Purchasing Policy and follow the appropriate purchasing thresholds and approval levels outlined in Appendix A.
- Not incur credit card processing fees from the vendor.
- Include a sales tax exemption whenever possible, especially from vendors with whom the City has an established exempt status.
- Be supported with itemized receipts.
- Be documented and submitted as part of the monthly reconciliation process.

P-Cards are a payment mechanism only and do not override any existing procurement requirements, including informal quote thresholds, purchase order issuance, or travel authorization policies.

---

## 3. Roles and Responsibilities

- **Cardholder:** An authorized employee who has signed an acknowledgment of this policy. Cardholders are responsible for ensuring compliance with all requirements and safeguarding their assigned card.
- **Approving Official:** Typically the department head or designee, responsible for reviewing and approving card transactions for policy compliance.
- **Finance Department:** Maintains oversight of P-Card issuance, reconciliation, reporting, and policy enforcement.

- **Card Issuer:** The financial institution or organization that provides P-Cards to Heber City and processes card transactions.
- 

#### **4. P-Card Issuance**

P-Cards are issued with written approval from the Department Head and Finance Director. Cards are issued in the name of the employee and must only be used by that individual. To request a card:

- Complete the City's Purchasing Card Request Form.
- Obtain approval from the Department Head.
- Submit the form to the Finance Department for review and processing.
- Cardholders sign the Cardholder Agreement before receiving their card.

The Finance Department will evaluate each request based on operational need, purchasing activity, and compliance history.

#### **5. Authorized Uses and Restrictions**

P-Cards may be used for:

- Operational purchases (e.g., office supplies, software, training materials)
- Vendor payments where no credit card fee is charged
- Travel-related expenses (airfare, lodging, registration fees, rental cars) with proper preauthorization
- Emergency purchases as permitted under the Purchasing Policy

Restrictions:

- Cash advances are prohibited.
- Personal use is strictly prohibited. Any accidental personal use must be reported and reimbursed immediately.
- Alcohol or tobacco products
- Meals are reimbursed via per diem and may not be charged to the P-Card.
- Fuel (unless specifically authorized)
- Gift cards or prepaid debit cards
- Items requiring formal bidding or contracts
- Donations or political contributions

---

## **6. Documentation and Reconciliation**

- Receipts must be itemized and attached to the monthly statement.
- Cardholders must submit completed statements to their Approving Official within ten (10) business days of receipt.
- Approving Officials must review, sign, and forward reconciled statements to Finance within three (3) business days.
- All purchases must be coded to the appropriate budget line.

---

## **7. Oversight and Reporting**

- The Finance Department shall conduct monthly audits of P-Card activity.
- A report summarizing card usage, compliance, and recommendations for improvement shall be submitted annually to the City Manager.

---

## **8. Card Limits and Adjustments**

- Credit limits (single purchase and overall) are established based on department needs and may be adjusted with City Manager or Finance Director approval.
- Temporary increases may be granted with written justification and approval.

---

## **9. Lost or Stolen Cards**

- Cardholders must immediately report lost or stolen cards to their Approving Official and the Finance Department.
- The card issuer must also be notified without delay.

---

## **10. Termination or Transfer**

- P-Cards must be surrendered upon termination or transfer of the Cardholder.
  - All outstanding charges must be reconciled by Cardholder or Approving Official.
  - Approving Officials are responsible for destroying returned cards and notifying Finance for account closure.
-

## **11. Violations and Disciplinary Action**

Any misuse of a P-Card, including personal use, failure to follow policy, or lack of documentation, may result in disciplinary action up to and including termination. The City reserves the right to revoke P-Card privileges at any time.

---

## **12. Policy Review**

This policy shall be reviewed and updated periodically by the Finance Department to ensure alignment with the City's Purchasing Policy and best practices.



# Heber City Council Staff Report

**MEETING DATE:** 8/5/2025  
**SUBJECT:** Presentation of Plans for the 2025 9/11 National Day of Service  
**RESPONSIBLE:** Just Serve  
**DEPARTMENT:** Administrative  
**STRATEGIC RELEVANCE:**

---

## SUMMARY

## RECOMMENDATION

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## BACKGROUND

## DISCUSSION

## FISCAL IMPACT

## CONCLUSION

## ALTERNATIVES

1. Approve as proposed
2. Approve as amended

- 3. Continue
  - 4. Deny
- 

## POTENTIAL MOTIONS

### Alternative 1 - Approval - Staff Recommended Option

I move to **approve** the **item** as presented, with the findings and conditions as presented in the conclusion above.

### Alternative 2 - Approve as Amended

I move to **approve** the **item** as amended, as follows.

### Alternative 3 - Continue

I move to **continue** the **item** to another meeting on [DATE], with direction to the applicant and/or Staff on information and / or changes needed to render a decision, as follows:

### Alternative 4 - Denial

I move to **deny** the **item** with the following findings.

---

## ACCOUNTABILITY

**Department:** Administrative  
**Staff member:**

---

## EXHIBITS

None





# Monthly Development Report

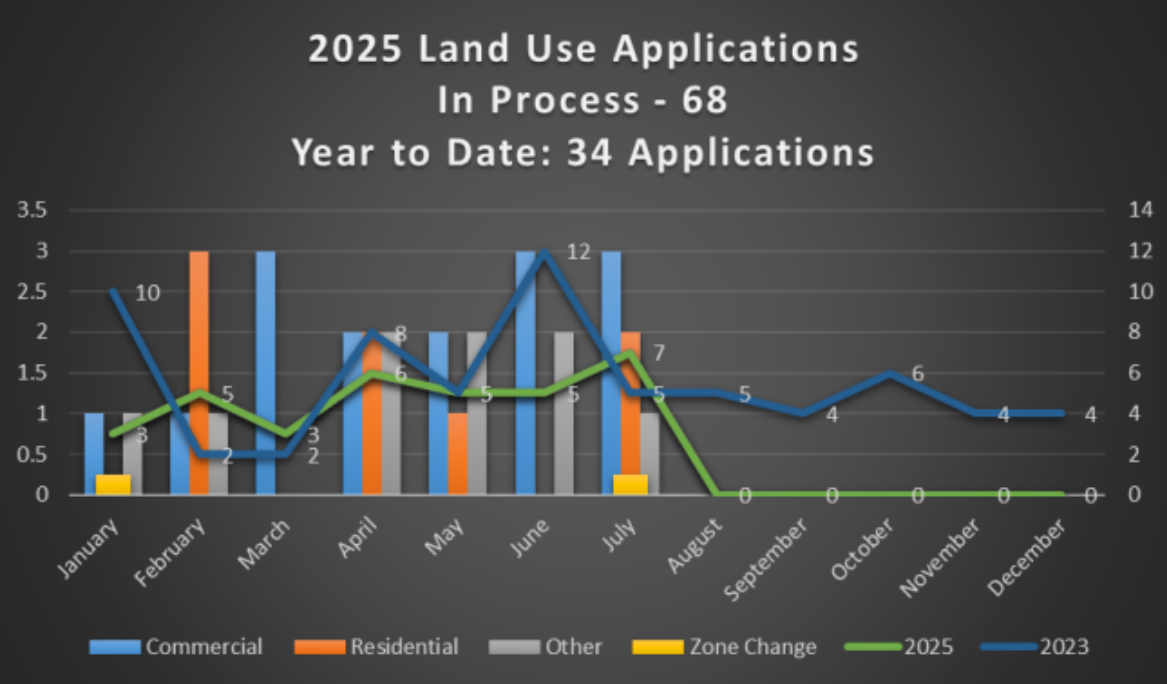
July 2025

Date: 10/1/24



Applications by Year			
2024	2023	2022	2021
34	47	44	43

[Login](#)

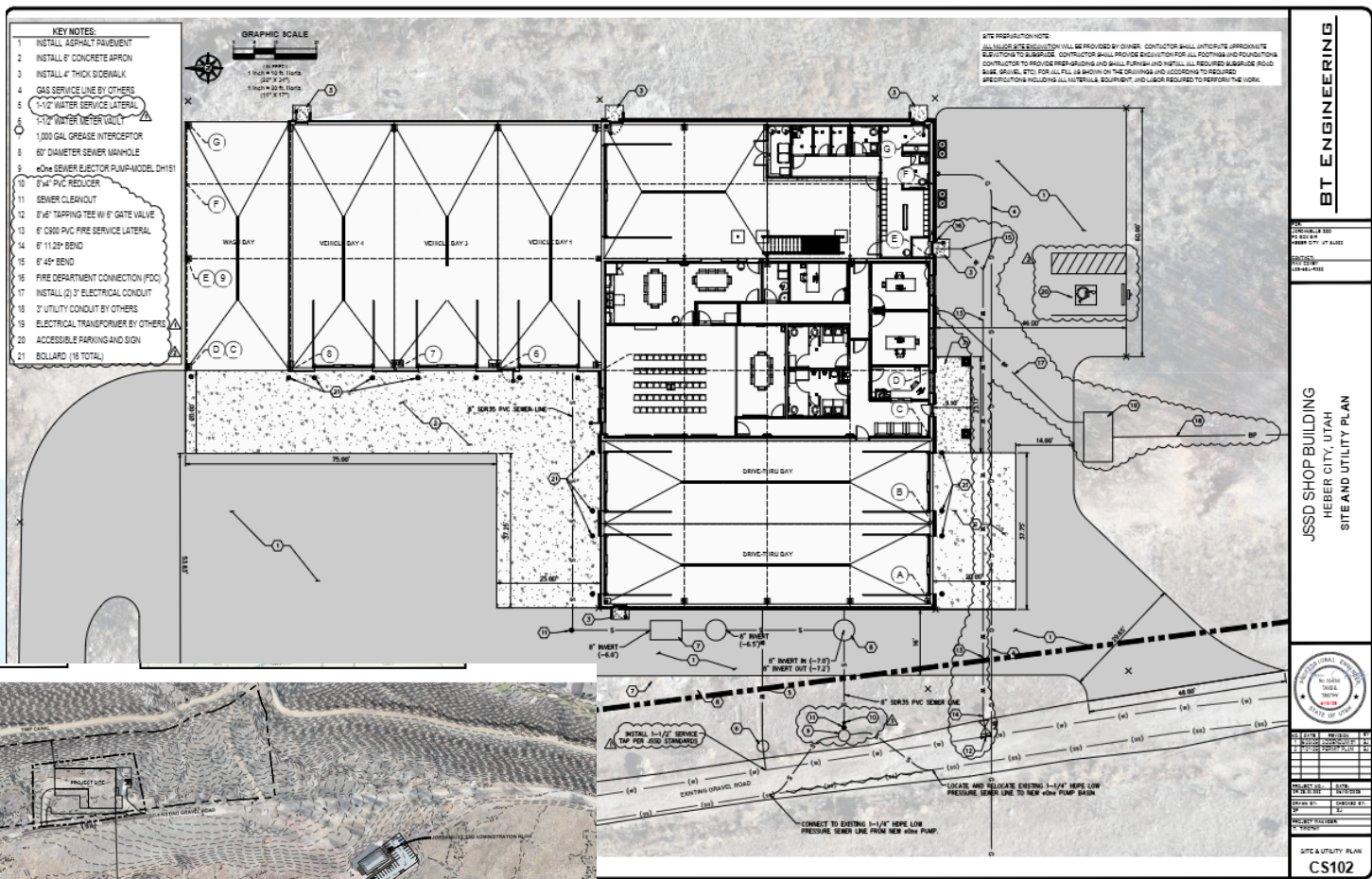
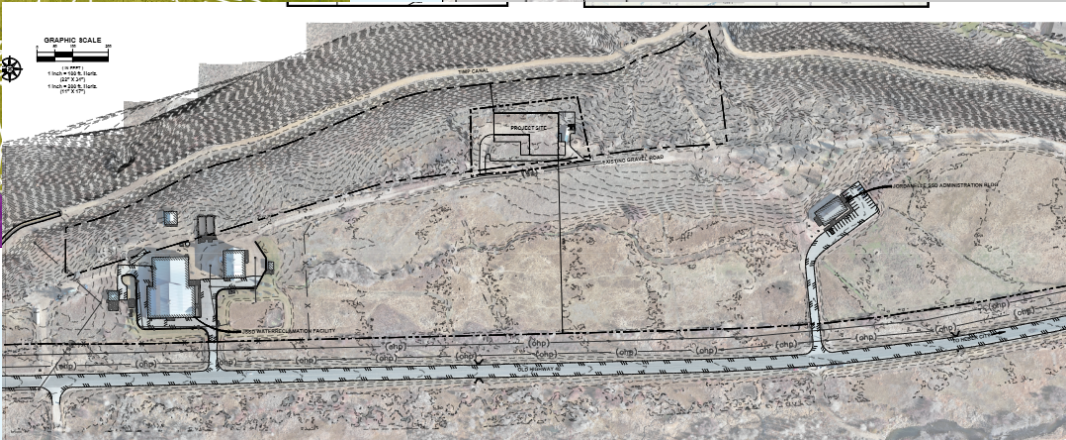
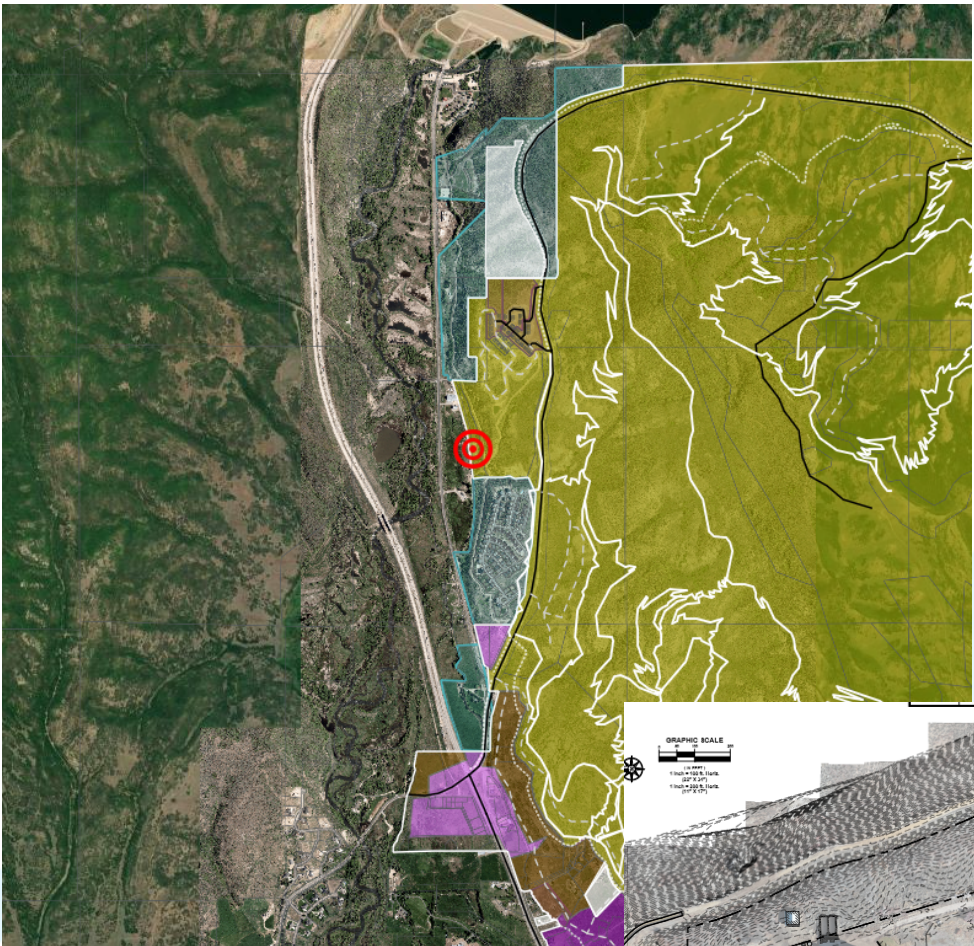


# Red Ledges Tennis Building – Site Plan



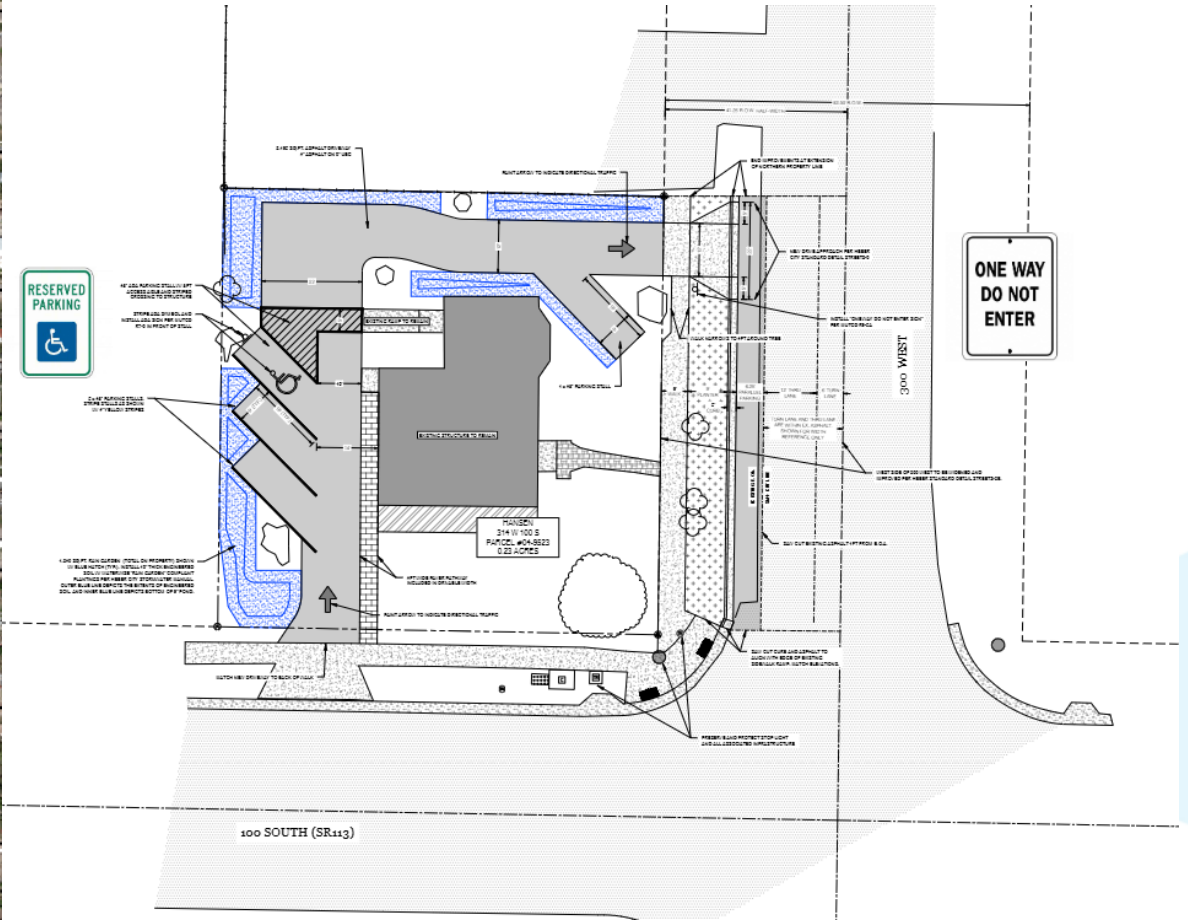
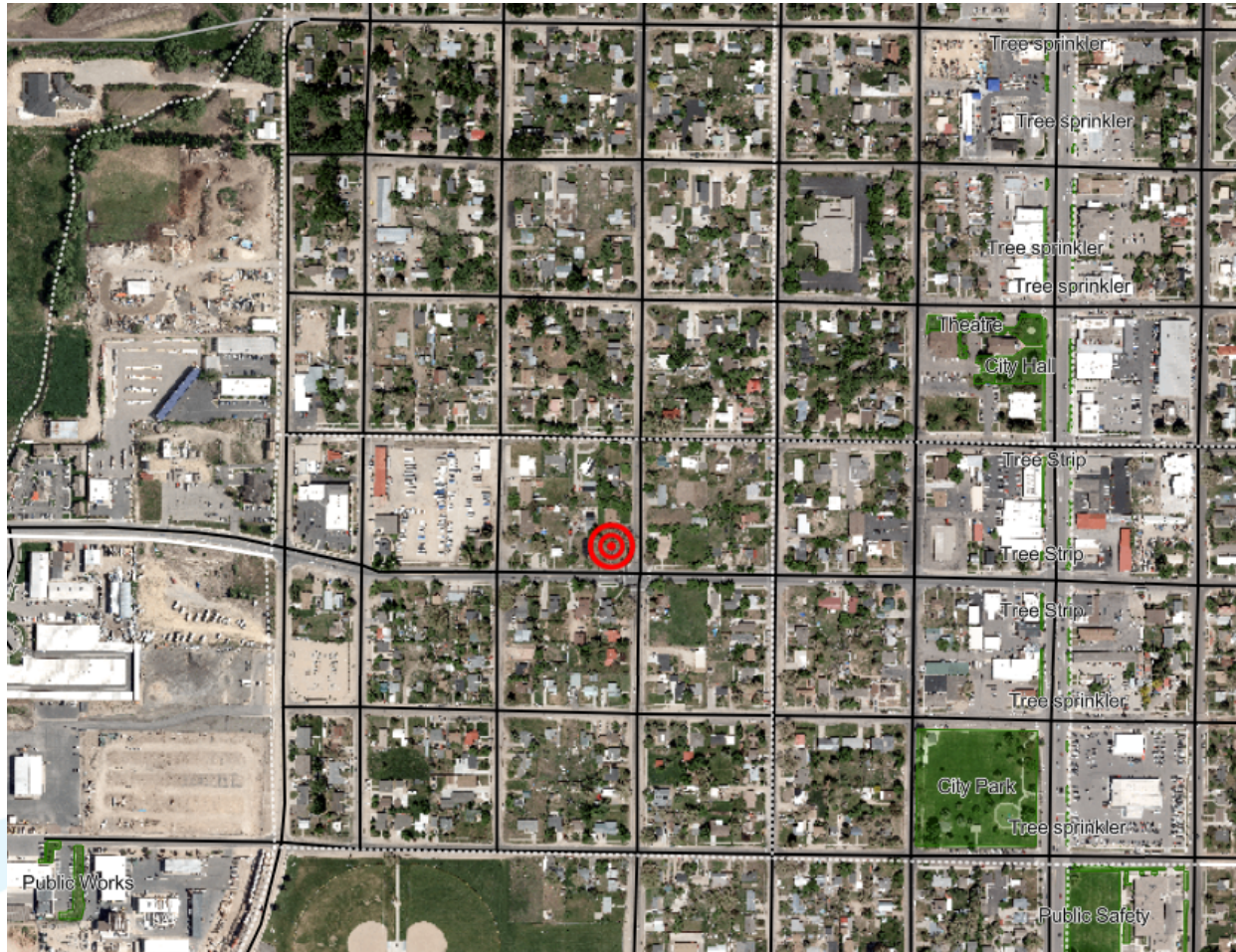


# JSSD Shop – Site Plan



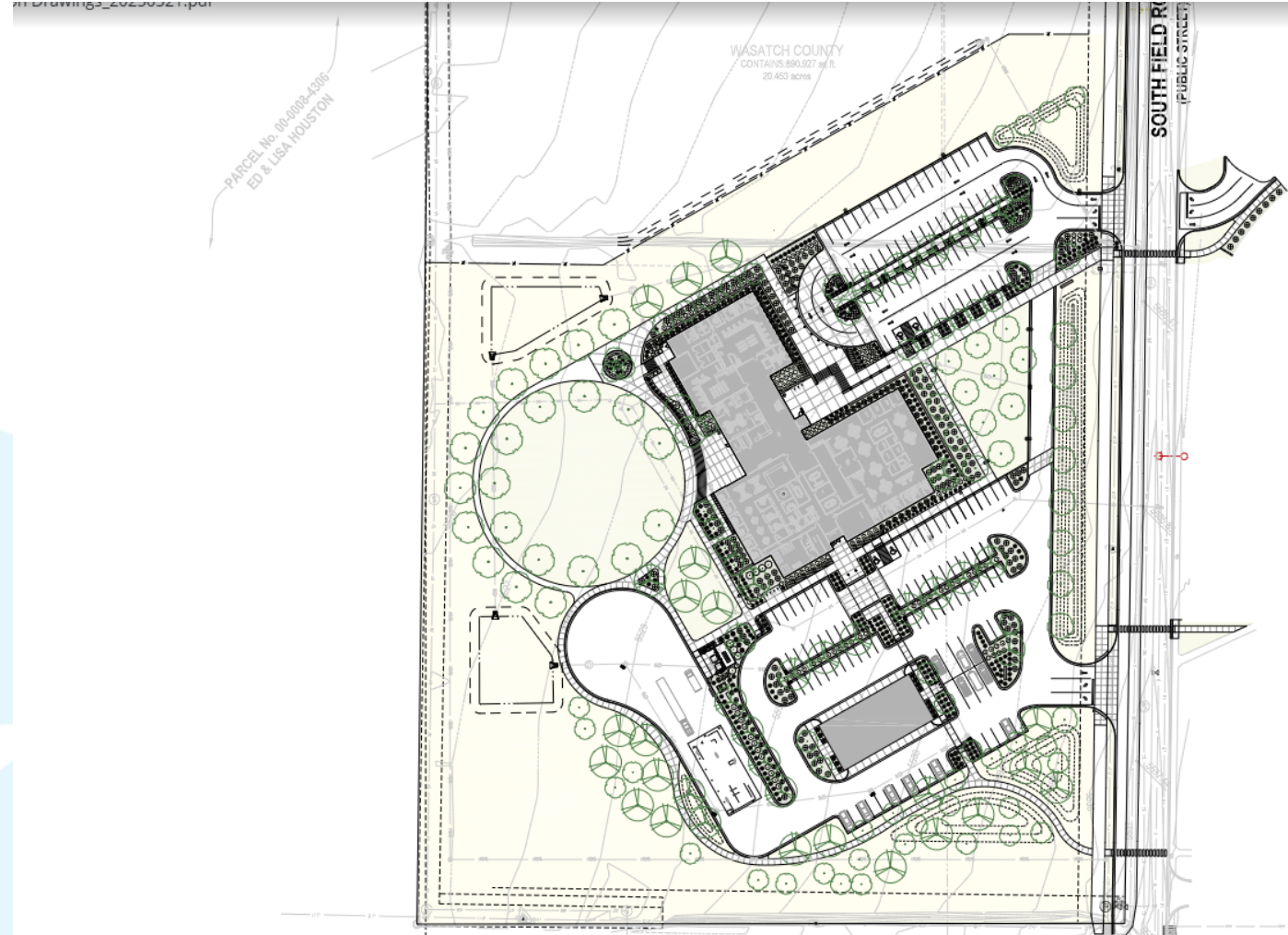
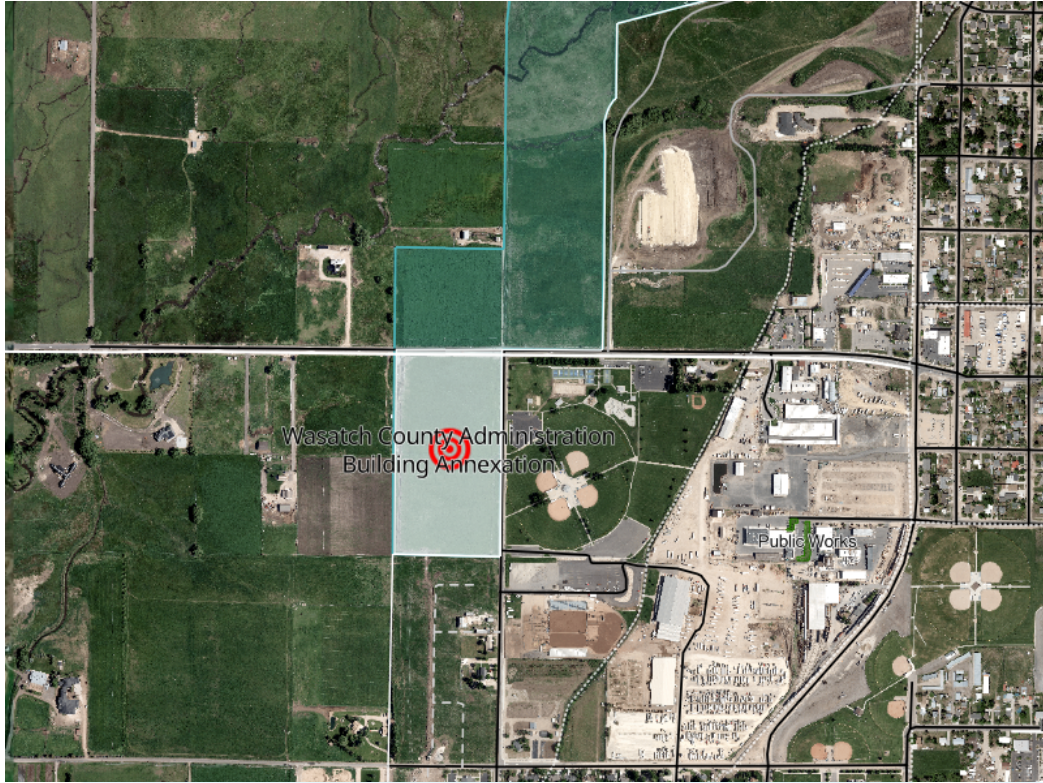


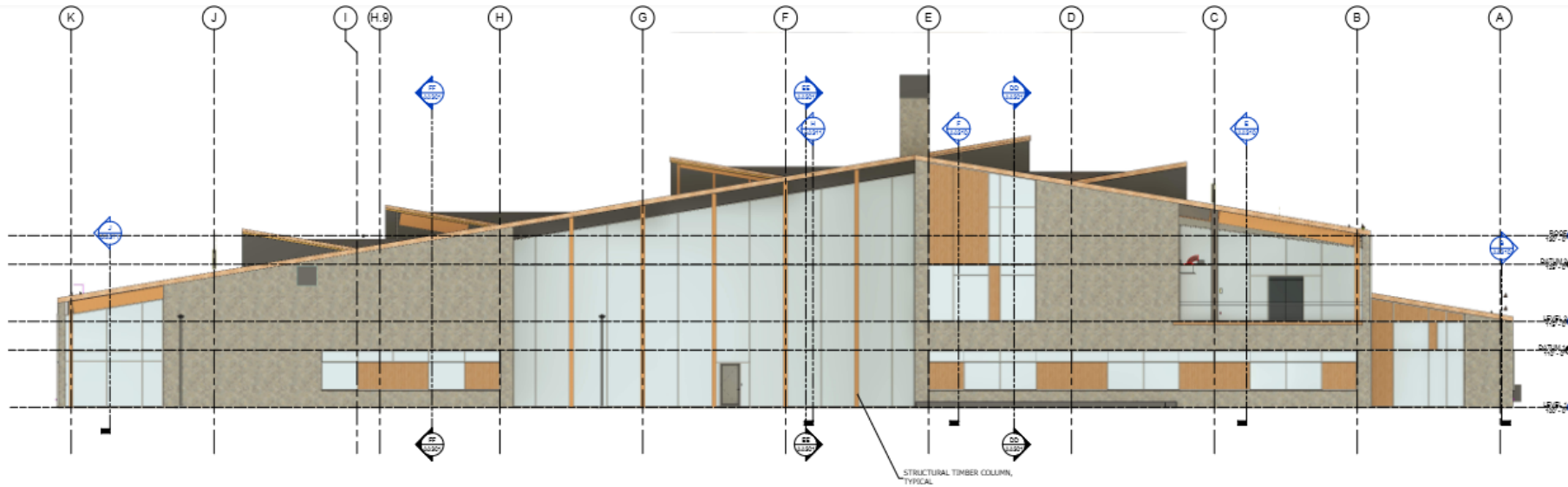
# 314 W 100 S – Site Plan



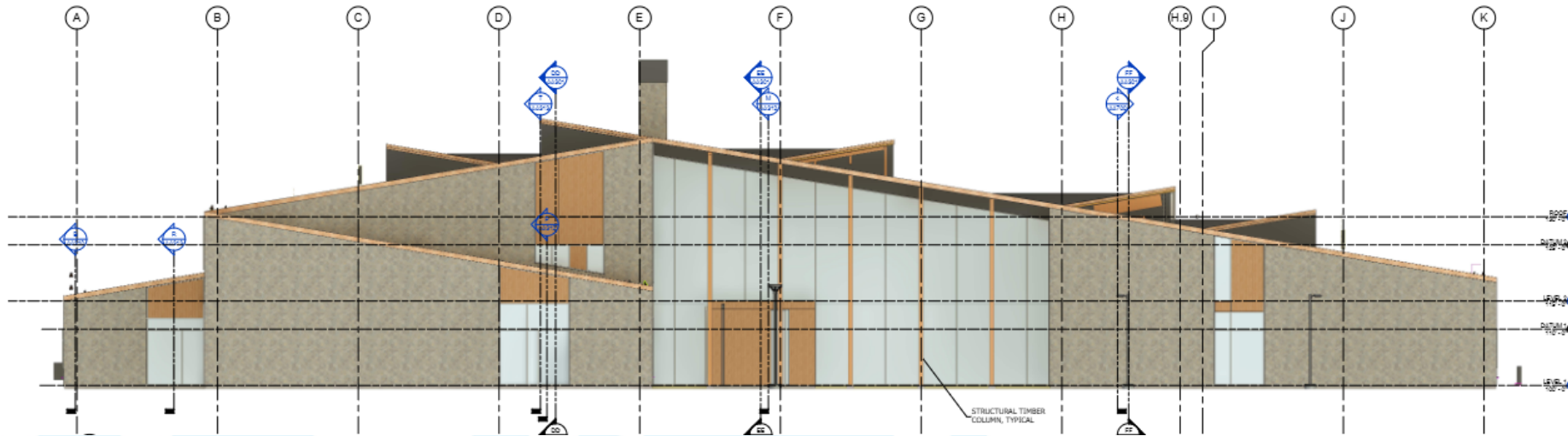


# Wasatch County Admin – Site Plan



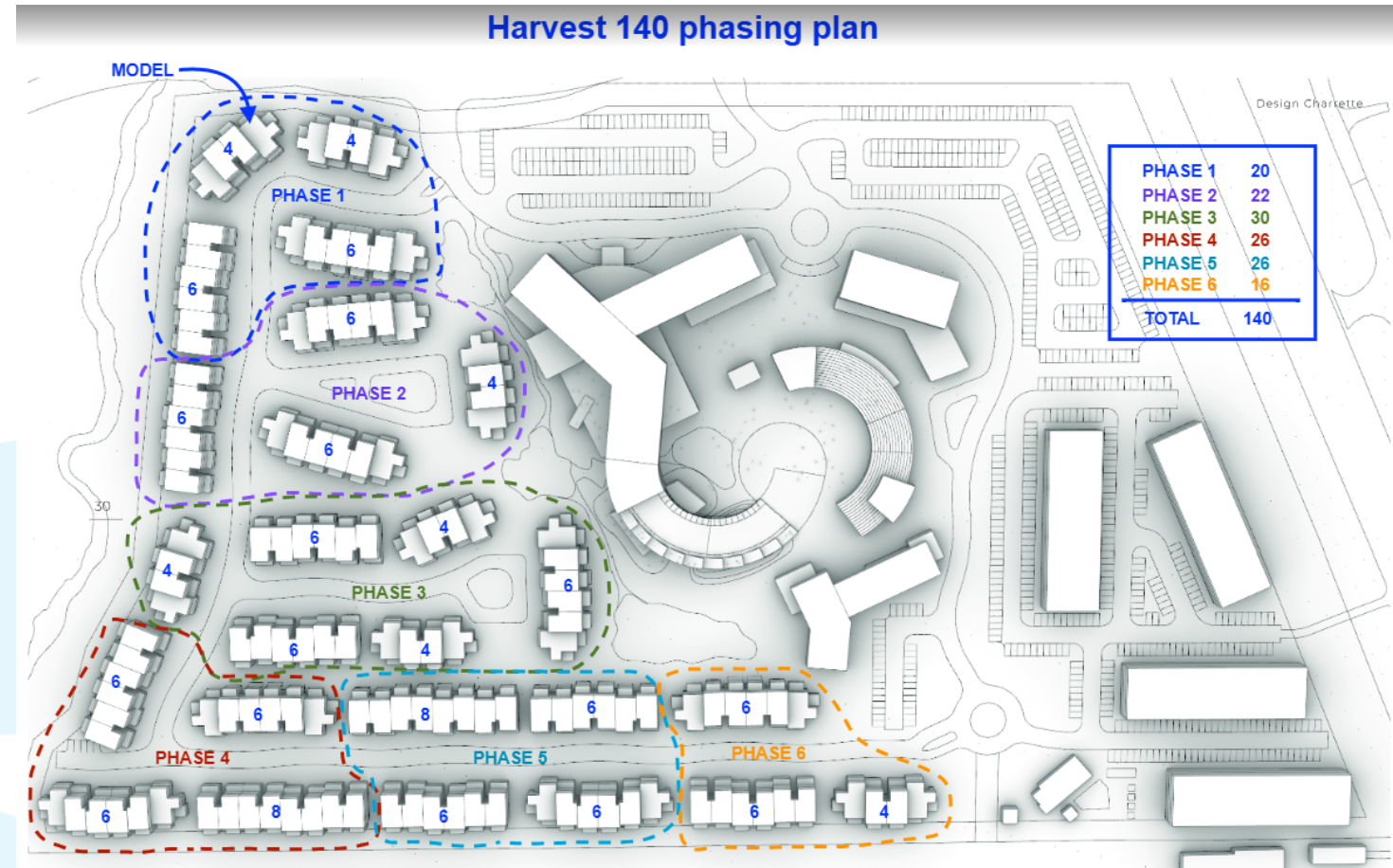


2 WEST ELEVATION  
1/8" = 1'-0"



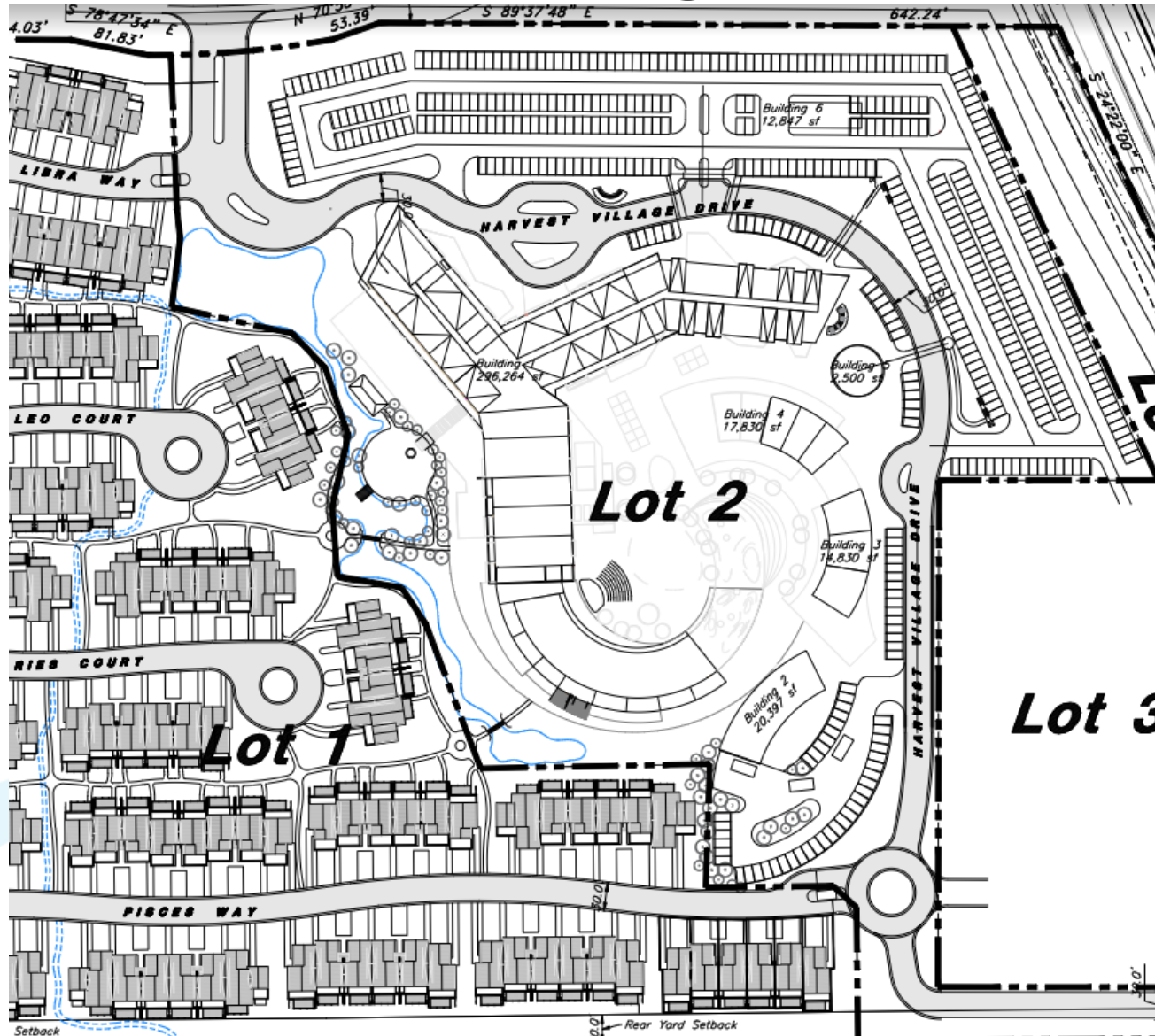


# Harvest Village – Preliminary Plat





# Harvest Village – Commercial Concept



## Site Data - Lot 2 - Commercial Plaza

**Site Area = 630,172 s.f. (14.47 ac.)**

**Landscape Area Provided = 220,242 s.f. (34.9%)**

**Impervious Area Provided = 318,657 s.f. (50.6%)**

**Building Area = 91,273 s.f. (14.5%)**

**Plaza Parking Provided = 808 Stalls**

## Site Data - Lot 4 - Buffer Zone

**Site Area = 111,568 s.f. (2.56 ac.)**

## Building Uses

**Building 1 = Hotel, Condo, Commercial**

**Building 2 = Commercial**

**Building 3 = Commercial**

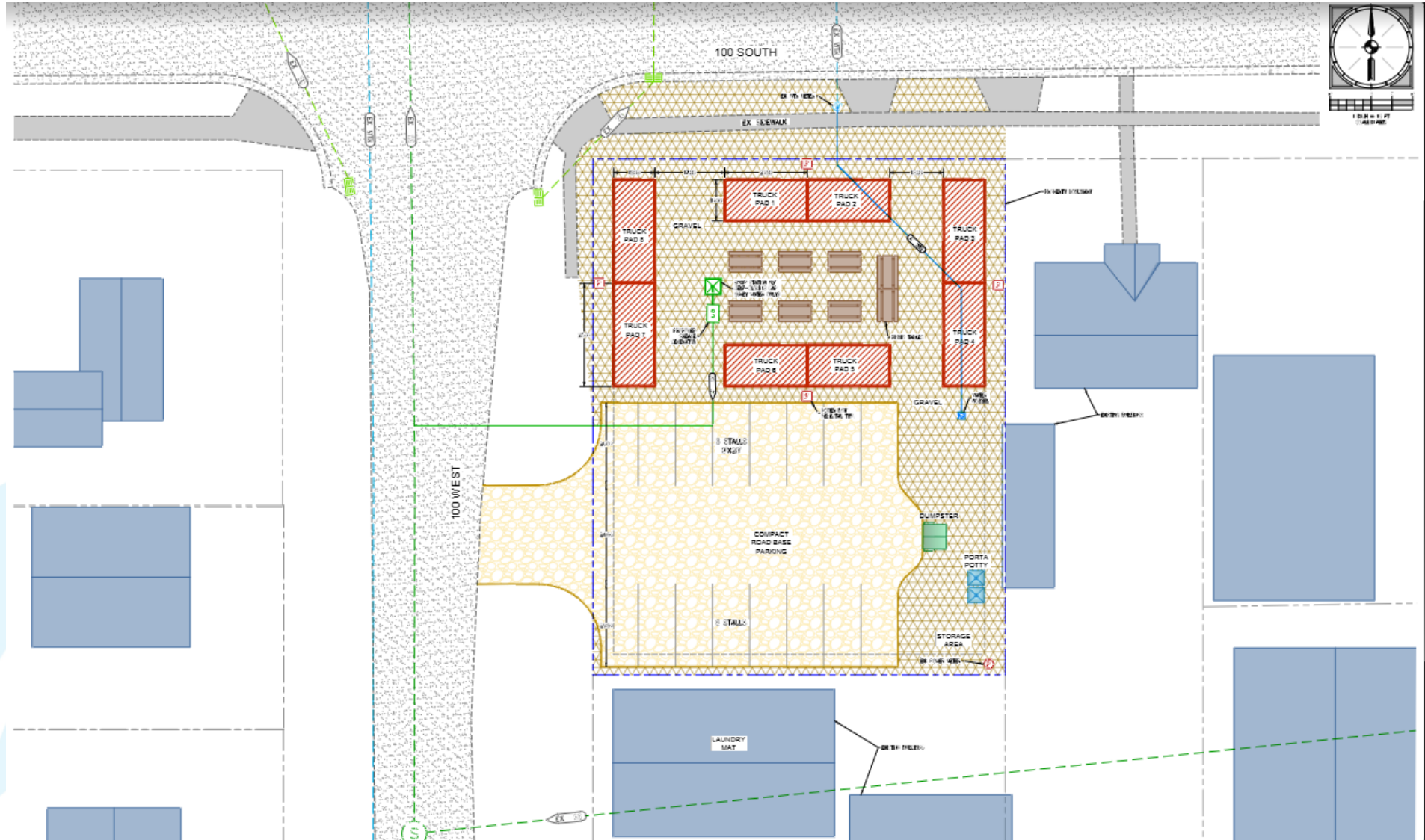
**Building 4 = Commercial**

**Building 5 = Commercial**

**Building 6 = Parking**



# Food Truck Rendezvous – Development Agreement



# Honorable Mentions

- Wasatch Trails Foundation Pump Track – Site Plan
- Beehive Storage – Minor Site Plan Amendment (Storm Water)
- APC Towers – Site Plan
- Lofts on 6<sup>th</sup> – Minor Site Plan Amendment
- Scheid Setback – Development Agreement
- Red Ledges 2E Amended – Plat Amendment
- Turner Mill – Plat Amendment
- Old Mill Village Condo's – Plat Amendment



# Heber City Council Staff Report

**MEETING DATE:** 8/5/2025  
**SUBJECT:** UDOT Traffic Mitigation Efforts  
**RESPONSIBLE:** Russ Funk  
**DEPARTMENT:** Engineering  
**STRATEGIC RELEVANCE:**

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## SUMMARY

## RECOMMENDATION

---

## BACKGROUND

## DISCUSSION

## FISCAL IMPACT

## CONCLUSION

## ALTERNATIVES

1. Approve as proposed
2. Approve as amended

- 3. Continue
  - 4. Deny
- 

## POTENTIAL MOTIONS

### Alternative 1 - Approval - Staff Recommended Option

I move to **approve** the **item** as presented, with the findings and conditions as presented in the conclusion above.

### Alternative 2 - Approve as Amended

I move to **approve** the **item** as amended, as follows.

### Alternative 3 - Continue

I move to **continue** the **item** to another meeting on [DATE], with direction to the applicant and/or Staff on information and / or changes needed to render a decision, as follows:

### Alternative 4 - Denial

I move to **deny** the **item** with the following findings.

---

## ACCOUNTABILITY

**Department:** Engineering  
**Staff member:**

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## EXHIBITS

None



# Heber City Council Staff Report

**MEETING DATE:** 8/5/2025  
**SUBJECT:** Ordinance 2025-21 Adopting Standards and Process for Dedication of Private Roads to Public Ownership  
**RESPONSIBLE:** Jeremy Cook  
**DEPARTMENT:** Administrative  
**STRATEGIC RELEVANCE:**

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## SUMMARY

The ordinance adds a new Section 12.34 to the Heber City Code related to the dedication and acceptance of private roads.

## RECOMMENDATION

Staff recommends approval of the Ordinance

---

## BACKGROUND

The City currently does not have a process or standards for the dedication of private roads to the City.

## DISCUSSION

There are currently a number of private roads within the City, and many of the approved developments will have private roads. Therefore, staff believes it will be beneficial to have a policy regarding when the City may consider dedication of private roads, and procedures to follow with respect to potential dedications. The procedures will also protect the City against private roads being dedicated to the City without the City's approval.

## FISCAL IMPACT

\$0

## CONCLUSION

Staff recommends approval of the ordinance

## ALTERNATIVES

1. Approve as proposed
  2. Approve as amended
  3. Continue
  4. Deny
- 

## POTENTIAL MOTIONS

### Alternative 1 - Approval - Staff Recommended Option

I move to **approve** the item as presented, with the findings and conditions as presented in the conclusion above.

### Alternative 2 - Approve as Amended

I move to **approve** the item as amended, as follows.

### Alternative 3 - Continue

I move to **continue** the item to another meeting on [DATE], with direction to the applicant and/or Staff on information and / or changes needed to render a decision, as follows:

### Alternative 4 - Denial

I move to **deny** the item with the following findings.

---

## ACCOUNTABILITY

**Department:** Administrative  
**Staff member:** Jeremy Cook, City Attorney

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## EXHIBITS

1. Ordinance 2025-21 - Dedication of Private Roads - Final for packet - 4908-9343-3943 - 1

**ORDINANCE NO. 2025-21**

**AN ORDINANCE ADOPTING STANDARDS AND PROCESS FOR  
DEDICATION OF PRIVATE ROADS TO PUBLIC OWNERSHIP**

**WHEREAS**, pursuant to Utah Code § 72-3-104(4), Heber City Council “exercises sole jurisdiction and control of the city roads within the municipality”; and

**WHEREAS**, Utah Code § 72-5-104(9) confirms City’s authority to maintain public rights of way within its boundaries in conformity with the public interest; with safe and adequate access for vehicles and pedestrian ingress/egress, emergency services, business development and utility purposes; and

**WHEREAS**, the Heber City Council has approved many private roads in new developments and annexations that are privately maintained; and

**WHEREAS**, private roads are generally privately owned and maintained and have not been dedicated to public use.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Heber City as follows:

Heber City hereby adopts Chapter 12.34 of the Heber City Municipal Code as set forth in Exhibit A.

This Ordinance shall take effect immediately upon passage.

**PASSED, APPROVED and ORDERED TO BE PUBLISHED BY THE HEBER CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, 2025.

	AYE	NAY	ABSENT	ABSTAIN
Council Member Yvonne Barney	_____	_____	_____	_____
Council Member Aaron Cheatwood	_____	_____	_____	_____
Council Member Mike Johnston	_____	_____	_____	_____
Council Member Sid Ostergaard	_____	_____	_____	_____
Council Member Scott Phillips	_____	_____	_____	_____

APPROVED:

\_\_\_\_\_  
Mayor Heidi Franco

ATTEST:

\_\_\_\_\_  
RECORDER

Date: \_\_\_\_\_



## **EXHIBIT A**

### **12.34 Dedication of Private Roads To Public Ownership**

12.34.010: Purpose

12.34.020: Policy

12.34.030: Administrative Procedures

12.34.040: Plans

#### **12.34.010: Purpose**

The purpose of this chapter is to establish policy and procedures for the dedication of private roads to public ownership.

#### **12.34.020: Policy**

It is the policy of Heber City that:

A. The city will not make a proactive effort to bring private roads into public ownership unless there is a compelling public interest;

B. Private roads created as part of a platted subdivision will not be considered for public ownership unless there is a compelling public interest;

C. Existing private roads may be considered for public ownership when requested by 100% of the owner(s) of the private road. By signing the petition, the petitioners agree it is their intent to dedicate the road to public ownership;

D. Private roads will not be considered for public ownership unless:

1. The underground utilities meet city standards or until the utilities are brought up to city standards;

2. The road surface features meet current city standards or are brought into an acceptable degree of compliance. Numerous factors will be considered through the petition process and the fact that the underground and surface standards are met does not guarantee that the road will be brought into public ownership. There are certain city standards that the city will not consider waiving or reducing (grade, surface, width), as they relate to health and safety and ability to provide services. Roads will not be considered for public ownership if they have less than twenty feet (20') of clear paved way, not including parking. If the clear paved width, not including parking, is twenty feet (20') or greater, and the road meets the minimum requirements of the Fire District, the city will consider public ownership if there is a compelling public interest. Grade of the road must meet current city road grade standards; and

3. Deteriorated retaining walls and other private property features abutting the proposed public ownership are removed, repaired, or replaced by the property owners to ensure public safety.

E. Heber City will not pay the cost of underground (utilities, etc.) or surface (curb, gutter, sidewalks, concrete, etc.) improvements to bring the road up to city standards unless the City Council determines there is a compelling public interest for dedication of the road. The burden is on the private road property owners to fund necessary improvements. City funds will not be expended on roads created as a part of a platted subdivision, on the policy basis that taxpayer funds should not be expended to address deficiencies in standards consciously chosen

by the property developer. The city may make repairs to water or sewer lines in an emergency situation involving a substantial risk to health or safety and on the basis that the owner will reimburse the city;

F. If a private road was created as part of a planned development, the city will not pay, or share the cost of repairing or improving the road. If the road was created through a planned development, an amendment to the planned development is required. There must be a compelling public interest proven for public ownership to be considered. The amendment process will be reviewed by the planning commission with a recommendation forwarded to the city council;

G. The city will not take ownership of a road that does not allow public access;

H. The city or other governmental entities must be able to safely and efficiently provide services (fire protection, garbage collection, snow removal, etc.) along the road in order to dedicate a private road to public ownership;

I. No specific rights or guarantees for use of the road, such as on road parking, are conveyed to private road owners when a private road becomes publicly owned; and

J. The city will not consider the acceptance of an existing private road to public ownership unless it is demonstrated that the road dedication achieves at least one of the following objectives:

1. The road currently provides, or can provide with improvements:
  - a. Access to open space, public facilities/uses or other public amenities;
  - b. Mid-block pedestrian access;
  - c. An improvement to the surrounding pedestrian or vehicular circulation pattern;
  - d. An identified planning goal as noted in the adopted master plan for the neighborhood;
2. Dedicating the private road to public ownership will encourage reinvestment in the community;
3. Dedication of the road will improve public health, safety, and general welfare.

#### **12.34.030: Administrative Procedures**

A. A petition for dedication of a private road to public use shall be submitted to the City on forms provided by the Planning Department, and shall include the following: (1) name(s) and contact information for petitioners; (2) a road dedication plat prepared by a licensed surveyor with a legal description of the road; (3) preliminary title report for the road; (3) a list of all property owners that own the road and list of all property owners that have a right to use the road, including a copy of all prescriptive and recorded easements and plats; and (4) any information required to determine if the dedication meets the requirements of Section 12.34.020; all plans and plats required by this code shall be approved pursuant to the subdivision procedures for a Large Scale Subdivision in Title 18 and the construction standards found in Heber City Standards and Specifications.

B. The City Council shall decide whether to accept dedication of the public road and any conditions or restrictions related to the dedication of the public road. Once that authorization has been made, petitioners shall proceed through the subdivision process for the final acceptance of the road and recording of the road plat.

**12.34.040: Plans**

As part of acceptance of the road dedication plat, petitioners shall submit the following:

A. Map of all surface improvements and below and above ground utilities (as built drawings), cross sections of the road and utilities:

B. Geotechnical report and core samples of the road; and

C. Plans for bringing the road up to City standard, including:  
1. Civil Engineer's statement on the condition of the road and requirements for bringing the road into compliance with City Standards.

2. Evidence that roads have been seal coated prior to final acceptance.

3. A warrant bond that shall be paid upon approval and recording of the road dedication plat as per city standard.



# Heber City Council Staff Report

**MEETING DATE:** 8/5/2025  
**SUBJECT:** Review Tax Increment Projections and Next Steps  
**RESPONSIBLE:** Matt Brower  
**DEPARTMENT:** Administrative  
**STRATEGIC RELEVANCE:**

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## SUMMARY

## RECOMMENDATION

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## BACKGROUND

## DISCUSSION

## FISCAL IMPACT

## CONCLUSION

## ALTERNATIVES

1. Approve as proposed
2. Approve as amended

- 3. Continue
  - 4. Deny
- 

## POTENTIAL MOTIONS

### Alternative 1 - Approval - Staff Recommended Option

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### Alternative 2 - Approve as Amended

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### Alternative 3 - Continue

I move to **continue** the **item** to another meeting on [DATE], with direction to the applicant and/or Staff on information and / or changes needed to render a decision, as follows:

### Alternative 4 - Denial

I move to **deny** the **item** with the following findings.

---

## ACCOUNTABILITY

**Department:** Administrative  
**Staff member:**

---

## EXHIBITS

None