



HIGHLAND CITY

# HIGHLAND CITY COUNCIL MINUTES

Tuesday, August 19, 2025

Approved October 21, 2025

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

## 6:00 PM REGULAR SESSION

Call to Order: Mayor Kurt Ostler

Invocation: 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

**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:*

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

*The motion carried 5:0*

Council Member Cortney 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:*

<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Ron Campbell</i>	<i>Yes</i>

<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

*The motion carried 5:0*

### **3. ACTION ITEMS**

- a. 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

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:*

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

*The motion carried 5:0*

**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

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 believes 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:*

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

*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:*

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

*The motion carried 5:0*

- 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:*

<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>

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

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:*

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

*The motion carried 5:0*

*Council Member 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.*

*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

1

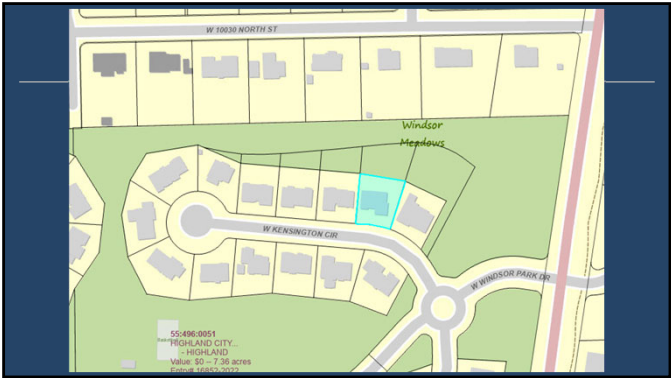
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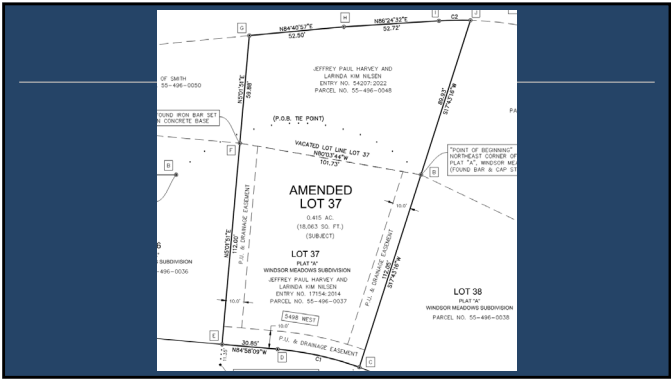


7

Background

- Lot 37 in Windsor Meadows
- Applicants Jeff Harvey and Larinda Nilsen seek to combine their lot with adjacent open space parcel sold by City and remove PUE/drainage easement along vacated rear lot line
- Notice mailed with objection deadline of Aug 14
- No objections received
- No public hearing required

8



9

Standard

- Council is LUA - may approve plat amendment if:
  - 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

10

Staff Review

- As outlined in staff report, staff believes all 5 factors support approving plat amendment.
- Public utilities have consented to vacation of PUE as required by City Code
- City does not need drainage easement
- Staff recommends approval, no stipulations

11

Motion to Approve

I move that City Council APPROVE the Windsor Meadows Amended Lot 37 Subdivision plat.

12



**CONTRACT AUTHORIZATION WITH  
DLS CONSULTING, INC.**  
*General City Management*

Item 3b - Action  
Presented by - Erin Wells, City Administrator

13

Background

- Contract renewal with DLS Consulting, Inc. For David Stewart's services in seeking grants for the City and lobbying with state legislature

14

Grant History

- \$1 million each year for:
- 2023 - culinary well rehabilitation
- 2024 - PRV installation and prep for chlorination
- 2025 - 10400 North 6000 West pedestrian improvements & 6800 West reconstruction
- 2026 plans - Highland Boulevard roundabout

15

2026 Legislative Session Likely Topics

- Transporation Utility Fee
- Public Safety Fee

16

Fiscal Impact

- \$100,000 annually
- Currently budgeted in Culinary Water Fund

17

Motion to Approve

I move that City Council approve a contract with DLS Consulting, Inc. in the amount of \$100,000 and authorize the Mayor to sign the contract.

18



**PROFESSIONAL OFFICE ZONE TEXT AMENDMENT**  
*Development Code Update (Legislative)*

Item 3c – Action  
Presented by – Rob Patterson, City Attorney/Planning & Zoning Administrator

19

Background

- Council reviewed proposed and recommended amendments to PO zone on Aug 5, 2025
- Council directed staff to make some additional changes and bring final draft amendments back for approval

20

Overview of Approach

- 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

21

Changes Since Aug 5

- 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.)

22

Review

- Planning Commission reviewed amendments twice and held a public hearing. Commission, unanimously recommended approval with some changes that have been incorporated
- Council held public hearing already on Aug 5, and no additional public hearing is necessary
- If there are no additional changes desired by the Council, the amendments are ready for adoption

23

Motion to Approve

I move that City Council ADOPT the ordinance amending the Professional Office zoning district regulations and standards.

[Council may specify different or additional amendments to be incorporated]

24





**INTERLOCAL AGREEMENT WITH UTAH COUNTY – 4800 W**  
*General City Management*

Item 3d – Action  
Presented by – Chris Trusty, City Engineer/Public Works Director

25

**4800 West Improvements**

MAG TIP Funding

- 2022- Phase 1- Funding for improvements to 4800 West from Caddie Lane to Alpine Main Street. \$5,461,250 total funds. Funds available January 2026.
- 2024- Phase 2- Improvements include intersection improvements at SR 92 and SR 192. Total \$9,419,000 requested. Project not funded (just outside funding scope).

26

**4800 West Phase 1 Improvements**

- Safety improvements at SR 92 and SR 129 (no additional ROW)
- Widening of roadway north of SR 92 to ensure consistent combination shoulder/ bike lane (additional ROW acquisition from Maddox property to align ROW)
- New multiuse trail from Alpine roundabout to Caddie Lane (approx. 10600 North)
- ADA ramps improvements at intersections

27

**4800 West Phase 1 Improvements**

- Utah County is the funding agency for this project.
- County to fund \$5,091,523 towards this project
- Alpine and Highland as sponsor agencies to provide 6.77% match
- A second Interlocal Agreement between Alpine and Highland will follow to ensure each city is responsible for the matching portion within their city
- Alpine and Highland would work to select a design engineer, generate bid documents, and select a contractor to begin work in the spring of 2026

28

**Motion to Approve**

I move that City Council approve the Interlocal Agreement between Utah County and Highland City for the funding of improvements along 4800 West.

29



**HANOVER SEWER REPAIR CHANGE ORDER**  
*General City Management*


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

30

Motion to Approve

I move that the City Council approve a change order to Baker Construction for the Hanover Sewer Repair project for the amount of \$18,624.

31



UTAH WELLBEING SURVEY

PARTICIPATION OPPORTUNITY

*General City Management*

Item 5a - Discussion  
Presented by - Erin Wells, City Administrator

32

Background

- Utah Wellbeing Survey conducted from 2019-2024 by Utah State University
- Highland participated in 2022
- Opted not to participate in 2023 and 2024
  - Prioritization and survey fatigue concerns for residents
- Seeking Council direction on whether participating would be beneficial to the Council

33

Background Continued

- Next survey is set for March 2026.
  - Core wellbeing questions
  - Option to add city-specific questions
  - Additional opportunity for resident check-in
  - Only conducted online
- \$800 or \$1,300 to ask Highland specific questions

34



PARKS WATERING & PRESSURIZED IRRIGATION SYSTEM STORED WATER

Item 6a - Communication  
Presented by - Kurt Ostler, Mayor  
Chris Trusty, City Engineer/Public Works Director

35

Open Space Maintenance Update



36

Historic Usage

- 2020- 9,378 AF
- 2021- 7,782 AF
- 2022- 7,538 AF
- 2023- 8,035 AF
- 2024- 9,834 AF
- 2025- Tracking to match or exceed 2024

City has seen a reduction in usage since asking residents to cut back watering

City can used stored water, but it can be saved in the reservoir for a non-rainy day/ future drought conditions

37



ROAD MAINTENANCE PLAN UPDATE

Item 6b – Communication  
Presented by – Chris Trusty, City Engineer/Public Works Director

38

Roadway Maintenance Plan

Pricing from LTAP for Road Pavement Assessment:

- Evaluate distress and classify RSL
- Provide data in GIS format
- Summary report with budget projects
- Field review of public sidewalks
- Map ADA ramps and detectable warning surfaces
- Total Cost: \$18,150
- Probably not available until spring 2026
- City will use data to rebuild annual road maintenance plan


39

Streets IFFP/ Transportation Fee

City to issue RFP for Transportation IFFP update

- Update impact fee eligible projects
- Evaluate LOS and trip count for businesses to conform with suggested language Transportation Utility Fee assessment
- Six- Eight months to complete
- Goal is to be ready by May 2026 to reevaluate Transportation Fee

40

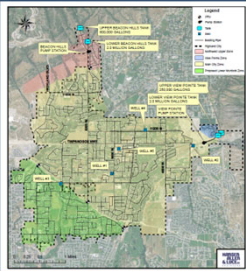


CULINARY PRESSURE REDUCING VALVE IMPLEMENTATION

Item 6c – Communication  
Presented by – Chris Trusty, City Engineer/Public Works Director

41

PRV Zones



- Existing pressures in Lower Murdoch zone exceed 120 psi (south of Murdoch canal)
- New PRVs added at Mitchell Hollow Park, 6000 West and Pheasant Hollow
- New pressures will be between 60-95 PSI
- In home PRVs will maintain current pressure levels inside homes
- Implementing first of September

42



### CITY INVESTMENT OPTIONS FOLLOW-UP

Item 6d – Communication  
Presented by – David Mortensen, Finance Director

43

### Comparison of Fees

Investment Option	Fee Charged	Fee as a %	Annual Fee on \$15 million
Utah PTIF*	1 basis point	0.0100%	\$ 1,500
Meeder Public Funds	10 basis points	0.1000%	\$ 15,000
Moreton Asset Management	11 basis points	0.1100%	\$ 16,500
Zions Capital Advisors**	12 basis points	0.1200%	\$ 18,000
Chandler Asset Management	16 basis points	0.1600%	\$ 24,000

\* authorized to charge up to 10 basis points but historically has averaged about 1 basis point  
\*\* not able to confirm with Zions

44

### Next Steps – Pending Council Direction

- Adoption of Investment Policy
- Approval of Agreement with Meeder Public Funds
- Opening and Funding of Investment Account
  - Prefer to complete investment prior to September 17, 2025 Federal Reserve meeting and potential rate decrease.

45



### QUARTERLY FINANCIAL REPORT

Item 6e – Communication  
Presented by – David Mortensen, Finance Director

46

Highland City

Financial Report

Fiscal Year: 2025

Quarter: 4 (Ending June 30, 2025)

Percent of Fiscal Year Elapsed: 100%

Category	Year-to-Date Actual	FY25 Budget	Percent of Budget	Notes
General Fund:				
Revenue	13,171,181	13,329,663	99%	BAC roads final payment lag
Expenditures	13,079,990	13,679,101	96%	
Net Revenue over Expenditures	91,281	(349,438)		
Cemetery Fund:				
Revenue	401,262	365,500	110%	
Expenditures	410,343	410,504	100%	
Net Revenue over Expenditures	(9,080)	(45,004)		
Library Fund:				
Revenue	443,810	433,101	102%	
Expenditures	450,788	464,522	97%	
Net Revenue over Expenditures	(6,988)	(31,421)		

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Highland City

Financial Report

Fiscal Year: 2025

Quarter: 4 (Ending June 30, 2025)

Percent of Fiscal Year Elapsed: 100%

Category	Year-to-Date Actual	FY25 Budget	Percent of Budget	Notes
Parks Tax Fund:				
Revenue	206,628	184,000	112%	
Expenditures	-	175,000	0%	
Net Revenue over Expenditures	206,628	9,000		
Building & Development Fund:				
Revenue	941,539	1,139,000	83%	Building permits 80%, plan check fees 73% of budget
Expenditures	1,115,938	1,235,254	90%	
Net Revenue over Expenditures	(174,400)	(96,254)		
Debt Service Fund:				
Revenue	951,257	951,257	100%	
Expenditures	946,524	951,257	100%	
Net Revenue over Expenditures	4,733	-		

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Highland City				
Financial Report				
Fiscal Year: 2025				
Quarter: 4 (Ending June 30, 2025)				
Percent of Fiscal Year Elapsed: 100%				
Category	Year-to- Date Actual	FY25 Budget	Percent of Budget	Notes
Parks Capital Improvement Fund:				
Revenue	1,104,832	846,000	131%	Park donations and grants
Expenditures	4,020,080	4,554,351	88%	
Net Revenue over Expenditures	(2,915,248)	(3,709,351)		
Roads Capital Improvement Fund:				
Revenue	1,136,192	995,000	114%	
Expenditures	626,124	1,279,990	49%	
Net Revenue over Expenditures	504,068	(284,990)		
Buildings Capital Improvement Fund:				
Revenue	546,574	436,542	125%	
Expenditures	1,819,479	2,663,642	68%	
Net Revenue over Expenditures	(1,272,905)	(2,227,100)		

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# Highland City

## Financial Report

Fiscal Year: 2025

Quarter: 4 (Ending June 30, 2025)

Percent of Fiscal Year Elapsed: 100%

Category	Year-to- Date Actual	FY25 Budget	Percent of Budget	Notes
Town Center Exaction Fund:				
Revenue	2,233	-		Interest earnings
Expenditures	-	-		
Net Revenue over Expenditures	2,233	-		
Sewer Fund:				
Revenue	3,065,134	3,120,000	98%	Impact fees at 63% of budget
Expenditures	2,715,796	3,292,726	82%	
Net Revenue over Expenditures	349,429	(172,726)		
Pressurized Irrigation Fund:				
Revenue	6,083,593	6,508,000	93%	Grant revenues at 80% of budget
Expenditures	6,605,985	7,642,854	86%	
Net Revenue over Expenditures	(522,392)	(1,134,954)		

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# Highland City

## Financial Report

Fiscal Year: 2025

Quarter: 4 (Ending June 30, 2025)

Percent of Fiscal Year Elapsed: 100%

Category	Year-to- Date Actual	FY25 Budget	Percent of Budget	Notes
Storm Sewer Fund:				
Revenue	1,030,002	930,000	111%	
Expenditures	671,223	1,255,169	53%	
Net Revenue over Expenditures	358,779	(325,169)		
Culinary Water Fund:				
Revenue	2,481,368	2,980,400	83%	Impact fees 70%, meter fees 40%, grant revenue 45% of budget
Expenditures	2,027,380	3,051,410	66%	
Net Revenue over Expenditures	453,988	(71,010)		
Transportation Fund:				
Revenue	1,278,422	1,155,000	111%	
Expenditures	1,026,717	1,153,789	89%	
Net Revenue over Expenditures	257,704	1,231		

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Highland City Financial Report Fiscal Year: 2025 Quarter: 4 (Ending June 30, 2025) Percent of Fiscal Year Elapsed: 100%				
Category	Year-to- Date Actual	FY25 Budget	Percent of Budget	Notes
Internal Service IT Fund:				
Revenue	54,953	54,175	101%	
Expenditures	54,511	54,175	101%	
Net Revenue over Expenditures	342	-		

52



ELECTION UPDATE

Item 6f - Communication  
Presented by - Stephanie Cottle, City Recorder

53



COMMUNITY DEVELOPMENT UPDATE

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

54



### FUTURE MEETINGS/EVENTS


- August 26, Canvass Meeting, 6:00 pm, City Hall
- August 26, Planning Commission Meeting, 7:00 pm, City Hall
- August 29, Write-in Candidate Deadline, 5:00 pm
- September 2, City Council Meeting, 6:00 pm, City Hall
- September 3, Lone Peak Public Safety District Meeting, 7:30 am, City Hall
- September 16, City Council Meeting, 6:00 pm, City Hall
- September 23, Planning Commission Meeting, 7:00 pm, City Hall
- September 30, Site Tour - Beacon Hill, Time: TBD

55

### Motion to Adjourn to Closed Meeting

I move that City Council recess the regular City Council meeting to convene in a closed meeting in the executive conference room to discuss 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.

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### CLOSED MEETING

The Highland City Council has recessed the regular City Council meeting to convene in a closed meeting 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.

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

57

## Highland City Council

Doug Cortney

August 19, 2025

### Agenda item #2b: July 1, 2025, Minutes

#### 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.

Reviewing the video (at 2:25:55), Chris quoted a total of \$103,332.17, which matches the amount in the motion from the minutes.

To ensure accuracy and to avoid the impression that staff asked for one amount and council approved a higher amount without discussion, **I propose striking the text "\$102,792.80" and replacing it with the text "\$103,332.17" in item 5a.**

#### Item #7c: Watering and Maintenance of City Property

There draft minutes include "using green dye on dead grass," but the description of the grass as "dead" never occurs in the recording (4:19:26 to 4:22:01). I believe the grass is dormant rather than dead, and I believe this is the understanding of council.

To avoid giving the impression that large swaths of grass are dead and will need to be replaced -- and accurately to reflect what I believe Council's understanding and intention was during the July 1 meeting -- **I propose striking the text "dead" and replacing it with the text "brown" in item 7c.**

# Highland City Council

Doug Cortney

August 19, 2025

## Agenda item #3c: Professional Office Zone Amendment

### 3-4907: Building Height

Both the R-1-40 zone (HDC § 3-4105) and the current PO zone (HDC § 3-4907) incorporate the general definition of "building height" (HDC 10-102(38)) by reference. This includes exceptions for "chimneys, church towers, and similar structures."

The Building Height section of the proposed ordinance (3-4907) does not include the

3. No building shall have more than one basement story.

4. Building height shall be measured to the highest part of the building, including parapets and other screening features, and HVAC and other mechanical equipment, but not including chimneys and similar structures.

5. Buildings on property fronting the east side of Highland Boulevard between Timpanogos Highway and Sunflower Drive shall comply with the following:

exception for church towers in its list of exceptions (3-4907(4)).

chiropractors, counselors, and psychiatrists.

4. Other types of Professional Services including but not limited to: information technology services, marketing, travel and employment agencies, journalists, collection agencies, educational services, daycares, music studios, photography studios, churches, colleges & schools (academic, preschools, special education, indoor instruction only).

Churches are a conditional use (3-4902(4)) in the proposed ordinance.

**I propose inserting the text ", church towers" immediately after the text "chimneys" in 3-4907(4).**

PS: Thanks to Rob, from whom I copied some of the above text.