



HIGHLAND CITY COUNCIL MINUTES

Tuesday, June 17, 2025

Approved August 19, 2025

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

6:00 PM REGULAR SESSION

Call to Order: Mayor Kurt Ostler

Invocation: Council Member Brittney P. Bills

Pledge of Allegiance: Mayor Kurt Ostler

The meeting was called to order by Mayor Kurt Ostler as a regular session at 6:06 pm. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting. The prayer was offered by Council Member Brittney P. Bills and those in attendance were led in the Pledge of Allegiance by Mayor Kurt Ostler.

PRESIDING: Mayor Kurt Ostler

COUNCIL MEMBERS:

Brittney P. Bills	Present
Ron Campbell	Present
Doug Cortney	Present
Kim Rodela	Present
Scott L. Smith	Present

CITY STAFF PRESENT: City Administrator Erin Wells, Assistant City Administrator/Community Development Director Jay Baughman, City Attorney/Planning & Zoning Administrator Rob Patterson, City Recorder Stephannie Cottle, Finance Director David Mortensen, City Engineer/Public Works Director Chris Trusty, Police Chief Brian Gwilliam, Fire Chief Brian Patten, City Treasurer Candice Linford.

OTHERS PRESENT: Jon Hart, Liz Rice, Wesley Warren, Cole Gertler, Dana Wallace, Kristin Richey

1. UNSCHEDULED PUBLIC APPEARANCES

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

There were no public appearances.

2. CONSENT ITEMS

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

a. Approval of Meeting Minutes *General City Management*

Stephannie Cottle, City Recorder

May 6, 2025

- b. Approval or Ratification of Large Purchases** *General City Management*
David Mortensen, Finance Director
The City Council will consider approval or ratification of large purchases.
- c. Library Board Appointments** *General City Management*
Kurt Ostler, Mayor
The City Council will consider the Mayor's recommendation to reappointing three members of the Library Board.

Council Member Doug Cortney requested to pull item 2a and 2c from the consent agenda.

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

Council Member Ron Campbell SECONDED the motion.

The vote was recorded as follows:

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

The motion carried 5:0

Council Member Cortney requested amendments to the May 6, 2025 minutes; on the agenda item dealing with golf cart operation in the City. He said that Council Member Smith expressed concerns about golf carts being struck by a vehicle. However, the minutes indicate that Council Member Smith's concerns were regarding a golf cart striking a pedestrian. He stated that Council Member Smith did discuss statistics about auto/pedestrian accidents, but he likened a golf cart passenger to a pedestrian in this case. He proposed striking the text 'hitting a pedestrian' and replacing it with 'being hit by an automobile' and striking the text 'be true for a golf cart accident' and replacing it with 'likely be similar for an automobile/golf cart accident'. He noted he has reviewed the video/audio for the meeting and City Recorder Cottle has done the same and she is comfortable with the amendments. Council Member Smith stated he is also supportive of the amendments.

Council Member Doug Cortney MOVED to approve the minutes of May 6, 2025, with amendments.

Council Member Scott L. Smith SECONDED the motion.

Council Member Cortney then referenced consent item 2c; he is comfortable approving the Library Board appointments but asked that the item be removed from the consent agenda to allow for a brief discussion of the implications of reappointing Wesley Warran to the Board. He stated if the appointment is approved, Mr. Warren will be a member of both the Library Board and the Planning Commission and this is something he thinks should be avoided. In this case, he is not opposed because Mr. Warren is an alternate member for the Planning Commission, but in theory he thinks the City should avoid this situation in the future. Mayor Ostler stated he understands the concern, but the reason that he recommended the reappointment of Mr. Warren to the Library Board is that the Library Director felt consistency on the Board is important given the significant work underway in the Library.

Council Member Smith stated that Mr. Warren is also a candidate for City Council and he asked if he will be replaced on his Library Board position if he is elected to the City Council. Mayor Ostler stated that will be a decision of the Council in the future. He noted that Mr. Warren would need to step down from the Planning

Commission. City Attorney Patterson stated that if Mr. Warren is elected to the City Council, the Council will need to make a decision on the Library Board matter because only one Council Member can serve on the Library Board and Council Member Campbell currently holds that position.

Library Director Cardon asked that the Council approve the appointment of all three candidates because they have served them very well and it would be a great benefit to have them continue to serve.

Council Member Doug Cortney requested Council approval to amend his earlier motion.

Council Member Doug Cortney MOVED to approve the meeting minutes for May 6, 2025, as amended, and approve the Library Board Appointments, item 2c.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

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

The motion carried 5:0

3. ACTION ITEMS

a. PUBLIC HEARING/ORDINANCE: Approval of FY2024-2025 Budget Adjustments *General City Management*
David Mortensen, Finance Director

The City Council will hold a public hearing and consider amending the fiscal year 2024-2025 budget for various items as shown in the attached exhibit.

Finance Director Mortensen explained State code allows municipalities to amend their fiscal year budget throughout the year as needed. With the help of administration and other staff, the Finance Department has prepared a list of requested amendments to the budget. In addition, the proposed ordinance allows staff to make a transfer from the General Fund to a Capital Fund including Parks, Building, and Roads if needed to keep the General Fund balance below the 35 percent State statutory limit. He used the aid of a PowerPoint presentation to illustrate the fiscal impact of the proposed amendments as follows:

- General Fund:
 - Revenue - increase of \$74,985
 - Use of Fund Balance - decrease of \$386,575
 - Expenditure - decrease of \$386,575
- Cemetery Fund:
 - Revenue - no change
 - Use of Fund Balance - increase of \$74,985
 - Expenditure - increase of \$74,985
- Library Fund:
 - Revenue - increase of \$6,000
 - Use of Fund Balance - increase of \$4,300
 - Expenditure - increase of \$10,300
- Building & Development Fund:
 - Revenue - no change

- Use of Fund Balance - increase of \$116,820
 - Expenditure - increase of \$116,820
- Parks Capital Improvement Fund
 - Revenue - decrease of \$300,000
 - Use of Fund Balance - increase of \$700,197
 - Expenditure - increase of \$400,197
- Roads Capital Improvement Fund
 - Revenue - no change
 - Use of Fund Balance - no change
 - Expenditure - Increase of \$20,000 in one area and corresponding decrease of \$20,000 in another area
- Sewer Fund
 - Revenue - no change
 - Use of Fund Balance - increase of \$300,000
 - Expenditure - Increase of \$47,000
- Pressurized Irrigation Fund
 - Revenue - no change
 - Use of Fund Balance - decrease of \$500,000
 - Expenditure - decrease of \$500,000
- Culinary Water Fund
 - Revenue - increase of \$47,221
 - Use of Fund Balance - increase of \$14,284
 - Expenditure - increase of \$61,505
- Internal Service IT Fund
 - Revenue - increase of \$5,425
 - Use of Fund Balance - no change
 - Expenditure - increase of \$5,425

Throughout Mr. Mortensen's presentation, he engaged in high level discussion with the Council regarding topics such as use of the IT fund for needs throughout the City; bond/debt service payments; use of reserve funds for the library; the cost for the General Plan update project exceeding the funding allocation; costs associated with the third-part inspections agreement with other entities; and reasons for the various capital project budget increases. Council Member Smith thanked Mr. Mortensen for the detailed and clear information regarding the basis for the budget amendments. Council Member Courtney agreed and thanked Mr. Mortensen for a job well done. Council Member Campbell agreed and stated that Mr. Mortensen presents budget information in a way that it is easily understandable.

Mayor Kurt Ostler opened public hearing at 6:47 p.m.

There were no public comments.

Mayor Kurt Ostler closed the public hearing at 6:47 p.m.

Council Member Scott L. Smith MOVED that City Council adopt the ordinance amending the Highland City fiscal year 2024-2025 budget as shown in the included exhibit and as discussed by the Council and presented by the staff.

Council Member Ron Campbell SECONDED the motion.

The vote was recorded as follows:

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

The motion carried 5:0

b. RESOLUTION: Consolidated Fee Schedule General City Management

Candice Linford, Treasurer

The City Council will consider the new fees and rates proposed in the FY2026 Consolidated Fee Schedule.

Treasurer Linford explained the proposed changes to the Consolidated Fee Schedule for Fiscal Year (FY) 2026 include format changes to align as much as possible with departments, their various sections, and to visually simplify an expanding schedule. Administration has also added some clarifying statements to eliminate opportunities for misinterpretation by the public. The scope of the fee changes include every department except for the Library, who just recently updated their fees in spring, and the Justice Court, as the state sets those fees. She then reviewed the following specific fee changes:

- Administration: added "Highland Family Park" to replace Mountain Ridge.
- Building:
 - Updated the fees for water meters (both culinary and PI) for $\frac{3}{4}$ inch and 1" to capture increased material costs.
 - Added the cost of the PI meter box fees. These are Highland City branded boxes.
- City Recorder's Office
 - Updated the resident and non-resident fee as per the annual perpetual cemetery fund increase of 3%.
 - Eliminated the offering of electronic copies (tapes) of meetings since these are available for free online.
- Community Development:
 - We eliminated "Hobby Breeder" as an option for licensing since this was previously removed from the code. Anyone filing for what we would have considered Hobby Breeder falls under the home occupation business license filing fee & renewal.
 - Lot/Parcel Combinations as well as Boundary Adjustments have been removed due to a state law change. These are now:
 - Full Boundary Adjustment
 - Simple Boundary Adjustment
 - Sign permits are still being processed, but they now fall under the building department as a simple building permit.
 - Use Determination was added per a councilmember suggestion in a code update discussion.
- Engineering & Public Works:
 - Fee increases and additions for hydrant meter rentals to ensure we are accurately capturing the true costs for all apparatus involved in the rental.
 - We did have one addition - daily rental fee - which we feel will facilitate quicker returns as well as help us pay for new meters by placing the fee burden on the actual users.
- Events: had quite a few adjustments for both city events and special events.
 - Special Events now offers contracted cleanings, which we've negotiated to include using our contracted cleaning staff based on their availability and rates.
 - The Fling eliminated non-current events, added Pickleball, and streamlined the advertisements, sponsorships, and vendors structures.
- Utilities: currently only has one section update, and that's all down to our contracted rate increases with

Waste Management. Across the board the fees increased for both monthly and per requested occurrences for garbage and recycling services by roughly 8%.

Discussion among Ms. Linford and the Council centered on the need to differentiate between fees for residents and non-residents seeking to rent the new baseball fields at Highland Family Park; different types of sign permits; hydrant and meter fees; and any connection between library fees and the interfund library loan.

Council Member Doug Cortney MOVED that City Council adopt the FY2026 Consolidated Fee Schedule as described in the meeting.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

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

The motion carried 5:0

c. RESOLUTION: Certified Tax Rate General City Management

David Mortensen, Finance Director

The City Council will consider adoption of the Fiscal Year 2025-2026 Certified Tax Rate.

Finance Director Mortensen explained each year, the City Council must choose to either adopt the certified tax rate for the new fiscal year as set by Utah County, or begin the process of Truth in Taxation if there is a desire to increase the property tax rate above the calculated certified rate. The certified tax rate for Highland City general operations was 0.000689 for fiscal year 2024-2025. The Library operations certified tax rate was 0.000104. Overall, property values in the City increased from the prior year's values, which has the effect of decreasing the certified rate. For fiscal year 2025-2026, the calculated tax rate for Highland City is 0.000643 for general City operations, and 0.000097 for Library operations. Property tax revenues remain relatively level when there is no growth within the City. Highland has had some growth since the last certified tax rate was calculated, resulting in an increase in certified rate revenue of \$53,611 for general operations, and an increase of \$7,904 for Library operations.

Discussion among the Mayor and Council, as well as Mr. Mortensen, centered on the manner in which the certified tax rate impacts individual property owners; the Mayor stressed that if the rate is lowered, but a property valuation is not adjusted, the individual property owner will pay less in property tax revenue. The total tax bill is determined by the certified tax rate and the property valuation.

Council Member Scott L. Smith MOVED that City Council approve the resolution adopting the Fiscal Year 2025-2026 Certified Tax Rate of 0.000740, which includes 0.000643 for City operations and 0.000097 for Library operations.

Council Member Ron Campbell SECONDED the motion.

The vote was recorded as follows:

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

The motion carried 5:0

d. PUBLIC HEARING/RESOLUTION: Pressurized Irrigation Fund Transfer General City Management

David Mortensen, Finance Director

The City Council will consider a transfer of funds from the Pressurized Irrigation Fund to the General Fund.

Finance Director Mortensen explained State code allows the City to transfer funds from an enterprise fund into another fund, such as the General Fund, only after required public noticing and a public hearing where the residents of the City can give their input. In the past, Highland City has transferred an amount from the Pressurized Irrigation Fund equal to the estimated amount that the General Fund pays to the Pressurized Irrigation Fund for the use of irrigation water on park space throughout the City. The proposed transfer reimburses the General Fund for the cost of the used irrigation water. The fiscal impact of the proposal is as follows:

- General Fund - \$108,000 Revenue - Included in the fiscal year 2025-2026 Budget
- Pressurized Irrigation Fund - \$108,000 Expenditure - Included in the fiscal year 2025-2026 Budget

Staff recommends approval of the resolution authorizing a transfer of \$108,000 from the Pressurized Irrigation Fund to the General Fund.

Discussion among the Council and Mr. Mortensen centered on the history of the fund transfer, and the transparency of the transfer versus an action to increase other revenue sources to fund the General Fund. Mr. Mortensen stated that if the Council does not approve the transfer, it will be necessary to identify other sources of revenue to make up the \$108,000 in the General Fund. This led to discussion of the implications of denying the enterprise fund transfer for purposes of adopting a balanced budget.

Mayor Kurt Ostler opened the public hearing at 7:20 p.m.

There were no public comments.

Mayor Kurt Ostler closed the public hearing at 7:20 p.m.

Council Member Kim Rodela MOVED that City Council approve the resolution authorizing a transfer of \$108,000 from the Pressurized Irrigation Fund to the General Fund for fiscal year 2025-2026.

Council Member Ron Campbell SECONDED the motion.

The vote was recorded as follows:

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

The motion carried 4:1

e. PUBLIC HEARING/ORDINANCE: Officer Compensation *General City Management*

David Mortensen, Finance Director

The City Council will consider adopting an ordinance enacting budgeted compensation increases for specific City officers for fiscal year 2025-2026.

Finance Director Mortensen explained that during the 2024 legislative session, S.B. 91 was passed and signed into law. The bill amended Utah Code Section 10-3-818 regarding City employee salaries. The new requirement is that a public notice be sent out, and a public hearing be held to consider the approval of any budgeted increases in compensation for City officers. Included in this ordinance for Highland City are the City Administrator, Assistant City Administrator/Community Development Director, Public Works Director/City Engineer, City Attorney/Planning Administrator, Finance Director, Library Director, and Assistant Public Works Director. The proposed budgeted increases are all included in the proposed Highland City Fiscal Year 2025-2026 Budget and the Fiscal Year 2025-2026 Pay Plan. The budgeted increases proposed include those city employees who are eligible for, including an inflationary component and, for any URS Tier II employees, a one-time bonus meant to offset the additional cost of URS retirement contributions for this fiscal year. Some officers are also recommended for a market adjustment based on the results of the City's annual pay plan analysis. The total percentage increase of these items can be found in the exhibit attached to this ordinance. The proposed increases to the compensation of specific City officers have been included in the proposed Highland City Fiscal Year 2025-2026 Budget. Mr. Mortensen used the aid of a PowerPoint presentation to provide the total proposed wage increase for the City officers listed in his staff memo:

Title	Total Proposed FY2025-2026 Increase
City Administrator	7.82%
Assistant City Administrator/Community Development Director	3.81%
Public Works Director/City Engineer	3.00%
City Attorney/Planning Administrator	3.81%
Finance Director	4.89%
Library Director	10.71%
Assistant Public Works Director	3.00%

Council Member Smith asked if this is the total increase these officers will receive or if they will be eligible for an additional percentage increase that is offered to all City employees. Mr. Mortensen stated the numbers above are all inclusive and are the total increase each officer will receive.

Council Member Cortney asked about the .81 percent increase included in the adjustments for the Assistant City Administratior and City Attorney. Mr. Mortensen stated that is included to cover the additional URS contribution required for tier two employees. Council Member Cortney stated that his recollection is that the URS contribution last year was .70 percent and he asked if the contribution amount increases each year. Mr. Mortensen stated that the additional percentage is not an increase in the employees wage, but a one time contribution or bonus to cover the URS contribution. Council Member Cortney stated that if last year's contribution was a one-time bonus, this year's contribution should be the difference between the .81 percent and .70 percent. Mr. Mortensen stated that is incorrect; the .81 percent is added to their new wage after the three percent market increase. Council Member Smith stated that the State of Utah mandates the URS contribution for tier two employees, but the City is covering those costs as an additional benefit. Council Member Cortney stated that is technically not correct; the employees are receiving a bonus in the amount that

matches the URS contribution. Mr. Mortensen stated that there was hope that the Utah Legislature would enact a new law to enable cities to directly pick up the tier two URS contribution, but no such bill was passed.

City Administrator Wells stated that she thought she understood Council direction on this matter was to cover the contribution, similar to what is done for public safety employees. State law precludes the City from covering the contribution for general employees so it is handled this way. Council Member Cortney stated that he is not opposed to covering the contribution, but he wanted to fully understand the fiscal impact.

Mayor Kurt Ostler opened the public hearing at 7:27 p.m.

There were no public comments.

Mayor Kurt Ostler closed the public hearing at 7:27 pm.

Council Member Kim Rodela MOVED that City Council adopt the ordinance enacting compensation increases for specific City officers for fiscal year 2025-2026.

Council Member Doug Cortney SECONDED the motion.

Council Member Cortney stated it is important to clarify that all employees are receiving a three percent cost of living increase; some employees have an additional .81 percent over that cost of living increase, but those employees that have an increase greater than 3.81 percent are receiving a market adjustment responsive to a survey conducted to determine wages paid in other entities for like positions. The purpose of conducting market studies is to ensure that the City is able to retain quality employees.

The vote was recorded as follows:

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

The motion carried 5:0

f. PUBLIC HEARING/ORDINANCE: Adoption of the Fiscal Year 2025-2026 Budget *General City Management*

David Mortensen, Finance Director

The City Council will consider adoption of the Highland City Fiscal Year 2025-2026 Budget.

Finance Director Mortensen reviewed changes to the budget since the tentative budget that was adopted on May 6th including revenues and expenditures in multiple funds. In the General Fund, property tax revenue was increased by \$11,900 because the certified tax rate and certified revenue amount were obtained from Utah County. The use of beginning General Fund balance reserves was increased by \$105,000 for a carryover of FY25 budget for trail maintenance. Expenditures in the General Fund saw a net increase of \$144,941, primarily due to an increase in the public safety assessments paid to Lone Peak Public Safety District to cover the cost of increased animal shelter fees and adding 2 full-time and 1 part-time fire personnel. Another part of the General Fund expenditure increase is from the carryover of FY25 budget for trail maintenance mentioned above. Also in the General Fund, there is a decrease in the transfer to the Roads Capital Improvement Fund meant to help fund the 10400 & 6000 W pedestrian improvements. This transfer decrease was done to help make room in the General Fund budget for the public safety increase already mentioned. The tentative budget included a 3%

inflationary increase for employees, but upon completion of the market study, it was determined that a few employees needed a larger increase. At a minimum, all employees are budgeted to receive an inflationary adjustment of 3%. Increases and decreases to wages and benefits as a result of the wage market study also impacted multiple other funds of the City including Cemetery, Library, Building & Development, Sewer, Pressurized Irrigation, Storm Sewer, Culinary Water, and Utility Transportation. In the Library Fund, a \$10,000 use of fund balance was added for the purpose of replacement of old books and other materials. In the Building Capital Improvement Fund, a \$144,621 use of fund balance was added for the purpose of completing the fire station driveway project. This is a budget carryover from the FY25 budget. In the Sewer Fund, a \$253,000 use of fund balance was added for the purpose of completing the Dry Creek lift station project. This is a budget carryover from the FY25 budget. In the Pressurized Irrigation Fund, there was an error in the list of positions in the tentative budget that was doubling up the budget for a PI Operator. This has been corrected in the final budget, reducing the total expenditure in the fund by approximately \$70,000. This position was also partially allocated to the Culinary Water fund, so that fund expenditure was also reduced by about \$10,000 due to the correction. Also in the Culinary Water Fund, the tentative budget included a \$1,000,000 state grant that is no longer anticipated for FY26, so it has been removed, along with the grant expenditure, in the final budget. (In talking with the City's lobbyist and grant consultant, they feel like there is more opportunity for the City for grants in roads than water at this time.) The first phase of the MXU replacement project for \$260,000 was also added. The planned savings for future capital asset replacement was reduced by approximately \$250,000 as a result. Mr. Mortensen concluded the fiscal impact of the proposed budget on each individual fund can be found in the All Funds Summary table on page four of the budget document. City wide, total revenues, including the use of prior year fund balance, total \$38,951,589. Total expenditures, excluding savings for future capital asset replacement, total \$38,210,938. Net Revenue, including the use of prior year fund balance and excluding savings for future capital asset replacement, totals \$740,651. The City-wide planned use of prior year fund balance to complete various projects totals \$2,212,255.

Council Member Smith stated it is important to note that the City is required to have a general fund balance that is between five percent and 35 percent of the City's total budget; the exact percentage of the fund balance will not be known until after the audit of the FY 2024-2025 budget is completed. He asked where the fund balance is located and if the money held in reserve is earning interest. Mr. Mortensen stated that all fund balances are held in the same bank account, but accounted for separately using general ledger numbers. The interest accrued is allocated according to fund balances. Council Member Smith stated that he works with a member of Administration from Saratoga Springs and he relayed information about their ability to accrue interest on their fund balance sufficient enough to help cover the costs of a building construction project. Mr. Mortensen added that interest earnings also help to offset inflation associated with various costs paid by the City.

The Mayor and Council then engaged in high level discussion with Mr. Mortensen regarding the revenue sources for various funds listed in the budget, such as the Parks Tax Fund, Open Space Fund, Town Center Exaction Fund, and Enterprise Funds. There was also a discussion about the expense for a lobbyist who has been working to secure grant funding for the City and whether to continue that contract in the new FY.

Council Member Campbell noted that the Library Director is retiring soon, but she will work for at least a month with the new Library Director to help get that person acclimated; he asked if the cost of paying two employees for that position for a one month period has been included in the budget, to which Ms. Wells answered Administration was aware there would be a wage gap and there is sufficient funding to cover the wages for the outgoing and new Library Director.

There was additional high level discussion of increased animal shelter fees; the potential for the City's assessment from the Lone Peak Public Safety District (LPPSD) to increase following some mediation underway with the LPPSD Board; the changes of the transfer amount from the General Fund to the library fund

with clarification that this is not a subsidy to the library; and adjustments to the pressurized irrigation fund pertaining to staffing adjustments and asset replacement savings.

Council Member Smith commented on population growth in Highland and surrounding cities over the past several years and the impact that growth has had on budgets of various municipalities; there have been several tax increases in recent years as cities have tried to keep pace with the demand for higher wages for all employees, but specifically for Police Officers; from 2022 to present, the City's cost for public safety has increased by \$2 million and he is concerned about how to continue to pay for increases year after year. He noted that other costs are increasing as well, and the City's general fund budget increases by approximately \$1 million each year and he is wondering how to pay for those increases without burdening the residents of the City. He understands the budget proposal this year and will vote to approve it, but the Council needs to carefully consider other funding options because, otherwise, the City's expenditures will outpace revenues before long. He feels it is important to consider options for reducing expenditures in the future as well. Council Member Cortney stated that the budget increase mentioned by Council Member Smith from 2022 to 2025 equates to 48 percent. He and Council Member Rodela supported further exploration into the causes of the increases in recent years and options for reducing expenditures.

Mayor Ostler issued a warning for the Council; the Ridgeview Development in Highland generated a significant amount of money in building fees. The revenues of those fees have been used to augment multiple areas of the budget, but once that development is completed, the building fee revenue will be eliminated. The Council discussed this matter and agreed that these issues should be considered and carefully examined; Council Member Smith added that the road fee expires in a couple of years, around the same time that the park and building bonds are paid off and this is an issue that should be added to the list of items to be considered. Mayor Ostler agreed and noted that the City is slated to be debt free in 2027; he thanked Mr. Mortensen for providing a clear picture of the City's financial condition. Mr. Mortensen noted that he has begun working on the citizens budget document, but it is not completed yet. He will publish it once available. Council Member Smith stated the citizens budget was well done last year and he looks forward to seeing it.

Mayor Kurt Ostler opened the public hearing at 8:15 p.m.

There were no public comments.

Mayor Kurt Ostler closed the public hearing at 8:15 p.m.

Council Member Doug Cortney MOVED that City Council approve the ordinance adopting the Highland City Fiscal Year 2025-2026 Budget.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

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

The motion carried 5:0

4. EXPEDITED ITEMS

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

a. ACTION: Sewer Slip Lining Project Phase 2 Bid Award General City Management

Chris Trusty, City Engineer/Public Works Director

The City Council will consider a bid award to Insituform for the installation of 5,137 linear feet for an 8-inch sewer liner for the FY2026 Sewer Slip Lining Project.

City Engineer/Public Works Director Trusty explained in conjunction with the approval of the Fiscal Year (FY) 2026 City budget, the City Council approved funding for Sanitary Sewer Capital Expenses as they relate to the operations and maintenance of city infrastructure. This budget line item included the slip lining project, which is a part of the city's overall capital improvement plan to extend the service life of the sewer main lines throughout the city and reduce groundwater infiltration. The recommended method is CIPP (Cured in Place Pipe). It is a 4.5mm liner with a resin that is cured and hardened with steam or ultraviolet (UV) light. A portion of this liner will need to be UV-cured due to existing pipe conditions. When hardened, it becomes a new pipe within the existing pipe without any joints. It is a trenchless repair installed through the manholes. It has a 100-year design life with a 1-year installation warranty. This is the same product we have used in past successful projects. After the liner has cured, the contractor will open the lateral connections from homes adjacent to the lining project. The curing and connection process all occurs on the same day, so there is no significant impact on adjacent residents. This total includes the base bid and 16 of the alternate bid top-hat lateral seals. Top-hat seals are seals that are placed inside the main sewer pipe after the sewer lateral connection to the pipe has been restored. The seal is between the sewer main and the lateral. It extends approximately 6-inches into the sewer lateral and seals the lateral-to-main connection. They are called "Top Hat" because the assembly has the appearance of a top hat. Earlier this year city staff elected to bid the remaining portions of the sewer line over the course of the next four years. This was done to check current pricing in the hopes of potentially bundling some projects and/or obtaining pricing now for future phases. Phase 1 was awarded on March 3, 2025 and was recently completed. If awarded, this phase, Phase 2, is expected to begin July 1 to fall in the appropriate fiscal year and will be completed this summer. For the current phase to be installed this next fiscal year (Phase 2), the low bid for the project was \$238,998.00 from Insituform. Typically, a 10 percent contingency is added to the bid award, so the total value of the bid award is up to \$262,897.80. Staff has been pleased with the work that Insituform has done in the past and recommends working with them again.

Council Member Cortney referenced the location sheet included in the Council packet; two locations have been identified in phase one and phase two, and he asked which phase they are actually included in. Mr. Trusty stated that he believes those properties are included in phase one, but he will research and determine the final answer before proceeding with the project. Council Member Cortney stated it is a point of curiosity for him, and he would like that issue resolved before the project moves forward.

Council Member Bills asked if this project involves filling in the ditch near the country club. Mr. Trusty answered no.

Council Member Ron Campbell MOVED that City Council APPROVE a contract with Insituform in an amount up to \$262,897.80 for the FY26 Sewer lining project and AUTHORIZE the City Administrator to sign the contract documents.

Council Member Kim Rodela SECONDED the motion.

Council Member Smith stated this project is very important because it addresses old sewer lines that were installed around 50 years ago. Lining prevents leakage into the ground and saves a significant amount of money in the long run. Council Member Cortney agreed and thanked Mr. Trusty for being proactive in addressing these issues.

The vote was recorded as follows:

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

The motion carried 5:0

b. ACTION: Purchase of MXU's for Culinary System *General City Management*

Chris Trusty, City Engineer/Public Works Director

The City Council will consider the purchase of MXU "M" series radios with FY2026 monies for the culinary drinking water system.

City Engineer/Public Works Director Trusty explained these MXU type "M" radios are intended to replace the older "R" series radios, which are not compatible with the recently installed Sensus Advanced Metering Infrastructure (AMI) tower system. The "M" series radios have the capability to communicate directly with the Sensus AMI tower, enabling more efficient and accurate remote meter reading and system monitoring, which is a benefit to both residents, as well as, the city organization. The prior Council approval allowed City staff to pre-order the new radios to account for significant fulfillment delays that were occurring at the time. The City worked with Mountainland Supply Company to order the units, and they are currently storing them with the anticipation that the City will take delivery with the start of the new fiscal year on July 1. At the time of approval, staff was encouraged to seek a grant for the funding. Unfortunately, staff has not been able to obtain any grants for this project. However, staff has worked to lower the impact of the project on the water fund and rates by 1) spreading the purchase over three years to lessen the high upfront costs of the purchase, and 2) planning to use the new meter tech position to complete the installations rather than hiring an outside contractor. In working with the City's financial advisor to update the rate study with these considerations, it does not appear that a rate change needs to be considered until FY27. Fortunately, the significant fulfillment delays that existed a year ago, no longer exist. As such, staff is not concerned about only taking about one-third of the total number of meters we will need at this time. Once we are able to hire the new meter tech position and they start working on this project, we will get a feel for how quickly we'll be able to do the project and have an idea about when we need to submit our next order. Staff will strategically start with the oldest homes first to prevent battery failure issues. As homes' MXU's are replaced, they will then be able to monitor their culinary usage like they now can their P. I. Those homes will also then be read by the radio towers and won't need to be read through the drive-by system. Breaking up the project over three years will lessen the immediate impact on the fund but will mean we will likely be paying more in increased costs for MXU's. The financial analysis did assume the cost of the MXU's would increase year over year. The cost of this purchase is \$260,000. Funding for this expense is included in GL 55-40-78 Grants capital Outlay within the FY26 budget. Staff recommends the purchase of \$260,000 worth of MXU type "M" radios for installation in the City's Culinary Water System. This upgrade is proposed as part of the FY26 budget.

High level discussion among the Council and Mr. Trusty centered on how the radios work and a resident's ability to program their meter to provide them with alerts for certain usage patterns. There was also a brief discussion about potential future cost savings due to the reduced time for employees reading meters.

Council Member Scott L. Smith MOVED that City Council APPROVE the purchase of 1,365 MXU's in the amount of \$208,967.85 from Mountainland Supply Company for our Culinary Water meter reading system and AUTHORIZE the City Administrator to sign the necessary purchase agreement.

Council Member Ron Campbell SECONDED the motion.

Council Member Cortney stated that the Council just approved \$260,000 in the budget for this project, but the purchase price is \$208,967.85. He asked if it is necessary to adjust the budget accordingly. Mr. Trusty stated that he will not spend the full amount, and the money will remain in the budget throughout the fiscal year.

The vote was recorded as follows:

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

The motion carried 5:0

5. DISCUSSION ITEMS

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

a. Fiscal Year 2024-2025 Fraud Risk Assessment *General City Management*

David Mortensen, Finance Director

The City Council will receive and discuss the fiscal year 2024-2025 Fraud Risk Assessment

Finance Director Mortensen explained a few years ago, the State Auditor's Office created the fraud risk assessment. Each governmental entity is required to complete the self-assessed fraud risk questionnaire annually. The purpose of this assessment is to determine an entity's ability to prevent fraud from occurring and the entity's ability to detect fraud that is occurring. Categories that are assessed include separation of duties, internal financial, ethical, and security policies, professional and ethical education and training of staff and elected officials, use of an audit committee and internal audit function, and the use of a fraud hotline. For fiscal year (FY) 2024-2025, Highland City scored 350 points, which puts the City in the "Low" fraud risk category. Items that the City could implement in order to score higher and obtain the highest level of "Very Low" include adopting a written policy regarding IT and computer security, implementing an audit committee, and implementing an internal audit function.

The Council and staff engaged in philosophical discussion and debate of the additional steps the City could take to improve its fraud risk score; Council Member Cortney indicated that he likes the idea of an audit committee in theory but is not convinced the effort to create and manage the committee would be worth the expense and staff time. Council Member Campbell agreed. Council Member Bills noted the Lone Peak Public Safety District (LPPSD) Board has decided to work to create an audit committee and the City can monitor that situation to determine if it would be beneficial to do something similar for Highland City.

6. COMMUNICATION ITEMS

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

a. Utah County Sheriff's Office Evidence Memorandum of Understanding *Brian Gwilliam, Police Chief*

Police Chief Gwilliam reported Highland and Alpine cities were approached by the Utah County Sheriff's Office about entering into a memorandum of understanding (MOU) regarding the disposal of evidence related to misdemeanor offenses. This MOU is being pursued under the authority granted by Utah State Code 77-11c-202(2)(b), which permits prosecutors and law enforcement agencies to enter into agreements for the disposal of evidence. He summarized the key details of the MOU as follows:

- The proposed MOU aims to create a consistent, county-wide framework for the management and disposal of misdemeanor evidence.

- This initiative is administrative in nature, potentially to ensure compliance with evidence retention standards, improve efficiency, or provide for future shared services.

The cities of Highland and Alpine and the Lone Peak Police Department have not historically relied on the Utah County Sheriff's Office for evidence collection or retention services. As such, the practical benefit or operational need for entering into this MOU may be limited for the cities of Highland and Alpine. After reviewing the MOU, there appears to be no harm in signing the agreement. It does not impose new operational obligations, nor does it require the police department to change our current practices. Rather, it provides a framework should coordination with the County ever become necessary in the future. Chief Gwilliam concluded that after reviewing the MOU, he does not feel there is any harm in signing it as it does not impose any new operational requirements but will streamline efforts pertaining to the retention and disposal of evidence.

Council Member Smith asked where the evidence will be disposed. Chief Gwilliam stated that is dependent upon the nature of the evidence; biohazard evidence will be disposed of properly through incineration, some items can be deposited into the landfill, and any firearms would need to be dismantled before disposal.

Council Member Cortney asked if this is an agreement each City will sign, or if it will just be signed by the Lone Peak Public Safety District (LPPSD) Board. Chief Gwilliam stated it will be signed by the Board and by each City to ensure that all entities are addressed. City Attorney Patterson stated this will be an action item at a future meeting.

b. Election Update *Stephannie Cottle, City Recorder*

City Recorder Cottle provided the Council with an election update; she reviewed the candidate list in ballot order:

- Mayoral Candidate:
 - Brittney P. Bills
- Council Candidates:
 - McKaiden Carruth
 - Ron Campbell
 - Wes Warren
 - Liz Rice
 - Kristin Richey
 - Scott L. Smith
 - Corey Freeze

Ms. Cottle then noted information regarding each candidate can be found on the City's website and she reported on options for early voting, returning by-mail ballots via drop box, voting in person on Election Day, and how residents can track their ballots. A meet the candidates event will be held on July 17, 2025 at 6:00 p.m. and questions for candidates will be solicited from the public.

Mayor Ostler stated the new School District will also be holding an election for School Board members; he asked if there is an opportunity to involve candidates for Highland's representation on the School Board in the meet the candidates event. The Council discussed the proposal and supported involving the School Board candidates in the meet the candidates event.

c. Community Development Update [Updated Projects List](#) *Jay Baughman, Assistant City Administrator/Community Development Director, Rob Patterson, City Attorney/Planning & Zoning Administrator*

City Attorney/Planning & Zoning Administrator Patterson provided an update on the General Plan update

project and other text amendments and project applications currently under the Community Development Department's purview. The Mayor and Council discussed pending development projects and the manner in which the City will communicate with property owners and applicants in the event that General Plan or ordinance updates could potentially impact their projects.

Council Member Smith stated he recently spoke with Representative Kennedy about Highland City getting its own zip code; the feedback he received was that there would be more support if Highland agreed to join with Alpine and share a zip code. The Council discussed this concept and was opposed to joining with Alpine. Council Member Smith stated that he will continue to emphasize that the City needs its own zip code for purposes of appropriate revenue allocation.

d. School District Update *Kurt Ostler, Mayor*

Mayor Ostler reiterated the School District will also be holding an election this year and he encouraged residents to seek out information regarding the candidates for the School Board seats.

7. CLOSED MEETING

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

At 9:00 pm Council Member Ron Campbell MOVED that the City Council recess the regular meeting to convene in a closed meeting in the Executive Conference Room to discuss pending or reasonably imminent litigation, as provided by Utah Code Annotated §52-4-205.

Council Member Kim Rodela SECONDED the motion.

The vote was recorded as follows:

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

The motion carried 5:0

Council Member Doug Courtney MOVED to adjourn the CLOSED SESSION and Council Member Scott L. Smith SECONDED the motion.

All voted in favor and the motion passed unanimously.

The CLOSED SESSION adjourned at 9:43 pm.

ADJOURNMENT

Council Member Ron Campbell MOVED to adjourn the regular meeting and Council Member Doug Courtney SECONDED the motion.

All voted in favor and the motion passed unanimously.

The meeting adjourned at 9:44 pm.

I, Stephannie Cottle, City Recorder of Highland City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on June 17, 2025. This document constitutes the official minutes for the Highland City Council Meeting.



Stephannie Cottle, CMC, UCC
City Recorder

Welcome to the Highland City Council Meeting

June 17, 2025

Please Sign the Attendance Sheet

Scan for Agenda



1



6:00 PM REGULAR SESSION

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

2



UNSCHEDULED PUBLIC APPEARANCES

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

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

3

CONSENT ITEMS (5 minutes)

3a. Approval of Meeting Minutes: May 6, 2025
General City Management

3b. Approval or Ratification of Large Purchases
General City Management

3c. Library Board Appointments
General City Management

4

Motion to Approve

I move that the City Council approve consent item 2a, the approval of meeting minutes from May 6, 2025, item 2b, Approval or Ratification of Large Purchases, and 2c, Library Board Appointments.

5



APPROVAL OF 2024-2025 BUDGET ADJUSTMENTS

General City Management

Item 3a - Public Hearing/Ordinance
Presented by - David Mortensen, Finance Director

6

FY2024-2025 Budget Adjustments

Highland City
Year-End Budget Adjustments
Fiscal Year 2024-2025

General Fund $\rightarrow \$4,110,880$ Beginning Fund Balance $\rightarrow \$561,821$ Current Adopted Budget Surplus/Deficit										
Account Number	Account Name	Fund	Revenue or Expenditure/ One-time or Ongoing	Approved Budget	Recommended Change	Proposed Budget	Item	Description	Funding Source	Current Approval Date
20-00-00	Transfer from General	General Fund	Revenues	One-time	70,517	74,585	145,002	Transfer of Cemetery Surplus to MP	N/A	5/16/2025
20-00-00	Transfer from General	General Fund	Revenues	One-time	1,371,810	1,360,570	780,284	Transfer of Cemetery Surplus to MP	N/A	5/16/2025
20-00-00	IV Capital Budget	General Fund	Revenues	One-time	1,371,810	1,360,570	780,284	Transfer of Cemetery Surplus to MP	N/A	5/16/2025
Total Change in Revenue: $\$111,560$										
20-00-00	Building Maintenance	General Fund	Expenditure	One-time	10,000	10,000	10,000	Maintenance costs above budget	N/A	5/16/2025
20-00-00	General Service/F Expenditure	General Fund	Expenditure	One-time	33,538	5,425	38,963	Library Patron Computers	N/A	5/16/2025
20-70-00	Total Maintenance	General Fund	Expenditure	One-time	535,000	108,400	500,000	Total Maintenance	N/A	5/16/2025
20-00-00	Proposed Additional Use of Fund Balance	General Fund	Expenditure	One-time	100,000	100,000	100,000	Building one-time trust fund budget for PYS	N/A	5/16/2025
20-00-00	Proposed Ending Fund Balance	General Fund	Expenditure	One-time	370,000	100,000	380,000	Building one-time trust fund budget for Highland Family Park	N/A	5/16/2025
Total Change in Expenditure: $\$180,475$										
FY25 Beginning Fund Balance: $\$4,030,405$										
Current Adopted Budget Surplus/Deficit: $\$$										
Proposed Additional Use of Fund Balance: $\$100,000$										
Current Adopted Budget Use of Fund Balance: $\$100,000$										
Projected Ending Fund Balance: $\$4,040,402$										

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FY2024-2025 Budget Adjustments

Highland City
Year-End Budget Adjustments
Fiscal Year 2024-2025

Cemetery Perpetual Fund $\rightarrow \$174,521$ Beginning Fund Balance $\rightarrow \$120,898$ Current Adopted Budget Surplus/Deficit										
Account Number	Account Name	Fund	Revenue or Expenditure/ One-time or Ongoing	Approved Budget	Recommended Change	Proposed Budget	Item	Description	Funding Source	Current Approval Date
20-00-00	IV Capital Budget	Cemetery Perpetual Fund	Revenue	One-time	76,412	74,085	145,002	Transfer of Cemetery Surplus to MP	N/A	5/16/2025
20-00-00	Transfer to General Fund	Cemetery Perpetual Fund	Expenditure	One-time	76,412	74,085	145,002	Transfer of Cemetery Surplus to MP	N/A	5/16/2025
Total Change in Revenue: $\$76,412$										
FY25 Beginning Fund Balance: $\$$										
Current Adopted Budget Surplus/Deficit: $\$$										
Proposed Additional Use of Fund Balance: $\$0$										
Current Adopted Budget Use of Fund Balance: $\$0$										
Projected Ending Fund Balance: $\$120,897$										

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FY2024-2025 Budget Adjustments

Highland City
Year-End Budget Adjustments
Fiscal Year 2024-2025

Library Fund $\rightarrow \$107,854$ Beginning Fund Balance $\rightarrow \$0$ Current Adopted Budget Surplus/Deficit										
Account Number	Account Name	Fund	Revenue or Expenditure/ One-time or Ongoing	Approved Budget	Recommended Change	Proposed Budget	Item	Description	Funding Source	Current Approval Date
20-00-10	Activities, Programs & Supplies	Library Fund	Revenues	One-time	5,000	6,000	10,000	Library Foundation Donations	N/A	N/A
20-00-10	Activities, Programs & Supplies	Library Fund	Revenues	One-time	5,000	6,000	10,000	Library Foundation Donations	N/A	N/A
Total Change in Revenue: $\$10,000$										
20-00-20	Building/Maintain/Fall Tree	Library Fund	Expenditure	One-time	90,120	40,000	130,000	Return of tree seeds that were re-logged	N/A	N/A
20-00-20	Books and Materials	Library Fund	Expenditure	One-time	30,000	30,000	30,000	Materials from Foundation	N/A	N/A
Total Change in Expenditure: $\$30,000$										
FY25 Beginning Fund Balance: $\$107,854$										
Current Adopted Budget Surplus/Deficit: $\$$										
Proposed Additional Use of Fund Balance: $\$0$										
Current Adopted Budget Use of Fund Balance: $\$0$										
Projected Ending Fund Balance: $\$107,854$										

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FY2024-2025 Budget Adjustments

Highland City
Year-End Budget Adjustments
Fiscal Year 2024-2025

Building & Development Fund $\rightarrow \$617,179$ Beginning Fund Balance $\rightarrow \$25,546$ Current Adopted Budget Surplus/Deficit										
Account Number	Account Name	Fund	Revenue or Expenditure/ One-time or Ongoing	Approved Budget	Recommended Change	Proposed Budget	Item	Description	Funding Source	Current Approval Date
20-00-00	IV Capital Budget	Building & Development Fund	Revenues	One-time	100,000	100,000	100,000	General Plan Update, Third Party Inspections, Outreach Event	N/A	N/A
Total Change in Revenue: $\$100,000$										
20-10-20	General Projects	Building & Development Fund	Expenditure	One-time	100,000	100,000	100,000	General Plan Update	N/A	5/16/2025
20-10-20	Community Improvement	Building & Development Fund	Expenditure	Ongoing	400	400	400	Contractor Delays	N/A	5/16/2025
20-00-00	Technology & Tech	Building & Development Fund	Expenditure	One-time	10,000	10,000	10,000	Third Party Inspections	N/A	5/16/2025
Total Change in Expenditure: $\$110,000$										
FY25 Beginning Fund Balance: $\$$										
Current Adopted Budget Surplus/Deficit: $\$$										
Proposed Additional Use of Fund Balance: $\$0$										
Current Adopted Budget Use of Fund Balance: $\$0$										
Projected Ending Fund Balance: $\$25,546$										

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FY2024-2025 Budget Adjustments

Highland City
Year-End Budget Adjustments
Fiscal Year 2024-2025

Parks Capital Improvement Fund $\rightarrow \$6,361,585$ Beginning Fund Balance $\rightarrow \$0$ Current Adopted Budget Surplus/Deficit										
Account Number	Account Name	Fund	Revenue or Expenditure/ One-time or Ongoing	Approved Budget	Recommended Change	Proposed Budget	Item	Description	Funding Source	Current Approval Date
20-00-00	Transfer from General Fund	Parks Capital Improvement Fund	Revenues	One-time	370,000	300,000	370,000	Highland Family Park, Trade	N/A	5/16/2025
20-00-00	IV Capital Budget	Parks Capital Improvement Fund	Revenues	One-time	3,000,000	700,000	3,000,000	Use of fund balance for Highland Family Park	N/A	5/16/2025
Total Change in Revenue: $\$400,100$										
20-00-00	Trails	Parks Capital Improvement Fund	Expenditure	One-time	200,000	9,423	209,313	Highland Maintenance Assessment	N/A	5/16/2025
20-00-00	Parks Capital Improvement Fund	Parks Capital Improvement Fund	Expenditure	One-time	3,000,000	300,000	3,000,000	Highland Family Park	N/A	5/16/2025
Total Change in Expenditure: $\$400,100$										
FY25 Beginning Fund Balance: $\$6,361,585$										
Current Adopted Budget Surplus/Deficit: $\$$										
Proposed Additional Use of Fund Balance: $\$0$										
Current Adopted Budget Use of Fund Balance: $\$0$										
Projected Ending Fund Balance: $\$6,361,585$										

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FY2024-2025 Budget Adjustments

Highland City
Year-End Budget Adjustments
Fiscal Year 2024-2025

Roads Capital Improvement Fund $\rightarrow \$1,421,004$ Beginning Fund Balance $\rightarrow \$0$ Current Adopted Budget Surplus/Deficit										
Account Number	Account Name	Fund	Revenue or Expenditure/ One-time or Ongoing	Approved Budget	Recommended Change	Proposed Budget	Item	Description	Funding Source	Current Approval Date
20-00-00	IV Capital Budget	Roads Capital Improvement Fund	Revenues	One-time	20,000	20,000	20,000	Use of fund balance	N/A	N/A
20-00-00	Roads Capital Improvement Project	Roads Capital Improvement Fund	Expenditure	One-time	20,000	20,000	20,000	112,000 Construction	N/A	5/16/2025
20-00-00	Roads Capital Improvement Fund	Roads Capital Improvement Fund	Expenditure	One-time	30,000	30,000	30,000	112,000 Construction	N/A	5/16/2025
Total Change in Expenditure: $\$50,000$										
FY25 Beginning Fund Balance: $\$$										
Current Adopted Budget Surplus/Deficit: $\$$										
Proposed Additional Use of Fund Balance: $\$0$										
Current Adopted Budget Use of Fund Balance: $\$0$										
Projected Ending Fund Balance: $\$1,421,004$										

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FY2024-2025 Budget Adjustments										
Highland City Year-End Budget Adjustments Fiscal Year 2024-2025										
General Fund Year-End Budget Adjustments Fiscal Year 2024-2025 General Fund Balance: \$1,673,760 Beginning Fund Balance → \$500,000 Current Adopted Budget Surplus/(Deficit) (depreciation)										
Account Number	Account Name	Fund	Revenue or Expenditure?	One-time or Ongoing	Approved Budget	Proposed Change	Item	Description	Funding Source	Overall Approved Date
10-00-00	General Fund	General Fund	Revenue or Expenditure?	One-time	1,673,760	0	General Fund	General Fund	N/A	N/A
10-00-40	General Fund	General Fund	Expenditure	Ongoing	1,000,000	0	1000 Water Treatment	Increase in 1000 collection and disposal fees	1000 Water Treatment	N/A
10-00-70	Capital Expense Projects	General Fund	Expenditure	One-time	500,000	0	1000 Water Treatment	1000 water project not completed in FY23 - budget needs to be revised for FY24	1000 Water Treatment	N/A
							Total Change in Revenue	\$ 500,000		
							Total Change in Expenditure	\$ 47,000		
							FY23 Beginning Fund Balance	\$ 3,679,760		
							Current Adopted Budget Surplus/(Deficit)	\$ 500,000		
							Proposed Additional Surplus/(Deficit)	\$ 250,000		
							Current Adopted Budget Use of Fund Balance	\$ 100,000		
							Proposed Additional Use of Fund Balance	\$ 50,000		
							Projected Ending Fund Balance	\$ 4,607,200		

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FY2024-2025 Budget Adjustments										
Highland City Year-End Budget Adjustments Fiscal Year 2024-2025										
Prescribed Irrigation Fund Year-End Budget Adjustments Fiscal Year 2024-2025 Prescribed Irrigation Fund Balance: \$6,601,887 Beginning Fund Balance → \$520,000 Current Adopted Budget Surplus/(Deficit) (depreciation)										
Account Number	Account Name	Fund	Revenue or Expenditure?	One-time or Ongoing	Approved Budget	Proposed Change	Item	Description	Funding Source	Overall Approved Date
10-00-00	Prescribed Irrigation Fund	Prescribed Irrigation Fund	Revenue	One-time	6,601,887	0	Prescribed Irrigation Fund	Use of fund balance in F23 not needed. Will be used in F24 budget	N/A	N/A
10-00-40	Prescribed Irrigation Fund	Prescribed Irrigation Fund	Expenditure	Ongoing	0	0	1000 Water Treatment	1000 water project not completed in F23 - budget needs to be revised for FY24	1000 Water Treatment	N/A
10-00-70	Capital Expense Projects	Prescribed Irrigation Fund	Expenditure	One-time	520,000	0	1000 Water Treatment	1000 water project not completed in F23 - budget needs to be revised for FY24	1000 Water Treatment	N/A/2024
							Total Change in Revenue	\$ (520,000)		
							Total Change in Expenditure	\$ (520,000)		
							FY23 Beginning Fund Balance	\$ 6,601,887		
							Current Adopted Budget Surplus/(Deficit)	\$ 520,000		
							Proposed Additional Surplus/(Deficit)	\$ -		
							Current Adopted Budget Use of Fund Balance	\$ (520,000)		
							Proposed Additional Use of Fund Balance	\$ -		
							Projected Ending Fund Balance	\$ 5,081,887		

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FY2024-2025 Budget Adjustments										
Highland City Year-End Budget Adjustments Fiscal Year 2024-2025										
Library Water Fund Year-End Budget Adjustments Fiscal Year 2024-2025 Library Water Fund Balance: \$1,533,846 Beginning Fund Balance → \$520,000 Current Adopted Budget Surplus/(Deficit) (depreciation)										
Account Number	Account Name	Fund	Revenue or Expenditure?	One-time or Ongoing	Approved Budget	Proposed Change	Item	Description	Funding Source	Overall Approved Date
10-00-50	Library Contribution	Library Water Fund	Revenue	One-time	47,221	0	Contribution from LCH	Contribution from LCH City to be put toward Williams	N/A	N/A
10-00-60	Internal Service Charges	Library Water Fund	Revenue	One-time	10,721	0	Internal Service Charges	Internal Service Charges	N/A	N/A
10-00-70	Capital Expense Projects	Library Water Fund	Expenditure	One-time	65,426	14,284	1000 Water Treatment	Reimbursement for 1000 and trail connection	N/A	N/A
							Total Change in Revenue	\$ 41,505		
							Total Change in Expenditure	\$ 41,505		
							FY23 Beginning Fund Balance	\$ 1,533,846		
							Current Adopted Budget Surplus/(Deficit)	\$ 520,000		
							Proposed Additional Surplus/(Deficit)	\$ -		
							Current Adopted Budget Use of Fund Balance	\$ (520,000)		
							Proposed Additional Use of Fund Balance	\$ -		
							Projected Ending Fund Balance	\$ 1,013,426		

15

FY2024-2025 Budget Adjustments										
Highland City Year-End Budget Adjustments Fiscal Year 2024-2025										
Internal Service IT Fund Year-End Budget Adjustments Fiscal Year 2024-2025 Internal Service IT Fund Balance: \$1,334 Beginning Fund Balance → \$20 Current Adopted Budget Surplus/(Deficit)										
Account Number	Account Name	Fund	Revenue or Expenditure?	One-time or Ongoing	Approved Budget	Proposed Change	Item	Description	Funding Source	Overall Approved Date
10-00-00	Internal Service Charges	Internal Service IT Fund	Revenue	One-time	48,750	0	Library Patron Computers	Replacement of library patron computers	N/A	N/A
10-00-70	Capital Expense Projects	Internal Service IT Fund	Expenditure	One-time	48,750	54,175	Library Patron Computers	Replacement of library patron computers	Internal Service Charges	N/A
							Total Change in Revenue	\$ 54,175		
							Total Change in Expenditure	\$ 54,175		
							FY23 Beginning Fund Balance	\$ 1,334		
							Current Adopted Budget Surplus/(Deficit)	\$ 20		
							Proposed Additional Surplus/(Deficit)	\$ -		
							Current Adopted Budget Use of Fund Balance	\$ (20)		
							Proposed Additional Use of Fund Balance	\$ -		
							Projected Ending Fund Balance	\$ 1,314		

16

Motion to Approve										
I move that City Council adopt the ordinance amending the Highland City fiscal year 2024-2025 budget as shown in the included exhibit and as presented by staff.										

17

CONSOLIDATED FEE SCHEDULE										
General City Management										
Item 3b - Action/Resolution Presented by - Candice Linford, City Treasurer										

18



CONSOLIDATED FEE SCHEDULE FY2026



- KEY CHANGES**
 - This year includes format changes to align as much as possible with departments, their various sections, and to visually simplify an expanding schedule.
 - We also added some clarifying statements to eliminate as much as we can any occasion for misinterpretation. Doug made additional edits for us this morning:
 - Sandbag: is only for the bag
 - Solicitors: groups still require individual registration for each applicant.
 - Open Space: not "To be Paid by City Council." Corrected to be "Determined by."
- THE SCOPE OF FEE CHANGES**
 - Includes every department except for the Library, who just recently updated their fees in spring, and the Justice Court, as the state sets those fees.
- ADMINISTRATION** added "Highland Family Park" to replace Mountain Ridge.
- BUILDING**
 - Updated the fees for water meters (both culinary and PI) for $\frac{1}{4}$ inch and 1" to capture increased material costs.
 - Added the cost of the PI meter box fees. These are Highland City branded boxes.

19

CONSOLIDATED FEE SCHEDULE FY2026



- CITY RECORDER'S OFFICE**
 - Updated the resident and non-resident fee as per the annual perpetual cemetery fund increase of 3%.
 - Eliminated the offering of electronic copies (tapes) of meetings since these are available for free online.
- COMMUNITY DEVELOPMENT**
 - We eliminated "Hobby Breeder" as an option for licensing since this was previously removed from the code. Anyone filing for what we would have considered Hobby Breeder falls under the home occupation business license filing fee & renewal.
 - Lot/Parcel Combinations as well as Boundary Adjustments have been removed due to a state law change. These are now:
 - Full Boundary Adjustment
 - Simple Boundary Adjustment
 - Sign permits are still being processed, but they now fall under the building department as a simple building permit.
 - Use Determination was added per a councilmember suggestion in a code update discussion.

20

CONSOLIDATED FEE SCHEDULE FY2026



- ENGINEERING & PUBLIC WORKS**
 - Fee increases and additions for hydrant meter rentals to ensure we are accurately capturing the true costs for all apparatus involved in the rental.
 - We did have one addition - daily rental fee - which we feel will facilitate quicker returns as well as help us pay for new meters by placing the fee burden on the actual users.
- EVENTS** had quite a few adjustments for both city events and special events.
 - Special Events now offers contracted cleanings, which we've negotiated to include using our contracted cleaning staff based on their availability and rates.
 - The Fling eliminated non-current events, added Pickleball, and streamlined the advertisements, sponsorships, and vendors structures.
- UTILITIES** currently only has one section update, and that's all down to our contracted rate increases with Waste Management. Across the board the fees increased for both monthly and per requested occurrences for garbage and recycling services by roughly 8%.

21

Motion to Approve

I move that City Council adopt the FY2026 Consolidated Fee Schedule.

22

CERTIFIED TAX RATE

General City Management

Item 3c - Action/Resolution
Presented by - David Mortensen, Finance Director

23

Certified Tax Rate - FY25 (current)

Proposed Tax Rate Value: \$ 3,026,933,067
Budgeted Revenue / Proposed Tax Rate Value = Proposed Tax Rate

(1) Budget Code	(2) Budget Name	(3) Election Date	(4) Voted Rate Limit	(5) Utah Annotated Code	(6) Maximum By Law	(7) Certified Tax Rate	(8) Auditor's Certified Tax Rate	(9) Auditor's Certified Rate Revenue
10	General Operations			\$116-133	.007	0.000689	0.000689	2,085,551
30	Library			\$59-7-501&106-133.5	.0001	0.000104	0.000104	314,801
Total Tax Rate							0.000793	0.000793
								2,400,358

24

Certified Tax Rate - FY26 (new)

Proposed Tax Rate Value: \$ 3,326,855,608

Budgeted Revenue / Proposed Tax Rate Value = Proposed Tax Rate

(1) Budget Code	(2) Budget Name	(3) Election Date	(4) Voted Rate Limit	(5) Utah Annotated Code	(6) Maximum By Law	(7) Calculated Tax Rate	(8) Auditor's Calculated Tax Rate	(9) Auditor's Calculated Rate Revenue
10	General Operations			§11-6-133	.007	0.000643	0.000643	2,135,168
30	Library			§§9-7-001&10-6-133.5	0.001	0.000097	0.000097	322,705
Total Tax Rate								
						0.000740	0.000740	2,461,873

Value in the City increased by approximately \$300 million

General operations revenue increased by \$53,611 (revenue from growth)

Library revenue increased by \$7,904 (revenue from growth)

25

Motion to Approve

I move that City Council approve the resolution adopting the Fiscal Year 2025-2026 Certified Tax Rate of 0.000740, which includes 0.000643 for City operations and 0.000097 for Library operations.

26

PRESSURIZED IRRIGATION FUND TRANSFER

General City Management



Item 3d – Public Hearing/Resolution
Presented by - David Mortensen, Finance Director

27

Enterprise Transfer to General Fund

The General Fund pays the Pressurized Irrigation (PI) Fund \$108,000 per year to water the approximately 179 acres of parks, park strip grass, and vegetation owned by the City. It is proposed that the PI Fund transfer funds back into the General Fund in the amount of \$108,000 to make the General Fund whole for this cost. The \$108,000 represents 3.4% of the Fiscal year 2025-2026 budgeted expenses of the PI Fund.

28

Motion to Approve

I move that City Council approve the resolution authorizing a transfer of \$108,000 from the Pressurized Irrigation Fund to the General Fund for fiscal year 2025-2026.

29

OFFICER COMPENSATION

General City Management



Item 3e – Public Hearing/Ordinance
Presented by - David Mortensen, Finance Director

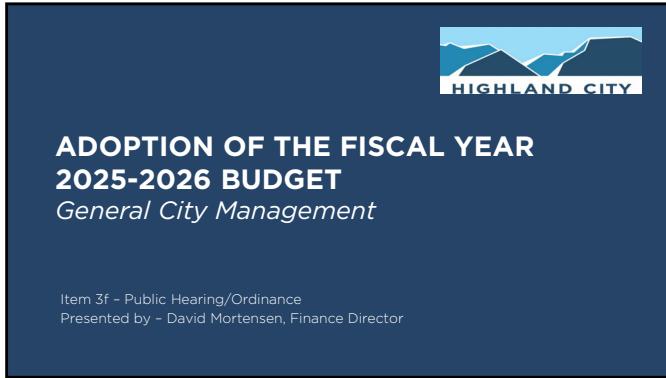
30

Officer Compensation Changes	
Title	Total Proposed FY2025-2026 Increase
City Administrator	7.82%
Assistant City Administrator/Community Development Director	3.81%
Public Works Director/City Engineer	3.00%
City Attorney/Planning Administrator	3.81%
Finance Director	4.89%
Library Director	10.71%
Assistant Public Works Director	3.00%

31

Motion to Approve	
I move that City Council adopt the ordinance enacting compensation increases for specific City officers for fiscal year 2025-2026.	

32



33

All Funds Summary						
Fund	Estimated Beginning Fund Balance	Budgeted Revenue (Including PY Fund Balance)	Budgeted Expenditure (Excluding Saving for Cap Asset Replacement)	Net Revenue (Including PY Fund Balance & for Cap Asset Replacement)	Fund Balance & for Cap Asset Replacement	Estimated Use of PY Fund Ending Fund Balance
General Fund	\$ 3,962,852	\$ 13,942,891	\$ 13,641,119	\$ 13,771	\$ 185,000	\$ 3,955,053
Cemetery Perpetual Fund	\$ 128,237	\$ 400,262	\$ 476,119	\$ 13,321	\$ 10,000	\$ 41,343
Library Fund	\$ 80,735	\$ 451,748	\$ 451,748	\$ -	\$ 10,000	\$ 70,793
Parks Tax Fund	\$ 254,874	\$ 189,000	\$ 180,000	\$ 9,000	\$ -	\$ 263,874
Building & Development Fund	\$ 967,695	\$ 1,129,913	\$ 1,129,923	\$ -	\$ 190,360	\$ 777,335
Debt Service Fund	\$ 12,800	\$ 9,000	\$ 8,679	\$ 2,321	\$ -	\$ 12,773
Parks Capital Improvement Fund	\$ 1,152,431	\$ 3,173,905	\$ 3,173,905	\$ -	\$ 240,082	\$ 2,812,349
Roads Capital Improvement Fund	\$ 1,136,914	\$ 6,801,400	\$ 6,801,400	\$ -	\$ 504,519	\$ 581,995
Buildings Capital Improvement Fund	\$ 1,680,714	\$ 585,985	\$ 585,985	\$ -	\$ 470,473	\$ 1,210,241
Town Center Excitation Fund	\$ 6,194	\$ -	\$ -	\$ -	\$ -	\$ 6,194
Storm Fund	\$ 2,235,919	\$ 3,016,507	\$ 3,209,980	\$ 346,587	\$ 253,000	\$ 3,801,411
Prescribed Irrigation Fund	\$ 5,400,919	\$ 3,165,021	\$ 3,039,242	\$ 125,779	\$ -	\$ 5,612,712
Storm Sewer Fund	\$ 2,335,919	\$ 1,144,405	\$ 1,144,496	\$ -	\$ 194,808	\$ 2,041,111
Culinary Water Fund	\$ 1,997,120	\$ 2,002,818	\$ 1,769,639	\$ 233,189	\$ -	\$ 2,20,309
Utility Transportation Fund	\$ 360,096	\$ 1,249,104	\$ 1,249,104	\$ -	\$ 12,715	\$ 347,381
Internal Service Fund	\$ 1,192,000	\$ 2,540,000	\$ 2,540,000	\$ -	\$ -	\$ 1,192,000
TOTAL: ALL FUNDS	\$ 24,962,505	\$ 38,951,569	\$ 38,210,718	\$ 740,851	\$ 2,212,255	\$ 25,490,901

34

Changes from 5/6 Tentative Version	
• General Fund	
◦ Property tax increased: \$11,900 from certified rate	
◦ Alpine reimbursement decreased: -\$136	
◦ Use of PY fund balance increased: \$105,000 for trail maintenance	
◦ Wage and benefit changes/corrections: \$8,708 increase for General Fund (approximately \$31,000 city-wide)	
◦ Police assessments increased: \$13,573 for animal shelter services	
◦ Emergency Services assessments increased: \$127,510 for adding in 2 FT and 1 PT personnel	
◦ Trail maintenance increased: \$105,000 (carryover from FY25)	
◦ Transfer to Roads Capital Improvement Fund decreased: -\$120,000 from 10400 & 6000 W pedestrian improvements	
◦ Transfer to Library Fund increased: \$10,150 to help pay for Director wage increase	

35

Changes from 5/6 Tentative Version	
• Cemetery Fund	
◦ Wage and benefit changes/corrections: -\$1,953 decrease	
• Library Fund	
◦ Transfer from General Fund increased: \$10,150	
◦ Property tax increased: \$1,608 from certified rate	
◦ Use of PY fund balance increased: \$10,000 for books & materials	
◦ Wage and benefit changes/corrections: \$11,758 increase	
◦ Books & Materials increased: \$10,000	

36

Changes from 5/6 Tentative Version

- Building & Development Fund
 - Use of PY fund balance increased: \$1,522
 - Wage and benefit changes/corrections: \$1,522 increase
- Roads Capital Improvement Fund
 - Transfer from General Fund decreased: -\$120,000
 - 10400 & 6000 W pedestrian improvements decreased: -\$120,000
- Building Capital Improvement Fund
 - Use of PY fund balance increased: \$144,621
 - Building improvements increased: \$144,621 for Fire station driveway (FY25 budget carryover)

37

Changes from 5/6 Tentative Version

- Sewer Fund
 - Interest earnings decreased: -\$10,688 from fund balance recalculation
 - Use of PY fund balance increased: \$253,000 for Dry Creek lift station (FY25 budget carryover)
 - Wage and benefit changes/corrections: \$3,345 increase
 - Capital Expenses/Projects increased: \$256,000 for Dry Creek lift station (\$253,000) and CIIPP Lining project (\$3,000)
 - Saving for Capital Asset Replacement decreased: -\$17,033

38

Changes from 5/6 Tentative Version

- Pressurized Irrigation Fund
 - Removed duplicated PI Operator position: -\$72,432 decrease
 - Wage and benefit changes/corrections: \$2,563 increase
 - Saving for Capital Asset Replacement increased: \$69,869
- Storm Sewer Fund
 - Use of prior year fund balance increased: \$2,259
 - Wage and benefit changes/corrections: \$2,259 increase

39

Changes from 5/6 Tentative Version

- Culinary Water Fund
 - Grant Revenue decreased: -\$1,000,000
 - Grants Capital Outlay decreased: -\$1,000,000
 - Removed duplicated PI Operator position: -\$12,782 decrease
 - Wage and benefit changes/corrections: \$2,358 increase
 - Water Meter Purchases increased: \$260,000 for year one of MXU replacement
 - Saving for Capital Asset Replacement decreased: -\$249,576
- Utility Transportation Fund
 - Use of PY fund balance increased: \$498
 - Wage and benefit changes/corrections: \$498 increase

40

Motion to Approve

I move that City Council approve the ordinance adopting the Highland City Fiscal Year 2025-2026 Budget.

41



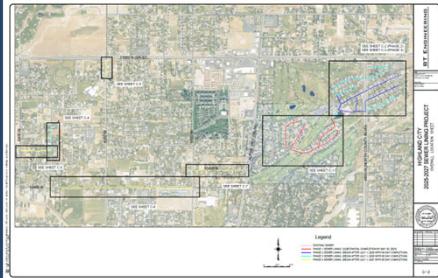
SEWER SLIP LINING PROJECT PHASE 2 BID AWARD

General City Management

Item 4a - Expedited
Presented by - Chris Trusty, City Engineer/Public Works Director

42

Overall Location Sheet



- City staff solicited proposals for the slip lining project
- Project was phased over 4 years
- Phase 1 was completed earlier this year

43

Slip Lining Phase 2- 2025



44

Motion to Approve

I move that City Council APPROVE a contract with Insituform in an amount up to \$262,897.80 for the FY26 Sewer lining project and AUTHORIZE the City Administrator to sign the contract documents.

45



PURCHASE OF MXU'S FOR CULINARY SYSTEM

General City Management

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

46

Prior Council Direction

- This Item was presented to the City Council as a discussion item on June 18, 2024. Council recommended staff to explore grant funding options to assist with the cost of the replacements.
- Staff ordered units from Mountainland Supply company and they are ready to begin delivery
- Unfortunately, no grant monies were obtained
- Staff instead phased the purchase and install over three years and added costs to rate study.

47

Overview

- Purchase of 4,095 "M" Radios to replace the older "R" radios (\$658,770.45) over 3 years
- Most of the original "R" Radios were installed in 2007-2009. (20 year life of battery)
- Long lead time on Radios has subsided mostly, but planning a 3 year schedule will help ensure viability with supplier
- Will allow connectivity to Sensus AMI Tower System so residents can monitor usage live

48

Purchase over time option

- The original price provided was for 4300 units at a price of \$180,446 each
- City received updated pricing of \$153,090 per unit for 4095 units from Mountainland in April
- New pricing reflects annual increases totaling an additional \$31,866.90 over three years
- Advantage of phasing purchase allows city to not have to store units until installs can occur and can be done without raising rates this year
- Pricing shown is marked subject to change without prior notice

49

Motion to Approve

I move that City Council APPROVE the purchase of 1,365 MXU's in the amount of \$208,967.85 from Mountainland Supply Company for our Culinary Water meter reading system and AUTHORIZE the City Administrator to sign the necessary purchase agreement.

50

FISCAL YEAR 2024-2025 FRAUD RISK ASSESSMENT

General City Management

51

Highland FY25 Fraud Risk Assessment

Fraud Risk Assessment		Fraud Risk Assessment					
Question		Total Points Earned		Risk Level		Comments	
Question	Response	Score	Score	Score	Score	Score	Score
1. Does the entity have adequate basic separation of duties or mitigating controls as defined in the Sarbanes-Oxley Act?	Yes	20					
2. Does the entity have formal policies and procedures for handling assets in the following areas:							
a. Cash and receivables?	✓	5					
b. Procurement?	✓	5					
c. Ethical behavior?	✓	5					
d. Financial statement and audit?	✓	5					
e. Travel?	✓	5					
f. Credit/procurement cards (where applicable)?	✓	5					
g. Internal audit?	✓	5					
h. Cash and computer security?	✓	5					
3. Does the entity have a certified public accountant or certified (CPA, CFSM, CMA, CGP, CGAP, CGPP) except as part of its management team?	✓	20					
4. Does the entity have a minimum of at least a bachelor's degree in accounting?	✓	10					
4. Are audited financial statements and audited financial reports required to actually contain or write to be able to a statement of ethical conduct?	✓	20					
5. Does the entity have a committee composed of independent Directors Member Training for Sarbanes-Oxley service districts & internal entities, Introductory Training for Managers and Supervisors, and Ethics Training for all employees?	✓	20					
6. Regardless of formal education status, does at least one member of the entity's accounting department have at least one year of accounting training related to accounting, budgeting, or other financial areas each year?	✓	20					
7. Does the entity have a formal internal audit function?	✓	20					
8. Does the entity have a formal audit committee?	✓	20					

52

UTAH COUNTY SHERIFF'S OFFICE EVIDENCE MEMORANDUM OF UNDERSTANDING

53

ELECTION UPDATE

9



COMMUNITY DEVELOPMENT UPDATE

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

55



SCHOOL DISTRICT UPDATE

Item 6d - Communication
Presented by - Kurt Ostler, Mayor

56



FUTURE MEETINGS

- June 24, Planning Commission Meeting, 7:00 pm, City Hall
- July 1, City Council Meeting, 6:00 pm, City Hall
- July 8, Planning Comm./City Council General Plan Meeting, 6:00 pm, City Hall
- July 9, Lone Peak Public Safety District Board Meeting, 7:30 am, City Hall
- July 15, City Council Meeting, 6:00 pm, City Hall
- July 17, Meet the Candidates Night, 6:00 pm, City Hall
- July 22, Planning Commission Meeting, 7:00 pm, City Hall

57

Motion to Adjourn to Closed Meeting

I move that City Council recess the regular City Council meeting to convene in a closed meeting in the executive conference room to discuss pending or reasonably imminent litigation, as provided by Utah Code Annotated §52-4-205.

58



CLOSED MEETING

The Highland City Council has recessed the regular City Council meeting to convene in a closed meeting to discuss items, as provided by Utah Code Annotated §52-4-205.

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

59

10

Doug Cortney

Stephannie Cottle

City Council

Tue, Jun 17, 2025, 8:00 AM

< Scott, I've tried to capture the intent of your comments. If there's a different change you'd prefer, I'm absolutely good with that. >

I have one set of changes I'd like to make in the 5/6 minutes.

Apologies, this won't be as easy to follow as usual because I'm working from my phone & some of the functionality doesn't seem to be here. You'll have to scroll through the video.

On page 17 of the minutes (page 20 of the agenda packet), Scott is reported as having concerns about the possibility of a golf cart hitting a pedestrian. He did discuss statistics about auto/pedestrian accidents but likened a golf cart passenger to a pedestrian in this case. My understanding is that he was concerned about the possibility of an automobile hitting a golf cart.

The comments in question begin at 2:59:25 of the [video](#).

I propose

- 1) striking the text "hitting a pedestrian" and replacing it with "being hit by an automobile"; and
- 2) striking the text "be true for a golf cart accident" and replacing it with "likely be similar for an automobile/golf cart accident."

—
Doug Cortney, Council Member
Highland City, Utah
801-380-9133

Re: Agenda item #3b (fee schedule) amendments

Doug Cortney

City Council

Tue, Jun 17, 2025, 10:48AM

I propose the following amendments to the fee schedule as included in the agenda packet (and will bring printed copies of this to the meeting).

- 1) At the top of page 12 of the fee schedule (page 57 of the agenda packet) is the section for solicitors. I didn't realize that a group application still requires individual registration, and I suspect many would make the same mistake I did. I therefore propose inserting the text " (individual application is still required for each solicitor)" immediately after the text "Group of Two (2) or More Permit Application Fee"

Business Permitting		
Solicitors	Single Permit Application Fee	\$50.00 C
	Group of Two (2) or More Permit Application Fee	\$125.00 C
Temporary Use	Application Fee (The business is also required to have a Highland City Business license. The only exception is for mobile businesses, e.g., Food Trucks, per state code.	\$25.00

- 2) At the bottom of page 15 of the fee schedule (page 60 of the agenda packet) is the fee for sandbags. For clarity, I propose inserting the text " (empty)" after the word "Sandbags."

Miscellaneous Fees	Sandbags	\$0.20 per bag
	Tree Sale Trees	Actual Cost to City

I have confirmed with Candice, who said she's comfortable with both of these amendments.

—
Doug Cortney, Council Member
Highland City, Utah
801-380-9133