HIGHLAND CITY COUNCIL AGENDA

TUESDAY, OCTOBER 21, 2025

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

VIRTUAL PARTICIPATION
YouTube Live: http://bit.ly/HC-youtube
Email comments prior to meeting: council@highlandut.gov

6:00 PM REGULAR SESSION

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

1. UNSCHEDULED PUBLIC APPEARANCES

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

2. PRESENTATIONS

a. **Zions Bank Cemetery Perpetual Care Fund Study - Susie Becker**
Susie Becker from Zions Bank will present the results from the Perpetual Care Fund Study and propose options for funding the Perpetual Care Fund.

3. CONSENT ITEMS

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

a. **Approval of Meeting Minutes** *General City Management*
Stephannie Cottle, City Recorder
August 13, 2025

b. **Approval of Meeting Minutes** *General City Management*
Stephannie Cottle, City Recorder
August 19, 2025

c. **Approval of Meeting Minutes** *General City Management*
Stephannie Cottle, City Recorder
September 2, 2025

d. **Approval of Meeting Minutes** *General City Management*
Stephannie Cottle, City Recorder
September 30, 2025

e. **Ratification of Large Purchases** *General City Management*
David Mortensen, Finance Director

4. COMMUNICATION ITEMS

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

a. **Letter of Support to Congress Regarding Highland Zip Code** *Kurt Ostler, Mayor*

b. **Annual Resident Survey Results** *Jay Baughman, Assistant City Administrator/Community Development Director*

c. **Fling Budget Report** *Jay Baughman, Assistant City Administrator/Community Development Director*

d. **Election Update** *Stephannie Cottle, City Recorder*

e. **Community Development Update** **(Current Projects List)** *Jay Baughman, Assistant City Administrator/Community Development Director, Rob Patterson, City Attorney/Planning & Zoning Administrator*

5. 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.

ADJOURNMENT

In accordance with Americans with Disabilities Act, Highland City will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at (801) 772-4505 at least three days in advance of the meeting.

ELECTRONIC PARTICIPATION

Members of the City Council may participate electronically during this meeting.

CERTIFICATE OF POSTING

I, Stephannie Cottle, the duly appointed City Recorder, certify that the foregoing agenda was posted at the principal office of the public body, on the Utah State website (http://pmn.utah.gov), and on Highland City's website (www.highlandut.gov).

Please note the order of agenda items are subject to change in order to accommodate the needs of the City Council, staff and the public.

Posted and dated this agenda on the 16th day of October, 2025. Stephannie Cottle, CMC |UCC, City Recorder

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

HIGHLAND CITY

HIGHLAND CITY COUNCIL MINUTES

Wednesday, August 13, 2025

Waiting Formal Approval

City Council & Planning Commission General Plan Meeting

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

6:00 PM WORK SESSION

Call to Order: Mayor Kurt Ostler
Invocation: Commissioner Jerry Abbott
Pledge of Allegiance: Council Member Scott L. Smith

The meeting was called to order by Mayor Kurt Ostler as a work 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 Ron Campbell and those in attendance were led in the Pledge of Allegiance by Council Member Scott L. Smith.

PRESIDING:	Mayor Kurt Ostler

COUNCIL MEMBERS:

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

PLANNING COMMISSIONERS:

Commissioner Jerry Abbott	Absent
Commissioner Tracy Hill	Absent
Commissioner Christopher Howden	Present
Commissioner Claude Jones	Absent
Commissioner Debra Maughan	Present
Commissioner Audrey Moore	Absent
Commissioner Trent Thayn	Present
Alternate Commissioner Sherry Kramer	Absent
Alternate Commissioner Wes Warren	Present

CITY STAFF PRESENT: City Attorney/Planning & Zoning Administrator Rob Patterson, City Recorder Stephannie Cottle

OTHERS PRESENT: Jon Hart, Liz Rice, Sam Taylor

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1. CONSENT ITEMS

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

a. Approval of Meeting Minutes *Stephannie Cottle, City Recorder*
June 10, 2025

Council Member Wes Warren MOVED to approve the meeting minutes from June 10, 2025.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

Council Member Brittney P. Bills	*Yes*
Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Absent*
Council Member Kim Rodela	*Absent*
Council Member Scott L. Smith	*Yes*

Commissioner Jerry Abbott	*Absent*
Commissioner Tracy Hill	*Absent*
Commissioner Christopher Howden	*Yes*
Commissioner Claude Jones	*Absent*
Commissioner Debra Maughan	*Yes*
Commissioner Audrey Moore	*Absent*
Commissioner Trent Thayn	*Yes*
Alternate Commissioner Sherry Kramer	*Absent*
Alternate Commissioner Wes Warren	*Yes*

The motion carried 7:0

2. PRESENTATIONS

a. General Plan *Jay Baughman, Assistant City Administrator/Community Development Director, Rob Patterson, City Attorney/Planning & Zoning Administrator*
The City Council and Planning Commission will discuss parks, recreation, and trails related to the General Plan. There will also be a discussion regarding environmental issues.

Sam Taylor of Landmark Design used the aid of a PowerPoint presentation to facilitate the Highland General Plan Update 2025 workshop number six between the Planning Commission and City Council, the focus of which is Parks, Trails, and Open Space, plus environmental and sustainability issues. He first presented a draft land use map that has been developed based upon the five previous workshops and there was brief discussion among the group about a few individual properties and the City's vision for the future land use of such.

Council Member Kim Rodela arrived at 6:14 p.m.

Mr. Taylor then noted the most recent workshop focused on housing and public services; the feedback provided by the group at that meeting was to continue implementing the City's three current moderate-income housing (MIH) strategies. Public facility priorities include library expansion, community center development, or a combination of space for recreation, arts council operations, museum, and public gathering. The group identified the City-owned property adjacent to City Hall as a good option for these plans. The group also suggested making use of the gravel pit for a future park or open space and that will be explored more this evening. Other public facilities ideas included:

- Exploring other co-op models/public-private partnerships to provide desired services and/or facilities.
    - Working with waste services to provide green waste and glass recycling.
- National Park Service Visitor Center near the mouth of the canyon.
- Completing sidewalks and safer crossings (especially Timpanogos Highway).
- And, in general, creating more connections to the Murdock Trail (will be discussed today).

Mr. Taylor then noted that the purpose of the parks, trails, and open space chapter of the General Plan is to ensure Highland's parks, trails, and open spaces continue to meet the needs of current and future residents. It is a guide for the acquisition, development, and maintenance of these essential community assets over the next 10 years and beyond. He asked the group to keep in mind the following questions during his presentation this evening:

1. What is Highland's vision for current and future parks?
    a. Adding additional parks can help maintain level of service (LOS).
    b. Adding additional parks can help fill service area gaps.
    c. More parks = maintenance $$$
2. Are there any types of parks or specific amenities you think the City should add or expand?
3. Would Highland benefit from Park Standards? (A document that outlines a coordinated and comprehensive park design and development framework)

He then referenced community insights based on responses to questions included in the most recent citizens survey, including:

- **Preserve Open Space:** Strong desire to preserve Highland's small-town feel, large lots, and open spaces.
- **Quality over Quantity:** Preference for fewer, larger parks instead of many small ones.
- **Maintenance First:** The top priority is maintaining and upgrading existing parks before building new ones.
- **Connectivity:** Residents want more trails, sidewalks, and better connections to community destinations (parks, Town Center, neighborhoods, etc.).
- **Strategic Growth:** New parks should be placed in more populated areas to serve more people.
- **Amenity Requests:** swimming pool, bocce ball, pickleball courts, and a Rec/Community Center.

Highland City has 28 public parks and 10 private or quasi-public parks and he provided a map identifying the location of each of the parks; he also presented a spreadsheet that detailed park addresses, classification, acreage, and programmed developed space, concluding the total open space in the City is 436 acres. This equates to a LOS of 6.6 acres per 1,000 residents in Highland. The future LOS based upon population projections and adding no additional park acreage would be 5.7 acres per 1,000 people. To maintain the current LOS, the City could add 22 acres of park space by 2050. He then presented a map identifying service area gaps pertaining to public park space.

Mr. Taylor then moved to the section of his presentation dealing with trails and asked the group to consider the following questions:

1. What is Highland's vision for current and future trails?
2. Where would the City like to focus providing connections to/from?
    a. Completion of missing segments;
    b. Improving the roadway network; and
    c. Expansion of recreational routes.

He presented a map illustrating existing trails (36.14 miles) and trail improvements planned for the future (9.98 miles); the map also identified trail classifications.

Throughout the presentation, there was discussion among the group regarding topics such as the definition of the term ‘quasi-public park’; population projections for the community; areas of the City experiencing service gaps; parks developed in projects managed by homeowners associations (HOAs); the demand for a dog park in the City; water conservation efforts in development of future park space and trails; costs associated with park maintenance; debate of the appropriate level of service for the community; identifying ‘premiere’ parks that will be maintained at a higher level than other lesser-used parks; soliciting help from volunteers or residents living around smaller parks to maintain those spaces; imminent trail connections; support or opposition from various neighborhoods in the community regarding planned trail development or connections; and the level of detail needed in the General Plan regarding trail and bike-lane planning and development.

Mr. Taylor concluded he feels he has enough feedback and direction to adjust the proposals regarding this section of the General Plan; his findings will be presented in a future meeting.

ADJOURNMENT

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

The work session adjourned at 8:02 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 August 13, 2025. This document constitutes the official minutes for the Highland City Council and Planning Commission work session meeting.

Stephannie Cottle, CMC, UCC
City Recorder

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HIGHLAND CITY

HIGHLAND CITY COUNCIL MINUTES

Tuesday, August 19, 2025

Waiting Formal Approval

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

6:00 PM REGULAR SESSION

Call to Order: Mayor Kurt Ostler
Invocation: Mayor Kurt Ostler
Pledge of Allegiance: Council Member Kim Rodela

The meeting was called to order by Mayor Kurt Ostler as a regular session at 6:09 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 Mayor Kurt Ostler and those in attendance were led in the Pledge of Allegiance by Council Member Kim Rodela.

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

OTHERS PRESENT: Jon Hart, Liz Rice, Wesley Warren, Sarah Ostler

1. UNSCHEDULED PUBLIC APPEARANCES

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

There were no public comments.

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
June 17, 2025

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b. **Approval of Meeting Minutes** *General City Management*
Stephannie Cottle, City Recorder
July 1, 2025

c. **Approval or Ratification of Large Purchases** *General City Management*
David Mortensen, Finance Director
The City Council will consider and review large purchases made by the City during July 2025.

Council Member Doug Cortney requested to move item 2b, meeting minutes from July 1, 2025 from the consent calendar.

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

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

Council Member Brittney P. Bills	*Yes*
Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Yes*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion carried 5:0

Council Member Cortney suggested two changes to the July 1, 2025 minutes; first related to item 5a: Hanover Sewer Repair Bid Award. The draft minutes state that staff recommended awarding a bid in the total amount of $102,792.80. Council Member Cortney stated he reviewed the video of the meeting and City Engineer/Public Works Director Trusty quoted a total of $103,332.17, which matches the amount in the motion from the minutes. To ensure accuracy and avoid the impression that staff asked for one amount and the Council approved a higher amount without discussion, he proposed striking the text $102,792.80 and replace it with the text $103,332.17. For item 7c: Watering and Maintenance of City Property, the draft minutes include the text "using green dye on dead grass," but the description of the grass as "dead" never occurs in the recording. Council Member Cortney stated he believes the grass is dormant rather than dead, and that this is the understanding of the Council as well; to avoid giving the impression that large swaths of grass are dead and will need to be replaced, and to accurately reflect what he believes Council's understanding and intention was during the July 1 meeting, he proposed striking the text "dead" and replacing it with the text "brown" in item 7c.

Council Member Campbell stated that he has dead spots of grass in his own lawn, and he believes there are some dead spots in City parks as well, but that it is due to grubs and not lack of water. He is not sure that the City parks are free of that problem, but if there was no mention of that during the July 1, 2025 meeting, amending the minutes is appropriate. Council Member Cortney agreed there may be some issues with grubs and that is an issue that should be addressed in the future.

Council Member Doug Cortney MOVED to approve the July 1, 2025 meeting minutes, as amended.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

Council Member Brittney P. Bills	*Yes*
Council Member Ron Campbell	*Yes*

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Council Member Doug Cortney *Yes*
Council Member Kim Rodela *Yes*
Council Member Scott L. Smith *Yes*

The motion carried 5:0

3. ACTION ITEMS

a. ACTION: Plat Amendment - Lot Combination Windsor Meadows *Land Use (Administrative)*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will consider a request from Jeff Harvey and Larinda Nilsen to amend their lot to combine their main lot with an adjacent open space parcel sold to them by the City and, as part of that combination, remove a public utility and drainage easement that runs along the rear lot line that is being adjusted.

City Attorney/Planning & Zoning Administrator Patterson explained the property in question is lot 37 of the Windsor Meadows Subdivision; applicants Jeff Harvey and Larinda Nilsen seek to combine their lot with adjacent open space parcel sold by City and remove the public utility easement/drainage easement along the vacated rear lot line. A public notification of the application was mailed to affected properties, advertising an objection deadline of August 14. No objections have been received, and no public hearing is required. The City Council is the land use authority for this type of application and may approve the plat amendment if the following criteria are satisfied:

1. Neither the public interest nor any person will be materially injured by the proposed amendment;
2. There is good cause for the amendment;
3. All easements for culinary water and sewer facilities are preserved;
4. No public right of way or municipal utility easement is being vacated, and other easements proposed to be vacated are vacated in accordance with City Code and state law; and
5. The proposed amendment meets all requirements of the Development Code

Staff has performed an analysis of the application and finds all five criteria are satisfied and recommends approval of the proposed plat amendment.

Council Member Smith stated the Council approved the surplus of several properties in the neighborhood in which the subject property is located; he asked if adjacent property owners have purchased other properties. Mr. Patterson stated that all surplussed properties were acquired by private residents, but this is the first instance of a plat amendment to combine the surplussed property with an existing building lot. This led to discussion about any restrictions on use of the surplussed parcels if they are not combined with a larger residential lots; Mr. Patterson stated that there are setback requirements on the surplussed parcels that differ from those of residential building lots; additionally, if the owner of one of the surplussed properties wanted to build across the lot line, a plat amendment would be necessary.

Council Member Campbell stated this is an administrative application and he asked why it could not be approved by the Planning Commission. Mr. Patterson stated that the City's land use code was recently adjusted responsive to State law changes; at the time of the Council's action on that matter, there was a discussion about simple boundary adjustments and full boundary adjustments. Staff can approve simple boundary adjustments, but the County will not recognize an adjustment to the plat that is not acted upon by the land use authority. There are many different types of boundary adjustments that could have significant impacts on a neighborhood, and that is why the City Council is the land use authority for full boundary adjustments. Council Member Cortney added that the Council is required to act on the vacation of an easement, which is another element of this application. Council Member Campbell stated he believed the easement had already been vacated. Mr. Patterson clarified that the easement vacation is part of the subject application. He added that plat amendments do not go to the Planning Commission, but the City Council could designate the Planning Commission as the land use authority

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for a full boundary adjustment.

Council Member Smith inquired as to the fees paid by the applicant for this matter. Mr. Patterson stated they paid a $490 plat amendment fee, a $25 utility easement vacation fee, fees associated with a survey of the property, and the costs to prepare the amended plat that will be recorded if the plat amendment is approved.

There was a brief continued discussion of the County's recognition of any adjustment to subdivision plats performed by the City.

Council Member Kim Rodela MOVED that City Council APPROVE the Windsor Meadows Amended Lot 37 Subdivision plat.

Council Member Scott L. Smith SECONDED the motion.

Council Member Smith asked if the applicant's property taxes will decrease as a result of the lot combination. Mayor Ostler answered that the taxes for the two properties combined into one will eventually be less.

The vote was recorded as follows:

Council Member Brittney P. Bills	*Yes*
Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Yes*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion carried 5:0

b. ACTION: Contract Authorization with DLS Consulting, Inc. *General City Management*
Erin Wells, City Administrator
The City Council will consider renewing a contract with DLS Consulting, Inc. for consultant services focused on grant and legislative support for a one (1) year term.

City Administrator Wells stated that for the past three years, the City Council has authorized an annual contract with David Stewart's consulting firm. The Fiscal Year 2026 budget previously approved by Council funds the continuation of this contract. For the past contract terms with Mr. Stewart, the City has, with his assistance, successfully obtained $1,000,000 of funding per year for a variety of projects:

- Fiscal Year 2023 - well rehabilitation in our culinary water system;
- Fiscal Year 2024 - installation of three pressure-reducing valves (PRV's) and preparations for the last two wells for chlorination in the culinary water system;
- Fiscal Year 2025 - improvements of 10400 North and 6000 West and the reconstruction of 6800 West.

In discussing additional needs and grant possibilities throughout the City, staff and the Mayor have asked Mr. Stewart to target obtaining grant funding to help with the City's portion of the costs for the roundabout addition at the corner of 11800 North and Highland Boulevard with the impending DR Horton development in Lehi. This was originally Mr. Stewart's focus last year, however, plans for the project were delayed and the design is still not quite finalized. Initial estimates for Highland's cost for this project are $900,000. In Fiscal Year 2025, the City budgeted for $450,000 of those costs. Because the project has not yet moved forward, those funds were not spent and went into fund balance where they can be used in this fiscal year, if needed. In addition, in the current fiscal year, Fiscal Year 2026, the City has budgeted $100,000 to do the landscaping in the medians that will be added along Highland Boulevard as a part of the DR Horton project. If the City were not able to obtain grants and all the costs for Highland Boulevard were to be incurred this fiscal year, the City would need to plan for a

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budget adjustment and consider using fund balance as this is a one-time major expense. Mr. Stewart's contract also covers lobbying efforts during the 2026 Legislative Session. The City understands that it is very likely that both the Transportation Utility Fee and Public Safety Fee will be topics during the session. Having a lobbyist there to advocate for the City's interests on these topics would be very beneficial. Ms. Wells concluded staff recommends the Council consider the proposed contract and potential benefits of renewing the contract with DLS Consulting, Inc.

Council Member Smith stated that there are some negative connotations associated with hiring a lobbyist, but Mr. Stewart has performed for the City every year and has secured a great deal of funding; he has a vested interest in making Highland successful in obtaining outside funding sources because he is a resident of Highland. Council Member Campbell agreed and stated he is supportive of continuing the relationship with Mr. Stewart until he is no longer able to perform for the City. Mayor Ostler agreed but stated it is important for the City to reevaluate this contract each year. He has spoken with Mr. Stewart and is pleased with his familiarity with State lawmakers.

Council Member Campbell has had direct conversations with Mr. Stewart about how he has obtained funding for Highland. Mr. Stewart was very open and transparent about his practices and that his work is 'clean' and 'above board'; his connections are important to Highland City.

Council Member Rodela stated she has a differing opinion than those that have been shared; she has spoken with Representative Brammer who has indicated he does not know why the City hires a lobbyist and if the City needs something they can go directly to him at no cost. She stated she has seen the benefit of working with Mr. Stewart, but believees the City could secure funding without his services. Mayor Ostler suggested the City can continue to work with Mr. Stewart but also contact Representative Brammer if there are other funding opportunities for the City.

Council Member Doug Cortney MOVED that City Council approve a contract with DLS Consulting, Inc. in the amount of $100,000 and authorize the Mayor to sign the contract.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

Council Member Brittney P. Bills	*No*
Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Yes*
Council Member Kim Rodela	*No*
Council Member Scott L. Smith	*Yes*

The motion carried 3:2

c. **ORDINANCE: Professional Office Zone Text Amendment** *Development Code Update (Legislative)*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will consider comprehensive amendments to the Professional Office (PO) zoning district regulations.

City Attorney/Planning & Zoning Administrator Patterson explained these amendments were previously considered by the City Council on August 5, 2025. Council gave direction on some additional changes to be added and directed staff to incorporate those changes into the proposed amendments for final adoption. He used the aid of a PowerPoint presentation to summarize staff's prepared changes to the Professional Office (PO) Zone as follows:

- Removed all exhibits entirely – no more master plan

- Removes site plan (number and configuration of buildings)
- Removes landscaping plan
- Removes building design requirements (elevations, specific materials, building size)

- One story (+basement) limitation and traditional design requirement directly in code for sites on east side of Highland Boulevard
- Removed references to specific site plan area and zoned area
- Added or updated code to provide development standards to require appropriate landscaping, site plan, and building design without reference to specific exhibits or plans
- Added "industrial businesses" and "tattoo or piercing parlors or studios" to prohibited uses
- Removed "natural open space" landscape requirements (still incorporate xeriscape)
- Added clearer definition of "walkable/habitable" roofs
- Several clarifications (setbacks for property adjacent to city boundary, no introductory statements, loading areas away from all ROWs, made allowed projections consistent, used PO berm standards, etc.)

Mr. Patterson noted the Planning Commission reviewed amendments twice and held a public hearing; they unanimously recommended approval with some changes that have been incorporated. The City Council held a public hearing on August 5, and no additional public hearing is necessary. If there are no additional changes desired by the Council, the amendments are ready for adoption.

Council Member Campbell asked why a metal grill is restricted for roof venting systems. Mr. Patterson stated that the intent of the language is to avoid metal vents on exterior walls, but they are permitted on roofs as long as they are screened from public view. The intent is to avoid an industrial look on buildings in the zone.

Council Member Smith thanked Mr. Patterson for his efforts to incorporate the Planning Commission and Council desires into the proposed ordinance.

Council Member Cortney stated he has one suggested edit to the proposed ordinance; for both the R-1-40 and PO zone, he would like to incorporate the general definition of "building height" (HDC 10-102(38)) by reference. This includes exceptions for "chimneys, church towers, and similar structures." He proposed to insert the text ", church towers" immediately after the text "chimneys" in 3-4907(4).

Council Member Doug Cortney MOVED that City Council ADOPT the ordinance amending the Professional Office zoning district regulations and standards, with one amendment that was discussed.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

Council Member Brittney P. Bills	*Yes*
Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Yes*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion carried 5:0

d. **ACTION: Interlocal Agreement with Utah County - 4800 West Project** *General City Management*
Chris Trusty, City Engineer/Public Works Director
The City Council will consider approving an interlocal agreement between Utah County and Highland City to fund improvements to 4800 West through Highland and Alpine.

City Engineer/Public Works Director Trusty explained on June 16, 2025, the Council approved the City budget which included the revenue sources and city expenditures for this project. In conjunction with the biannual Mountainland Area of Governments (MAG) Transportation Impact Program (TIP) project cycle, Highland City submitted a request for improvements along 4800 West between Highland City and Alpine City. Improvements generally consist of road widening to provide a 5-foot shoulder, a striped center median, and a 10-foot trail along the east side of 4800 West. The project improvements will be between SR 92 and the roundabout in Alpine. Funding for TIP projects typically comes either through the state or the county, depending on the scope and nature of the projects funded. In this instance, funding will be through Utah County, and Highland City will be the recipient of the funds. Total funding for this project is $5,461,250 with $5,091,523 from Utah County, and a 6.77 percent match between Highland and Alpine of $369,726. Highland will need to enter into another ILA with Alpine to clarify how that required match is met by each entity which is planned to be based on the total project cost within each city boundary. Utah County requires the City to enter into an ILA to receive the funds from them. The agreement has been reviewed and approved as to form by the City Attorney.

There was brief discussion among the Council and Mr. Trusty regarding the ranking of various projects throughout the County and the impact that improvements to the Provo Airport in conjunction with the State of Utah hosting the Winter Olympics in 2034 has had on project funding.

Mr. Trusty then summarized the scope of the project and alignment issues that will remain on 4800 West upon completion of the project.

Council Member Smith stated that he did not feel there was sufficient information in the packet, including a clear map of the project location, for the Council to take action on this matter tonight; he proposed to continue consideration of the interlocal agreement until a time when all information regarding the project is publicly available. Mr. Trusty noted that he is not opposed to delaying action on the interlocal agreement as funding for the project will not be available until January; however, the project that has been discussed tonight and previously may not be the exact project the City proceeds with and he was hesitant to provide detailed maps and descriptions of a project that may change in the future. Council Member Smith stated he understands, but the City needs to inform the public of its plans; he would prefer to refer to the project plans that were discussed in 2022.

Council Member Cortney stated it is his understanding that the deadline for approving the interlocal agreement is the end of the current calendar year. Mr. Trusty stated that is correct. Mayor Ostler stated there was a great deal of public interest in this project in 2022 and there will still be public interest as the project moves forward. Mr. Trusty stated that the only drawings and project descriptions he has are those that were submitted to MAG in 2022; those include additional widening on the north side of Timpanogos Highway, but that is no longer desired, and he was hesitant to include that project description on the public packet.

The Council and staff discussed the history of the project and public interest in the matter and concluded to continue the item to a future meeting. Mr. Trusty stated at a future meeting he will include the documentation and background information from 2022 and use that as a starting point for the discussion.

Council Member Scott L. Smith MOVED that City Council continue item 3d, the Interlocal Agreement with Utah County on 4800 West expansion project and intersection with SR92 until the 2nd meeting in September.

Council Member Ron Campbell SECONDED the motion.

The vote was recorded as follows:

Council Member Brittney P. Bills	*Yes*
Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Yes*

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

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: Hanover Sewer Repair Change Order *General City Management*
Chris Trusty, City Engineer/Public Works Director
The City Council will consider a change order for the Hanover Way sewer repair in the amount of $18,624.

City Engineer/Public Works Director Trusty explained on July 1, 2025, City Council approved a bid award to Baker Construction to repair a sewer line that had developed a belly and was not functioning properly. The contracted amount was $103,332.17, which had $9,394 in contingency. Once the work commenced, additional issues were discovered whose repair costs exceeded the contingency for this project. At the August 5, 2025 Council meeting, staff communicated this issue to Council who gave preliminary approval for the contractor to proceed with the additional work. Staff recommends a change order in the amount of $18,624 for the Hanover Way sewer repair.

Council Member Scott L. Smith MOVED that the City Council approve a change order to Baker Construction for the Hanover Sewer Repair project for the amount of $18,624.

Council Member Kim Rodela SECONDED the motion.

The vote was recorded as follows:

Council Member Brittney P. Bills *Yes*
Council Member Ron Campbell *Yes*
Council Member Doug Cortney *Yes*
Council Member Kim Rodela *Yes*
Council Member Scott L. Smith *Yes*

The motion carried 5:0

5. DISCUSSION ITEMS

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

a. Utah Wellbeing Survey Participation Opportunity *General City Management*
Erin Wells, City Administrator
The City Council will give direction as to whether they would like to participate in the 2026 Utah Wellbeing Project Survey.

City Administrator Wells explained Dr. Courtney Flint of Utah State University has conducted the Utah Wellbeing Survey from 2019-2024. The survey is conducted online and gauges resident wellbeing and other local perspectives. Highland participated in the survey once in 2022. Staff opted not to participate in the survey in 2023 and 2024 for a variety of reasons, including staff turnover, project prioritization, and the timing of the Wellbeing survey conflicting with our regular survey and the fear of survey confusion and/or fatigue for our residents. The Wellbeing survey is expected to take place around March. With the main City survey switching to the fall, staff now feels like it is feasible for us to participate again in the Wellbeing survey. Staff is seeking direction on whether it is something Council is supportive of and feels would be beneficial for the City. Each

City that participates in the Wellbeing survey will have core well-being questions on its survey with the option to add some city-specific questions. Results from Highland in 2022 are available at https://www.usu.edu/utah-wellbeing-project/reports/2022/highland-wellbeing-survey-findings-2022. The 2024 survey questions are also attached so the Council can get a sense of the core survey. Staff does not look at the Wellbeing survey as a replacement for our annual resident survey, but as an additional opportunity to check-in with our residents. In the past, participation in the survey was funded through the University, but due to budget changes, participation in the survey will now come with a cost to the City. The League of Cities and Towns is providing a subsidy, which will bring the cost to the City to $800, or $1,300 if there is a desire to ask some Highland-specific questions in addition to the core Wellbeing questions. The cost includes both conducting the survey along with the cost of the survey data analysis. While this item has not been specifically budgeted for Fiscal Year 2026, staff feels it would be possible to account for its relatively minor costs without the need for a budget adjustment.

Council Member Smith stated the City will be conducting its own citizens survey; he inquired as to the advantage of conducting an additional survey like this one. Ms. Wells stated that the questions are fairly different; Highland's survey is issue-specific while the Utah Wellbeing Survey focuses broadly on personal wellbeing. Mayor Ostler wondered what the City would do with the results of the survey, specifically if the focus is mental health.

Council Member Bills stated she does not want to pay to have the survey conducted; there are many other items she would spend the $800 or $1,300 on in the City. Council Members Rodela and Campbell agreed and discussed the manner in which the results of the past surveys were used.

Council Member Cortney stated that he would actually support participating in the survey; Highland's citizens survey provides data about citizen satisfaction, but the data provided by the Wellbeing Survey would provide more context due to providing a comparison of the results of surrounding cities; if Highland's satisfaction rating is 75 percent, but another city's satisfaction rate is 90 percent, that is very informative.

Council Member Bills added that the Wellbeing Survey is conducted online only, and the Council has concluded in the past is not a great way of measuring citizen satisfaction.

Mayor Ostler invited Police Chief Gwilliam to participate in ongoing discussion of the value of mental health surveys for communities; three members of the Council concluded they would rather focus on their current surveying practices and leave mental health surveys to schools and religious organizations. Council Member Cortney indicated he feels there is some value in conducting mental health surveys at the local level.

6. COMMUNICATION ITEMS

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

a. **Parks Watering & Pressurized Irrigation System Stored Water** *General City Management*
Chris Trusty, City Engineer/Public Works Director, Kurt Ostler, Mayor

City Engineer/Public Works Director Trusty used the aid of a PowerPoint presentation to present photos of park spaces that have greened up recently due to increased attention on the issues that the City was experiencing with the irrigation system. He referenced Council Member Campbell's earlier comments about grubs killing grass in public spaces and indicated that the City has used insecticides to address those issues. Council Member Campbell asked Mr. Trusty to perform some research to ensure that the correct chemicals and products are being used to kill grubs specifically.

The Mayor, Council, and staff engaged in discussion about circumstances present this year that led to struggling grass, trees, and landscaping on public properties throughout the City and system improvements currently underway that will ensure this situation does not occur again next year. In conclusion, there was discussion about plans to limit water usage for public and private properties in the City in future years. The Council expressed the need to ensure there is sufficient water to maintain expensive landscaping improvements that have been installed on City properties.

b. Road Maintenance Plan Update *Chris Trusty, City Engineer/Public Works Director*

City Engineer/Public Works Director Trusty used the aid of a PowerPoint presentation to provide an update on the City's Roadway Maintenance Plan; staff have sought cost proposals for a comprehensive road maintenance plan, engaging the Local Technical Assistance Program (LTAP) for a road pavement assessment. This assessment will evaluate the condition of the City's roads and sidewalks, providing a detailed report in GIS format, which will include budgetary estimates for necessary projects. The total cost for both the road and sidewalk assessments is projected at $18,150. Additionally, City Administration would like to issue a request for proposals (RFP) for a Transportation Impact Fee Facilities Plan (IFFP) update. The City's impact fee needs to be updated to include eligible transportation projects, and the plan is to evaluate the existing level of service and trip count for businesses to conform with suggested language in the Transportation Utility Fee Assessment. This should take six to eight months to complete, and the goal is to be ready by May 2026 to reevaluate the impact fee.

The Council engaged in discussion with Mr. Trusty regarding the current rules or standards for awarding contracts following an RFP; they concluded to direct staff to proceed with the RFP for an IFFP update.

c. Culinary Pressure Reducing Valve Implementation *Chris Trusty, City Engineer/Public Works Director*

City Engineer/Public Works Director Trusty presented a map illustrating the pressure reducing valve (PRV) zones in the City and identified some pressure issues in different areas in the City; new PRVs were added in Mitchell Hollow Park, 6000 West, and Pheasant Hollow and this will help to regulate pressures between 60 and 95 PSI. In-home PRVs will maintain current pressure levels inside of homes.

Council Member Cortney asked if the City will still plan to send notification to residents who may or may not experience changes when the new PRVs are live. Mr. Trusty answered yes. Council Member Cortney acknowledged Mr. Trusty and the Public Works Department for being proactive in terms of suggesting and implementing PRV improvements.

d. City Investment Options Follow-up *David Mortensen, Finance Director*

Finance Director Mortensen stated that he discussed this matter with the Council a few meetings ago; he has worked with the City's financial advisor, and they have decided to recommend investing $15 million, which approximately half of what the City has in the Public Treasury Investment Fund (PTIF) fund account. He presented the findings of his research regarding fees associated with different investment options for idle City funds and stated his recommendation is to move forward with consideration and adoption of an investment policy and approval of an agreement with Meeder Public Funds. Following those actions, he can proceed with opening and funding an investment account; he would prefer to complete the investment prior to September 17, 2025 Federal Reserve meeting and potential rate decrease.

The Mayor and Council discussed the matter with Mr. Mortensen, briefly focusing on limitations placed on the City's access to any funds invested with Meeder Public Funds; they ultimately concluded they were comfortable moving forward with Mr. Mortensen's proposal.

e. Financial Report *David Mortensen, Finance Director*

Finance Director Mortensen used the aid of a PowerPoint presentation to provide the quarterly financial report

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for the quarter ending June 30, 2025. For a copy of the presentation, see the information packet for the meeting. Throughout the presentation, there was brief high-level discussion among the Council and staff regarding specific expenditures and revenues, as well as current trends regarding building permit issuance for different projects throughout the City.

f. **Election Update** *Stephannie Cottle, City Recorder*

City Recorder Cottle reviewed the preliminary election results for the Primary Election, noting Scott Smith, Liz Rice, Ron Campbell, and Wes Warren will proceed to the General Election in November; final results will be available on August 26 around noon, and a Board of Canvassers meeting will be held that evening at 6:00 p.m. She mentioned that she has been notified by the County Clerk's Office that they have 184 ballots for the entire County that are not yet counted. There was a brief discussion regarding the potential for the outstanding ballots to impact the results of the City's primary election and the conditions that must be present in order for a candidate to request a recount. Ms. Cottle then reported that the candidates proceeding to the General Election must submit their candidate bios by September 5; she will email each candidate a reminder of that deadline. She added that the next financial disclosure is due October 7, and there will be a candidate debate on October 9 at 6:00 p.m. There was brief discussion about the format of that event, how questions will be gathered, and who will moderate the event.

g. **Community Development Update** **(Current Projects List)** *Jay Baughman, Assistant City Administrator/Community Development Director, Rob Patterson, City Attorney/Planning & Zoning Administrator*

Assistant City Administrator/Community Development Director Baughman reported on the recent actions of the Planning Commission and the items that will be presented to the Council soon.

Mayor Ostler briefly reviewed the calendar of upcoming City events and City Council meetings.

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 8:13 pm Council Member Scott L. Smith MOVED that the City Council recess the regular meeting to convene in a closed meeting in the Executive Conference Room to discuss the character, professional competence, or physical or mental health of an individual, and pending or reasonably imminent litigation, as provided by Utah Code Annotated §52-4-205.

Council Member Ron Campbell SECONDED the motion.
The vote was recorded as follows:

Council Member Brittney P. Bills	*Yes*
Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Yes*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion carried 5:0

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

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The CLOSED MEETING adjourned at 10:00 pm.

ADJOURNMENT

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

The meeting adjourned at 10:00 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 August 19, 2025. This document constitutes the official minutes for the Highland City Council Meeting.

Stephannie Cottle, CMC, UCC
City Recorder

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HIGHLAND CITY COUNCIL MINUTES

Tuesday, September 2, 2025

Waiting Formal Approval

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 Doug Cortney
Pledge of Allegiance: Council Member Scott L. smith

The meeting was called to order by Mayor Kurt Ostler as a regular session at 6:02 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 Doug Cortney and those in attendance were led in the Pledge of Allegiance by Council Member Scott L. Smith.

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, Library Director Karen Liu

OTHERS PRESENT: Jon Hart, Liz Rice, Richard Mendenhall, Charlie Thurston, Ryan Best, Thomas Lenhardt

1. UNSCHEDULED PUBLIC APPEARANCES

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

Ryan Best stated he is a business owner and he has a sign in his building advertising gold, silver, and crypto; the building is not a pawn shop or coin dealer and that is the basis of the application he has submitted to the City. Mayor Ostler stated that this application is listed under agenda item 3a and Mr. Best will have an opportunity to address the Council at that point of the meeting.

Mayor Ostler then introduced the City's new Library Director, Karen Liu. He invited Ms. Liu to provide the Council and public with some information about her professional background. Ms. Liu addressed the Council and discussed her professional experience and concluded she hopes to carry on former Director Cardon's legacy and is committed to making the Highland library a welcoming space for every person in Highland. The Mayor and Council welcomed Ms. Liu to Highland City and thanked her for her willingness to serve.

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
July 8, 2025 City Council/Planning Commission General Plan Meeting

Council Member Doug Cortney MOVED to approve the consent items.

Council Member Ron Campbell SECONDED the motion.

The vote was recorded as follows:

Council Member Brittney P. Bills	*Yes*
Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Yes*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion carried 5:0

3. ACTION ITEMS

a. **PUBLIC HEARING/ACTION: Business Use Consideration - Gold Silver Crypto** *Land Use (Administrative)*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will consider a request from Ryan Best of STBL, LLC, dba Gold Silver Crypto, to authorize the precious metals dealing (buying and selling of gold, silver, and precious metals) as a new permitted use within the Ridgeview Planned Development zone. The Council has not previously considered approving a business use in the City for precious metal dealers.

City Attorney/Planning & Zoning Administrator Patterson explained the Ridgeview Planned Development was approved by the City Council on May 19, 2019, which included several planned commercial lots. As part of the PD, the Council also approved a list of permitted, conditional, and prohibited uses for those commercial lots. STBL, LLC, dba Gold Silver Crypto, desires to operate within one of the new commercial buildings within the Ridgeview PD. Recently, they applied for a commercial business license, describing their business as, "We buy and sell physical gold and silver bullion, coins, and related precious metals products." Upon staff review, staff became concerned that this use may not align with the permitted uses within the Ridgeview PD and directed the applicant to file a request for the City Council to consider this use. The primary question at issue in this review is whether the buying and selling of gold, silver, and precious metals is more akin to "collectible sales," "financial institutions," and "retail sales of new merchandise," which are permitted in Ridgeview, or more akin to a thrift store or pawn shop, which are prohibited in Ridgeview. Under the City's newly adopted process for classifying and approving new business uses (HDC 3-101), the City Council can approve a new business use for a zone after holding a public hearing. The applicant is only seeking this use to be approved for the Ridgeview PD. Mr. Patterson summarized the criteria used to determine approval and concluded staff recommends that the City Council hold a public hearing, consider the scope of the requested use and its compatibility with the general plan and Ridgeview PD, and decide whether to approve or deny the request. Staff believes that approving the use would be appropriate, subject to the limitation that the use not incorporate retail showcases or displays, to avoid the appearance of a pawn shop-style office.

Discussion among the Council and Mr. Patterson centered on the business types that are allowed in the Ridgeview Planned Development, after which the Mayor invited input from Mr. Ryan Best. Mr. Best stated his business concept is an office setting where people can schedule appointments with him to get counsel about purchasing gold, silver, or crypto currency. He stated his business may have come across as being a pawn shop, but it is not; he is not a wholesaler who keeps the items on hand for sale.

Council Member Smith asked Mr. Best how many people he employes, to which Mr. Best answered two full time employees. Mayor Ostler asked if customers could walk in or if they must make an appointment. Mr. Best stated people can receive service by appointment only. The Mayor and Council then questioned Mr. Best regarding other components of his business, including hours of operation, security, the risks associated with marketing the sale of precious metals, and how value of the materials are determined.

Mayor Kurt Ostler opened the public hearing at 6:23 p.m.

There were no public comments.

Mayor Kurt Ostler closed the public hearing at 6:23 p.m.

Council Member Rodela stated she is comfortable with allowing the business in the Ridgeview PD; she cited House Bill (HB) 306, which classifies this type of business as an applicable interstate business.

Council Member Kim Rodela MOVED that City Council APPROVE as a permitted use within the Ridgeview Planned Development, "Precious metal sales and purchases," subject to the limitation that the use not incorporate retail showcases or displays.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

Council Member Brittney P. Bills	*Yes*
Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Yes*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion carried 5:0

b. PUBLIC HEARING/ORDINANCE: Fence Code - Fences Near Trails and Open Space *Land Use (Legislative)*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will consider a proposed amendment to the fence code related to privacy fencing near open space and trails.

City Attorney/Planning & Zoning Administrator Patterson explained on July 15, 2025, the City Council discussed a particular situation where a privacy fence had been constructed adjacent to an open space/trail corridor where no trail would be constructed in the near future. The Council discussed whether privacy fences should be permitted near open space areas vs. trail areas. The Council directed staff to prepare potential amendments to the Development Code related to fencing adjacent to open space and trails for the Planning Commission and City

Council to consider. The City's current fencing code, in HDC 3-612(3)(c)(iv), requires fences adjacent to less-visible "trails and open space" to be limited to 4 feet of privacy fencing, with up to 2 feet of open-style fencing on top. This means that any fence near a long and narrow open space area must be partially open, even if there is no trail in the area. There are several examples of this within the City. Some of these open space areas are reserved for future trails, and others are simply open space/park-like areas where no trail is planned. The question presented to the Commission and City Council is whether we should keep the current regulations (applied to trails, planned trail corridors, and open spaces) or if we should modify those regulations in some way. He noted The Planning Commission considered and held a public hearing regarding this matter on August 26, 2025. Four options were discussed during the meeting:

- Option 1 – As-is/No Amendment – Privacy fences are restricted if they are near narrow, lengthy trails or open space areas, regardless of whether trails are existing or planned for that area.
- Option 2 – Amendment – Allow full privacy fencing near open space areas but not trail corridors where trails exist or are planned. This would remove references to "open space" or "open space areas" within the fence code, so privacy fences near open space areas would be permitted, but full privacy fences near trail corridors (whether or not there is currently a trail) would not be permitted.
- Option 3 – Amendment – Allow full privacy fencing near open space areas and trail corridors unless there is a current trail facility. Only if there is an existing trail would the 4' maximum privacy fencing regulation apply.
- Option 4 – Amendment – Remove all regulations for fences near trails and open space, allowing privacy fencing near any open space or trail area.

The Planning Commission ultimately voted in favor of option 2, which allows full privacy fencing adjacent to open space areas, but maintains the 4-foot privacy/2-foot open fencing requirement for all currently regulated trail corridors (both existing and planned trails). Staff recommends that the City Council consider the options discussed by the Planning Commission and the Planning Commission's recommendation, hold a public hearing, and make a decision regarding fencing regulations for fences adjacent to open space and trails. Council Member Smith wondered if the City required Foxwood Estates to fix their fence, would the City be obligated to build the trail even if it's a stub. Further discussion revolved around communication with the developer related to the fence and enforcement of rules.

The Mayor, Council, and Mr. Patterson discussed the definition of open space for the purposes of imposing the proposed fencing regulations; they also debated the reasoning behind the Planning Commission's recommendation and the benefits, if any, of a fence with two feet of open space at the top.

Mayor Kurt Ostler opened the public hearing at 6:45 p.m.

Liz Rice stated that as she has been meeting with constituents, she has learned that some have already installed six-foot fences, and some areas are essentially 'orphaned'; she is concerned about inconsistency. She stated that when she was a member of the Planning Commission, one of the reasons for recommending a fence with an open space on the top was to improve safety and security for trail users.

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

The Council debated the merits of each of the four options presented to them, with a focus on the Planning Commission's recommendation. Council Member Rodela stated she likes option four; Council Members Campbell and Bills stated they do not feel the reasoning behind the current ordinance has gone away and they do not want to make changes to the ordinance at this time. They supported option one. Council Member Rodela stated she can also support option one. Council Member Smith referenced the history of the open space regulations in the City and the public concern about trail design and maintenance; many who live along a trail have been very concerned about privacy and security. He does not know why someone would install a fence in their backyard if the top half of the fence is open and he would be leaning towards the Planning Commission's recommendations based on that matter. This led to continued discussion among the group regarding the need to clearly define the term 'open space' for the purposes of understanding how the proposed ordinance would be enforced. Council Member Smith stated he would also like to see a prioritization of future trail improvements throughout the community so that residents understand if a trail may eventually abut their property and privacy fencing would be disallowed.

Council Member Doug Cortney stated that he supports option two; he feels that it does better define the term 'trail corridor' and removes the problematic term 'open space', which is not clearly defined within the ordinance.

Council Member Ron Campbell MOVED that the City Council adopt option 1 which is to leave the trail code exactly as it exists and DENY changes to the code regarding fencing near trails and open space.

Council Member Brittney P. Bills SECONDED the motion.

The vote was recorded as follows:

Council Member Brittney P. Bills	*Yes*
Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*No*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*No*

The motion carried 3:2

c. **ACTION: Highland Town Plaza Lot 3 Site Plan and Architecture Review** *Land Use (Administrative)*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will review and make a decision regarding a proposed site plan and building architecture for a commercial building in the Town Center Commercial District.

City Attorney/Planning & Zoning Administrator Patterson explained on January 7, 2025, the City Council reviewed an early concept plan for this site in connection with a code amendment application seeking to adjust the setbacks that would apply to this site. The Council unanimously voted to amend the Town Center zoning district to remove most commercial development setbacks in the zone in order to facilitate the concept site plan.

Council Member Cortney asked if the owner of the subject property was part of the Town Center Exaction Fund. Mr. Patterson answered no; they did not participate in the formulation of the development agreement for the Town Center nearly 20 years ago.

Mr. Patterson then explained the subject property, lot three, is the last undeveloped lot within the Town Center Commercial District. Permitted uses include restaurants and drive-throughs and the applicant is seeking two separate approvals for the property: Site Plan approval and building architecture approval. He presented the site plan and highlighted the relationship between the property and adjacent properties, parking accommodations, improvements that have occurred on the site, access points and rights of way, loading areas, and building setbacks. He indicated that in order for the application to be approved, the following findings must be met:

1. The proposed development complies with all provisions of this ordinance, Commercial Design Standards, and all other ordinances, master plans, general plans, goals, objectives and standards of Highland City.
2. The proposed site development plan's building heights, building locations, access points, and parking areas will not negatively impact adjacent properties or the surrounding neighborhood.
3. The proposed development promotes a functional relationship of structures to one another, to open spaces, and to topography both on the site and in the surrounding neighborhood.

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4. Ingress, egress, internal and external traffic circulation, off-street parking facilities, loading and service areas, and pedestrian ways, are designed as to promote safety and convenience.
5. All mechanical equipment, appurtenances and utility lines are concealed from view and integral to the building and site design.

Council Member Cortney referenced the crosswalk on the Wendy's property and stated he would like the crosswalk on the subject property to be the same design type, which includes stripes to clearly identify the presence of a crosswalk.

Council Member Campbell expressed concerns about the limited amount of space in the loading zone on the lot; he does not feel there is sufficient space for vehicles to pass a truck that is parked in the loading zone to load or unload product. Mr. Patterson stated that there are other opportunities for circulation throughout the site to avoid a truck that is parked in the loading zone; he added that the City does not have the authority to enforce parking rules on private property.

The Council and staff engaged in high-level discussion regarding the parking plans for the site; appropriate areas to be marked 'no parking' for the purpose of improving traffic circulation on the site; landscaping plan;

Mayor Ostler invited input from the applicant.

Richard Mendenhall stated he is the Manager of the Highland Town Plaza. LLC; he referred to the site plan and aerial images of the site and explained restrictions that have been placed on the site due to previous agreements involving Town Center properties; he expressed a willingness to restrict parking using a deed restriction. This would require trucks to use a designated delivery area, rather than the same driveway that is used by most customer traffic that will be coming to the site. He explained his plans for traffic circulation on the site and engaged in high level discussion with the Council about potential traffic issues on the site and on the drive aisles and roads used to access the site.

Council Member Bills asked if the Council has any authority to deny the application given that it complies with the City's development standards. Mr. Patterson noted the application is administrative in nature and the applicant has 'over-parked' the site, meaning there is more than sufficient parking space on the site based upon the City's land use code. Council Member Bills stated she understands the applicant meets the City's development standards but indicated she feels those standards may be lacking; she believes there will be parking issues on the site. This led to continued discussion among the Mayor, Council, staff, and Mr. Mendenhall regarding potential parking problems on the site based upon the current proposal and existing uses of adjacent lots.

Mayor Ostler asked Mr. Patterson to summarize the Planning Commission's recommendation regarding the application. Mr. Patterson stated the Planning Commission reviewed the site plan and building architecture on August 26, 2025; their discussion also focused on circulation, in particular the impact of vehicles exiting the pick-up window lane into the parking lot and Wendy's drive-through aisle. Ultimately, the Planning Commission voted to recommend approval of the site plan and building architecture, subject to the staff-recommended stipulations and the additional stipulation that the applicant strongly consider installing signage to mitigate confusion and conflicts with the pick-up lane (for example, a yield or stop sign at the lane exit, a sign at the lane exit directing vehicles to turn left [south] out of the lane, sign at entrance of pick-up lane stating the lane is not a drive-through and is for pick-up only).

Council Member Cortney asked Mr. Mendenhall if he is opposed to striping the crosswalks, to which Mr. Mendenhall answered no. City Administrator Wells asked if it would be appropriate to paint a striped walkway from the site to Wendy's. Mr. Mendenhall stated he was planning to install a pedestrian walkway on the site to Wendy's and he identified the proposed location of that walkaway on the site plan.

Mr. Patterson then reviewed the building architecture component of the application; he noted that in order for the building architecture application to be approved, the following findings must be met:

1. The proposed development complies with all provisions of this ordinance, Commercial Design Standards, and all other ordinances, master plans, general plans, goals, objectives and standards of Highland City.
2. The height, location, materials, color, texture, area, setbacks, and mass, as well as parts of any structure (buildings, walls, signs, lighting, etc.) and landscaping, is appropriate to the development, the community and the Town Center Commercial District.
3. The architectural character of the proposed structures is in harmony with, and compatible to, structures in the neighboring environment and the architectural character desired for the Town Center Commercial District; avoiding excessive variety or monotonous repetition.

Mr. Patterson concluded staff have recommended approval of the site plan and building architecture subject to the following two stipulations:

1. The corrections and comments provided in the staff review comment sheet, dated August 21, 2025, be addressed and corrected to the city engineer's approval prior to construction.
2. The applicant strongly consider installing signage with the pick-up lane to manage circulation and help with ingress/egress to and from the lane.

He also noted staff believes the site plan and building architecture application meet the following findings:

1. A restaurant with a pick-up window/lane is a permitted use within the Town Center Commercial District.
2. The proposed site plan, subject to the stipulation recommended by staff, satisfies the requirements of the Town Center Commercial District, all other ordinances, master plans, general plans, goals, objectives and standards of Highland City, for the reasons described in the staff report above.
3. The proposed site plan's building heights, building locations, access points, and parking areas will not negatively impact adjacent properties or the surrounding neighborhood.
4. The proposed development promotes a functional relationship of structures to one another, to open spaces, and to topography both on the site and in the surrounding neighborhood.
5. Ingress, egress, internal and external traffic circulation, off-street parking facilities, loading and service areas, and pedestrian ways, are designed as to promote safety and convenience.
6. All mechanical equipment, appurtenances and utility lines are concealed from view and integral to the building and site design.
7. The proposed building architecture satisfies the requirements of the Town Center Commercial District, all other ordinances, master plans, general plans, goals, objectives and standards of Highland City, for the reasons described in the staff report above.
8. The height, location, materials, color, texture, area, setbacks, and mass, as well as parts of any structure (buildings, walls, signs, lighting, etc.) and landscaping, is appropriate to the development, the community and the Town Center Commercial District.
9. The architectural character of the proposed structures is in harmony with, and compatible to, structures in the neighboring environment and the architectural character desired for the Town Center Commercial District; avoiding excessive variety or monotonous repetition.

Council Member Doug Cortney MOVED that the City Council adopt the proposed findings and approve the Highland Town Plaza Lot 3 site plan and building architecture, subject to the following three (3) stipulations recommended by staff.

1. *The corrections and comments provided in the staff review comment sheet, dated August 21, 2025, be addressed and corrected to the city engineer's approval prior to construction.*
2. *The applicant strongly consider installing signage with the pick-up lane to manage circulation and help with ingress/egress to and from the lane.*
3. *Pedestrian crosswalks across the pickup lane will be striped.*

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

Council Member Brittney P. Bills	*Yes*
Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Yes*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion carried 5:0

Council Member Bills inquired as to the timing of the project. Thomas Lenhardt stated that he will submit the building permit application as soon as possible and will get working on the project as soon as the building permit is issued. Mr. Mendenhall added that parking improvements will be the first component of the project, with plans for the new building to be completed and open in the spring of 2026.

Mayor Ostler asked if the approvals that have been given for the site, including requirement for the drive-through to be used as a pick-up window only, will remain in effect in the event a new tenant moves into the building. Mr. Patterson answered yes; this is based upon the traffic impact study for the site.

d. RESOLUTION: Highland City Investment Policy *General City Management*
David Mortensen, Finance Director
The City Council will consider adoption of the Highland City investment policy.

Finance Director Mortensen explained in the July 15, 2025 Council meeting, a presentation was given by Ben Sehy, with Meeder Public Funds, outlining the benefits of investing a portion of the City's fund reserves in a laddered approach, diversifying the length of maturity of the City's investments and reducing interest rate risk. In the August 19, 2025, Council meeting, the conversation continued and ultimately, the Council directed staff to prepare an investment policy and contract with Meeder Public Funds for approval. He used the aid of a PowerPoint presentation to summarize the proposed policy, which discusses prudence, conflicts of interest and ethics, investment objectives and priorities, standards of care, controls that cover allowable investments, diversification, guidelines for deposits with financial institutions, maturity schedule, performance evaluation, and reporting. The policy also gives guidelines regarding the selection of investment advisers and/or brokers and safekeeping of investments. The policy as proposed is in alignment with the Utah Money Management Act that is found in Utah Code Title 51 Chapter 7. He then noted the fiscal impact of the current proposal depends on the results of the investment strategy. The policy is intended to be used in conjunction with an agreement with Meeder Public Funds to manage a portion of the City's overall investments. It is expected that this strategy will help stabilize the interest revenue from investments by diversifying the length of investment maturities and investing some of the City's reserves in longer-term investments and locking in current rates for longer terms. Currently, the majority of the City's fund reserves are invested in the Utah Public Treasurer's Investment Fund (PTIF). This fund provides great liquidity for the City and a decent return on investment currently, but the return on investment is very dependent on the current rates in the market. If market rates decrease, the interest revenue from these investments will decrease accordingly. In that scenario, the fiscal impact of investing some of our funds using a laddered approach with Meeder Public Funds would result in a positive fiscal impact when compared to the status quo. Mr. Mortensen concluded that staff recommends approval of a resolution adopting the Highland City Investment Policy.

Mr. Mortensen requested that the Council change the title of “Investment Officer” to “City Treasurer” in the investment policy. There was a high level discussion with the Council regarding the investment priorities of the City based upon the proposed policy; internal controls; investment decisions based on credit ratings; performance

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evaluations of investment decisions; preferred financial institutions for Meeder Public Funds and whether the City has the option of investing with banks that have branches in Highland City; and the need for a quarterly report regarding the results of an investments made.

Council Member Scott L. Smith MOVED that City Council approve the resolution adopting the Highland City investment policy, with the stipulations that the city council shall receive a report of the progress and financial status on a quarterly basis and including changing the language from "Investment Officer" to "City Treasurer".

Council Member Kim Rodela SECONDED the motion.

The vote was recorded as follows:

Council Member Brittney P. Bills	*Yes*
Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Yes*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion carried 5:0

e. **RESOLUTION: Agreement with Meeder Public Funds** *General City Management*
David Mortensen, Finance Director
The City Council will consider an agreement with Meeder Public Funds for the management of a $15 million investment portfolio along with the opening of a US Bank custody account.

Finance Director Mortensen stated this agreement is directly related to the previous agenda item; staff recommends approval of the resolution authorizing an agreement with Meeder Public Funds for the management of a $15 million investment portfolio along with the opening of a US Bank custody account with Candice Linford, Treasurer, David Mortensen, Finance Director, and Erin Wells, City Administrator, designated as authorized signers on the account. For the service of managing the investment portfolio, the City would be charged a fee of 10 basis points of the total investment amount, or 0.10%. With a proposed $15 million investment, the City's annual fee would be $15,000.

Mayor Ostler stated he does not understand the reason for the fees associated with investing. Mr. Mortensen stated that the account is a custodial account, which differs from a typical money market or savings account. Financial institutions that offer custodial accounts must charge a fee to cover the cost of their service. From his experience, US Bank is the most commonly used custodial or trust financial institution. The Council discussed the topic of preferred banks further, with Council Member Smith noting he is uncomfortable selecting US Bank without first approaching the other banking corporations that have a presence in the City to see what services and fees they can offer. Mayor Ostler stated the City could reach out to other banks to determine if they offer custodial accounts and what rates they offer.

Council Member Cortney inquired as to the cost Meeder would charge the City to move its custodial account to another institution. Mr. Mortensen stated that cost would be nominal. Council Member Cortney stated that being the case, he would be comfortable approaching the contract as written and ask staff to investigate options with other financial institutions that have a branch in Highland City over the next six months. Council Member Bills supported that option.

Council Member Doug Cortney MOVED that the Highland City Council approve the resolution authorizing an agreement with Meeder Public Funds for the management of a $15 million investment portfolio along with the opening of a US Bank custody account with Candice Linford, Treasurer, David Mortensen, Finance Director,

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and Erin Wells, City Administrator, designated as authorized signers on the account.

Council Member Ron Campbell SECONDED the motion.

The vote was recorded as follows:

Council Member Brittney P. Bills	*Yes*
Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Yes*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*No*

The motion carried 4:1

f. ACTION: Baseball Field Use Policy and Rental Fees *General City Management*
Jay Baughman, Assistant City Administrator/Community Development Director, Kim Rodela, Council Member
The City Council will consider the proposed Highland City Baseball Field Rental Fee Structure and Use Policy.

Assistant City Administrator/Community Development Director Baughman explained on July 1, 2025, Council reviewed a draft version of the Highland City Baseball Field Rental Fee Structure and Use Policy as a discussion item on that meeting's agenda. The draft policy document was developed by staff and Council Member Rodela and is based on information and research gained from other surrounding cities about how they schedule their fields, the fees they charge, and how they interact with the baseball leagues/organizations in the area. During the course of the City Council's discussion, the following items were asked to be changed, clarified, or edited, which are reflected in the final draft:

- Limit of 2 hours for each reservation, game or practice.
- Leagues can reserve fields but not practice times.
- Change reservation time for spring season from January to November.
- As of right now, staff will maintain and prepare the fields. Leagues/teams can prep the field if they have had people trained and approved by the City. Otherwise, there is a $50 charge to have the City prep the field.
- We will keep the ability for teams to offset rental fees by participating in maintaining the fields through a staff approved contract.
- Highland Family Park baseball field is by reservation only.
- No liability insurance requirements.
- No cancellation fees.

Mr. Baughman used the aid of a PowerPoint presentation to illustrate the proposed fee changes. Council Member Rodela also discussed her research into the matter and the discussions she has had with other cities about their rental policy and rate structures; throughout the presentation, Mr. Baughman and Council Member Rodela engaged in discussion with the Council about formatting future proposed fee schedule changes that are presented to the Council; fee adjustments for non-profit entities; the affordability of the field rental for a local team that is not considered a non-profit; and feedback from local users regarding the field rental policy and fees; resident versus non-resident rates.

The Mayor and Council Members thanked Council Member Rodela for her work on this matter.

Council Member Cortney asked if a rental of the field for two hours includes team access to the field an hour before their game for warm-up time. Council Member Rodela stated that is her preference and staff discussed appropriate changes to the policy and fee schedule to allow for the additional hour of time teams will have access to the field.

Council Member Cortney added he would also like to add boiler plate language to resolutions authorizing the City Recorder, under the supervision of the City Administrator and City Attorney, may make non-substantive corrections to any portion of the resolution or policy for grammatical, typographical, and numbering purposes. Council Member Smith supported Council Member Cortney's recommendation.

Council Member Kim Rodela MOVED that City Council pass a resolution to adopt the proposed changes to the City Fee Schedule and the Highland City Baseball Field Use Policy as updated today, on September 2, 2025, including the additional 4th clause in the resolution as stated by Council Member Doug Cortney.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

Council Member Brittney P. Bills	*Yes*
Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Yes*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion carried 5:0

4. DISCUSSION ITEMS

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

a. **Daycares, In-home Instruction, Home Based Businesses, and Residential Zones** *Land Use (Legislative) Rob Patterson, City Attorney/Planning & Zoning Administrator, Kurt Ostler, Mayor*

The City Council will consider current regulations related to home occupations as they relate to in- home instruction and daycares.

City Attorney/Planning & Zoning Administrator Patterson explained that during several meetings in 2022, the City Council considered whether to amend the City's home occupation regulations to facilitate daycare, preschools, and other similar in-home instruction (swim lessons, piano lessons, etc.) that operate within a residential property. The Council considered numerous options and potential regulations, including regulating the number of students, requiring distancing between uses, whether to allow non-resident employees, and imposing regulations based on number of students. Ultimately, the Council adopted regulations that allowed the uses within the City's residential zones and allowed non-resident employees, with no limits on number of students. During the discussion, the Council clarified that the newly allowed daycare, preschool, and in-home instruction uses would not apply to the City's planned development areas (Ridgeview, Town Center, Skye Estates, 10700, Wild Rose). He used the aid of a PowerPoint presentation to review the City's current rules for in-home instruction and home-based businesses and asked if there were any concerns with the manner in which staff have interpreted and applied the rules to recent applications.

Mayor Ostler highlighted specific properties for which home based business licenses have been denied; Council Member Cortney stated he is aware of one instance where the homeowner's association (HOA) for a denied party has already approved the home-based business. The Council engaged in philosophical discussion and debate about reasonable adjustments to the ordinance and concluded to extend the current rules to all residential zones with a minimum acreage of quarter-acre lots. Mr. Patterson stated that he would prefer to clarify that home occupations that are classified as daycares or in-home instruction are allowed on all residential properties that meet certain requirements. The Council accepted the recommendation and discussed appropriate lot requirements for daycare and preschool businesses specifically.

5. COMMUNICATION ITEMS

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

a. **Election Update** *Stephannie Cottle, City Recorder*

City Recorder Cottle reported that the deadline for write-in candidates to file with the City has passed, and there were no write-in candidates who declared. This means there are four individuals running for City Council and one individual running for Mayor. She reviewed the calendar of upcoming important dates for candidates to be aware of.

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

City Administrator Wells reviewed the calendar for the General Plan update project; the ultimate goal is for the City Council to adopt a final General Plan in December. She added the roundabout on Highland Boulevard at 11800 North was approved last week and there are efforts underway to get the roundabout installed before snow hits this winter. City Attorney/Planning & Zoning Administrator Patterson discussed some grant funding opportunities for the project.

Mayor Ostler reviewed the calendar of upcoming City events for the month of September.

6. 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 8:57 pm Council Member Doug Cortney MOVED that the City Council recess the regular meeting to convene in a closed meeting in the Executive Conference Room to discuss pending or reasonably imminent litigation, and the purchase, exchange, or lease of real property, as provided by Utah Code Annotated §52-4-205.

Council Member Ron Campbell SECONDED the motion.

The vote was recorded as follows:

Council Member Brittney P. Bills	*Yes*
Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Yes*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion carried 5:0

Council Member Doug Cortney MOVED to adjourn the CLOSED MEETING and Council Member Scott L. Smith SECONDED the motion. All voted in favor and the motion passed unanimously.
The CLOSED MEETING adjourned at 10:12 pm.

ADJOURNMENT

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

The meeting adjourned at 10:13 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 September 2, 2025. This document constitutes the official minutes for the Highland City Council Meeting.

Stephannie Cottle, CMC, UCC
City Recorder

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HIGHLAND CITY COUNCIL MINUTES

TUESDAY, SEPTEMBER 30, 2025

Beacon Hill Park, 5959 W Beacon Hill Blvd, Highland, UT 84003

Waiting Formal Approval

6:00 PM SITE TOUR

The City Council will meet at the north parking lot of the Beacon Hill Park located at 5959 W Beacon Hill Blvd, Highland, UT at 6:00 pm, to visit different properties in the area and discuss encroachment issues.

The site tour was posted on the Utah State Public Meeting Website at least 24 hours prior to the event. Mayor Kurt Ostler opened the site tour with a prayer and Council Member Doug Cortney led those present in the Pledge of Allegiance.

MAYOR/COUNCIL MEMBERS:

Mayor Kurt Ostler	Present
Brittney P. Bills	Absent
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

OTHERS PRESENT: N/A

The Mayor, Council, and staff toured the general area near Beacon Hills park and the hollow surrounding Bradon's trail. The Council discussed the state of the City property, the infrastructure in the area, and the encroachment policy including the criteria set out for selling and maintenance agreements. There was also a discussion related to requiring property under maintenance agreements to be water-wise.

Council Member Doug Cortney MOVED to adjourn the site tour. Council Member Kim Rodela SECONDED the motion. All voted in favor. The site tour ended at 7:15 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 September 30, 2025. This document constitutes the official minutes for the Highland City Council site tour.

Stephannie Cottle, CMC, UCC
City Recorder

Highland City Large Purchases Tracking ($25,000+)

Fiscal Year: 2025-2026

Month: September 2025

Date	Vendor	Check #	GL Account		Amount	Description
9/9/2025	Rocky Mountain Power	3982	55-40-27	$	30,669.11	Culinary Wells & Booster Power
9/30/2025	Rocky Mountain Power	3996	53-40-27	$	71,287.18	PI Booster Station Power
9/2/2025	North Pointe Solid Waste District	37260	10-73-49	$	28,350.55	Solid Waste Tipping Fees
9/9/2025	Lone Peak Public Safety District	37293	10-54-31, 10-57-11, 10-57-31	$	519,939.74	September 2025 Public Safety Assessments
9/9/2025	Timpanogos Special Service District	37303	52-40-42	$	162,323.38	August 2025 Sewer Treatment User Fees
9/9/2025	WM Corporate Services, Inc	37309	10-73-50	$	85,932.96	Solid Waste Hauling Contract
9/16/2025	Nelson Brothers Construction	37326	40-40-76, 53-40-60, 54-40-41	$	199,173.71	6000 W Irrigation Payment 11
9/30/2025	Baker X Construction	37357	54-40-41	$	75,198.00	Hanover Way Payment 1
9/30/2025	Black Forest Paving LLC	37361	56-40-70	$	254,969.41	2025 Road Preservation Payments 3 & 4
9/30/2025	Hydro Vac Excavation LLC	37390	53-40-50	$	130,877.28	PI Meter Project Payment 18
9/30/2025	Mountainland Supply, LLC	37413	55-40-55	$	217,689.81	Sensus 520 M Single Port Smpt Radios
9/30/2025	Pleasant Grove Irrigation	37418	53-40-74	$	43,401.80	2025 Water Assessment
9/30/2025	Timpanogos Special Service District	37430	52-2132	$	47,448.00	August 2025 Impact Fees