HIGHLAND CITY COUNCIL MINUTES

Tuesday, September 16, 2025

Approved November 18, 2025

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

6:00 PM REGULAR SESSION

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

The meeting was called to order by Mayor Kurt Ostler as a regular session at 6:03 pm. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting. The prayer was offered by Council Member Brittney P. Bills and those in attendance were led in the Pledge of Allegiance by Mayor Kurt Ostler.

PRESIDING:	Mayor Kurt Ostler

COUNCIL MEMBERS:

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

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

OTHERS PRESENT: Jon Hart, Wesley Warren, Gale Keeler, Lori Volmar, Liz Rice, Marilyn Thomsen, Eric Christensen, Kristine Oldroyd, Scott Oldroyd, Joseph Higbee, Joel Hyde, Mike Bunnen Jonny Hubert, Lois Christensen, Laurie Adams, Becca Greenwood, Mary Thomas, Dawn Harris, Troy Harris, James Samson, Whitney Hebbert, Brandon Hebbert, Dave Nielsen, Leslie Nielsen, Chris Patten, Brian Greenwood, True Chamberlain, Chris Howden, Alexis Griffiths, Brent and Heather Groom, James Hensen

Prior to the Pledge of Allegiance, Mayor Ostler paused to recognize those who are grieving over the events of the past week; he acknowledged the assassination of Charlie Kirk and the impact that has had on the students, staff, and others associated with Utah Valley University (UVU). He stated Constitution Week will be celebrated over the next week and this is a good time to reflect upon the principles the United States was built upon: liberty, justice, and peaceful self-governance. It is important to respect the dignity of every life and to resolve differences through civil discourse. He stated that at this time, he calls for unity; in a moment like this, the Constitution serves as both a shield and compass. It protects freedoms but also guides toward greater unity as people. He then led the audience in the Pledge of Allegiance.

1. PRESENTATIONS

a. Constitution Week Proclamation *Kurt Ostler, Mayor*
The Mayor will present to the City Council a proclamation designating September 17-September 23, 2025 as Constitution Week.

Gale Keeler, Regent of the Pony Express Chapter of the National Society of Daughters of the American Revolution (DAR) stated the DAR has three main objectives: historic preservation, education, and patriotism. In keeping with these objectives, the DAR encourages all Americans to read and reflect on the Constitution and be grateful for it. Before the Constitution, rules claimed the divine rights of Kings, meaning their power was absolute. She offered historical information regarding the writing of the Constitution and the Declaration of Independence. In 2026, this nation will celebrate America 250, the 250th anniversary of our independence; in preparation for this milestone, it is more important then ever to reflect on the Constitution and the principles that have guided the nation for more than 238 years. She cited the many reasons the Constitution is important and encouraged everyone to join her in recognizing Constitution Week from September 17 to 23, 2025. She asked that Mayor Ostler read and sign the Constitution Week Proclamation. Mayor Ostler read the Proclamation and invited all Council Members to join him in signing the document with an effective date of September 16, 2025.

b. Highland Fling *Cristina Medina, Civic Events Coordinator*
Cristina Medina, Civic Events Coordinator, will present a brief review of the 2025 Highland Fling.

Mayor Ostler announced that this presentation will be given to the Council and the public at a later date.

2. UNSCHEDULED PUBLIC APPEARANCES

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

Leslie Nielsen asked who makes decisions on property zoning matters; she asked if the residents of the City have a say in those matters. Mayor Ostler reported rezone applications are submitted to the Planning Commission, and they advertise a time for public input via a public notice process. Mayor Ostler stated that residents living within a 500-foot radius of a property subject to a zone change will receive a personal notice. Ms. Nielsen asked if signs are posted on the property that is subject to a zone change. City Attorney Patterson answered yes but noted it has been some time since the City has received a zone change application and he cannot recall signage rules. Mayor Ostler then noted that the Planning Commission will make a recommendation to the City Council regarding zone changes, and the City Council will then hold a public hearing before acting on the zone change. Ms. Nielsen stated that a portion of a church property is being sold to a contractor who has plans to build a commercial building on the property; however, the property is zoned residential R-1-40, and she has not heard of a zone change. She does not know how the contractor already has plans and believes he can secure a rezone without filing a zone change application. Mayor Ostler stated the City has not seen any plans for the property nor a rezone application; when such an application is filed, it will be publicly noticed. Ms. Nielsen stated she has seen plans that indicate the City knows that the property will be part of a town center; the entire church property has been discussed by the City, but the residents have no knowledge of it. Mayor Ostler stated there are no active development plans for the property Ms. Nielsen is referencing. Ms. Nielsen stated she has talked to the builder, and he has plans to proceed with development. Council Member Cortney stated he believes the documents Ms. Nielsen is talking about are taken from the meetings the Council has participated in regarding General Plan updates; this included an expansion of multi-use developments in the area of the property Ms. Nielsen is referencing. Mayor Ostler stated that Highland Mains development has secured approval of commercial development and that is currently under way; the other property has been discussed through the process of reviewing and updating the General Plan, but there is no formal application, and no votes have been taken. Ms. Nielsen asked if there will be an opportunity for the public to express their views before such an application is considered. Mayor Ostler answered yes. Ms. Nielsen continued questioning and dialogue with the Mayor about the processes that must be followed in order for zoning of a property to change and development plans to proceed. Ms. Nielsen stated she believes the noticing radius for a zone change application should be expanded beyond 500 feet.

Council Member Smith emphasized that the Planning Commission and City Council have participated in several meetings regarding updating the General Plan; however, the City Council has not seen an official draft of the proposed General Plan amendments, and it has not been voted upon yet. That will occur later this year and the public will have an opportunity to provide input on the General Plan.

Wes Warren stated that during the last meeting where the General Plan was reviewed, there was a map displayed that included overlay zoning onto the church property referenced by Ms. Nielsen; the overlay seems a bit off and that is why the group discussed the matter and he believes they reached the conclusion that the overlay was in error and it is not official. The error was highlighted during the meeting and will be corrected. He believes it will be corrected in the final version of the General Plan, and he would advise residents who are interested in these matters to subscribe to notifications of public notices and agenda through the website.

Joseph Higbee also mentioned the same property as Ms. Nielsen and noted that he understands that it is necessary to hold meetings to plan for the future of the City and that requires review of maps that may or may not be official and final. He added that he feels this matter relates to the item on tonight's agenda regarding the 11200 North connection and General Plan classification; if things start building out as proposed in the future land use map, it may be necessary to accommodate more traffic. The City should discuss all of these issues holistically because they are related to one another.

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
July 15, 2025

b. **Approval of Meeting Minutes** *General City Management*
Stephannie Cottle, City Recorder
August 26, 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 August 2025.

d. **CDBG Contract Amendment** *General City Management*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will consider approving slightly amending the previously approved contract with Utah County regarding Highland City's participation in the CDBG program.

e. **Planning Commission Appointment** *General City Management*
Kurt Ostler, Mayor
The City Council will consider the Mayor's request to ratify the appointment of Sherry Kramer as a Planning Commissioner.

Council Member Ron Campbell MOVED to approve the consent agenda.

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. ACTION ITEMS

a. **ACTION: 11200 North Connection and General Plan Classification** *General City Management General Plan Amendment (Legislative)*
Rob Patterson, City Attorney/Planning & Zoning Administrator, Chris Trusty, City Engineer/Public Works Director
The City Council will consider connectivity and road classification options for 11200 North.

City Attorney/Planning & Zoning Administrator Patterson reported on April 8, 2025, the City Council held a joint workshop with the Planning Commission regarding updating the transportation element of the City's General Plan. The informal direction staff understood from a majority of the Council and Commission present was that 11200 North should not serve as a minor collector and should instead be classified as a local road, and that the City should strive to complete the connection between the east and west portions of 11200 North. On June 3, 2025, the City Council considered a general plan amendment to reclassify 11200 North from a minor collector to a local street. The Council unanimously voted to reclassify the majority of 11200 N as a local street but not change the classification of the unbuilt connection area of 11200 North. That issue was continued, with the Council directing staff to bring back options regarding what could be built in that corridor and how that portion of 11200 North could be classified. Generally, additional connectivity is seen as beneficial to a city's transportation network, especially as it relates to providing emergency services. The general plan provides, "If the City has the opportunity to connect streets for the purpose of providing better traffic circulation, more efficient and prudent maintenance costs, and more efficient access for public safety purposes, then streets should be connected, and cul-de-sacs should be avoided." However, the decision of when or whether to make specific new street connections is generally within the Council's discretion, based on the needs of the City and adjacent property owners. With the 11200 North connection, City staff and the Mayor met with the Mortensen family living on the south side of the 11200 right of way to inquire about purchasing property from him that would allow the city to shift the sidewalk and accommodate a residential road. Unfortunately, Mr. Mortenson was not inclined to sell any additional property and so that option is no longer viable without pursuing eminent domain. Mr. Patterson used the aid of a PowerPoint presentation to summarize the options the City Council may consider:

1. Install 10' wide trail through the corridor – Need funding, cannot use impact fees, impact fees may be refunded
2. Install an emergency egress with a sidewalk – Need funding, cannot use impact fees, impact fees may be refunded
3. Install 20-foot-wide street with or without sidewalk (curb/sidewalk combo or no sidewalk similar to connection from Burning Oaks Dr to Highland Blvd) – Maybe impact fees
4. No construction/change - Impact fees may be refunded

He noted options two or three could be installed with either collapsible or removeable bollards. A road with bollards may not be able to be funded with impact fees. He also provided photos to serve as examples of what each of the first three options would look like.

Council Member Smith asked who has paid impact fees that would be used for this project. Mr. Patterson stated impact fees are paid at the time an individual applies for a building permit; impact fees are assessed for different infrastructure improvements throughout the City. Certain road construction projects have been identified to be funded with impact fee revenue; as Highland develops, larger connector streets are needed to accommodate increased traffic. Council Member Smith asked if City staff has obtained cost estimates for the construction options. City Engineer/Public Works Director Trusty noted that the estimate for option three is approximately $250,000; he has not obtained estimates for options one and two.

Council Member Cortney asked if impact fees can actually be used for neighborhood roads. Mr. Patterson stated impact fee revenue can be used for this project because it provides connectivity that is identified in the General Plan and the Impact Fee Facilities Plan (IFFP).

Mr. Patterson then summarized 11200 North classification options.

1. Classify the corridor as a local residential street
2. Create a new road classification for "emergency access “
3. Remove connection from transportation plan and vacate right-of-way. Property should not be sold due to existing utilities, but ROW can be vacated. If ROW is vacated, property remains City-owned and could be used for trail and utility access, but not public road.

He noted options two and three would likely require refunding road impact fees.

Discussion among the Council and staff centered on the impetus for making these decisions at this time; the various types of projects that are eligible for impact fee funding; the process for refunding impact fees, when necessary; and the pros and cons of each of the options regarding connectivity and classification. They also heard from Deputy Fire Chief Jake Beck regarding the appropriate connectivity for emergency access purposes; any type of fire apparatus will fit on the road widths suggested by Mr. Patterson. Council Member Cortney stated he personally feels there will be a public safety benefit associated with connecting the road but drew the conclusion that it would be used minimally, if ever.

Mayor Kurt Ostler invited public input on the matter at 6:50 p.m.

James Sampson stated he does not want money to be the deciding factor regarding the appropriate connectivity and classification of 11200 North, and he asked the Council to consider the negative aspects of building a new road to provide connectivity. The area is so narrow and a road in the area will be dangerous; no resident living in the area wants a road and he asked that the Mayor and Council consider the feelings of the residents. There is a very slim chance that the road would be needed for emergency access, but if there is a disaster that impacts residents that live in the area, they will drive through the area regardless of whether a road is built there. He encouraged the Mayor and Council to visit the area to gain a real understanding of how a new road will negatively impact residents.

Dave Nielsen stated he feels that building a new road and connecting the existing roads will actually cause more harm and will result in an increased need for emergency services. There are many kids who live on the street and increasing traffic that will speed through the area will make the area much more dangerous for the kids. There is an argument for safety that should be prioritized over the need to spend impact fee revenues. He also believes that this is an attempt to pursue a long-term agenda of replacing certain areas of the community with mixed-use or commercial development that will yield greater property tax revenue.

Liz Rice stated she does not live in the area that will be impacted by this project, but she has visited the area with Mr. Trusty, and it is her opinion that the area should be left alone, and the impact fees should be refunded if that is the appropriate action. She has always backed law enforcement and the Fire Department, but she does not agree that increased emergency access is needed in this area.

Joel Hyde echoed the safety concerns that have been expressed. He stated that he lives on the road and has three kids, and this project would make things much worse. He stated there is not a great deal of public green space in the area and he suggested that the property be used for a trail and some green space instead of a new road. He believes the neighbors would help to maintain such improvements. Right now, the area is used by e-bikes and golf carts that are driving very fast and building a new road would only make those conditions worse. His vote would be to leave the area as is or convert it to usable green space.

Scott Oldroyd encouraged the Council to consider a new road classification for emergency access only and not spend any additional money to install asphalt. If the existing rocks are moved and bollards are installed, the current problems would be solved. Impact fee money could be refunded to those that previously paid it, and the matter of emergency access would be solved.

Jonny Hubert stated his grandfather used to live in the house that he now lives in on 11200 North, and he fought against this same issue 30 years ago when the land to the north was developed. If this is a matter of the City having a lot of money that it needs to spend, he would suggest that it be used to take care of City property that is not being maintained. Out of the options that have been presented tonight, he is opposed to making the road a through street. He would support building a trail or usable green space or giving the impact fee money back to those that have paid.

Chris Patten stated he has lived in the area for 28 years and he asked the Council to consider if they would support this type of project on their own road. People who drive on 11200 North already drive faster than 25 miles per hour and creating a through street would only make these conditions worse.

Whitney Hebbert stated she lives in the cul-de-sac near the subject property, and she has expressed her concerns about the proposed connection; she moved to her home to be away from busy roads and there are many kids who live in her neighborhood. She referenced a nearby street that is a through street and the traffic and speeding there is very dangerous for residents. She would support a trail and usable green space versus any type of road.

Brian Greenwood stated this issue has been discussed for three years now and he would appreciate a final decision on the matter. He agreed that safety is a huge issue and there are already connection options without building this new road. He supports planning for the future of the City but asked that a final decision be made tonight so that it is not discussed again in another year.

Troy Harris stated this road would impact his property significantly; the discussion of impact fees tonight has been fairly insightful, and he encouraged the City Council to consider whether they are only contemplating this project because there is money available to spend. That is not an appropriate reason to disrupt the neighborhood that has been in place for over 20 years. It is more appropriate to consider what the connection would actually accomplish, and he feels the only benefit would be to those that live outside of the existing neighborhood that are looking for a shorter commute. Emergency access is not necessary because the residents will simply remove the boulders from the area and use the land to exit their neighborhood if that is truly needed. When he applied for his building permit in 2018 for $400,000 worth of improvements, the City approved it with no problem. However, now he is being told the plans have changed and the area is needed for a road.

True Chamberlain stated there is a section of land in front of the LDS Church that is unpaved; if this area were widened and finished, the impact fees could be used for that purpose rather than the road that is in question. He stated last Sunday there were more people attending church and many had to park on the road, making it hard to get through.

Wes Warren stated the issue of connectivity is important, but if it is not absolutely necessary to improve connectivity in order to get traffic in and out of the neighborhood, the focus should only be on emergency access.

He feels the Council can reasonably consider an alternative option that would provide emergency access but would be less impactful to the neighborhood. He suggested a trail or green space as has been suggested by the residents, but with bollards that could be driven over by emergency vehicles in an absolute disaster. He stated there are definitely ‘choke points’ in the neighborhood that, if closed by a natural disaster, would prevent residents from escaping and the additional emergency access point would be beneficial in that scenario. He thanked the Mayor and Council for making this process accessible to residents and listening to their feedback; government moves very slowly and most of the time that is a good thing because it provides greater opportunity for input.

Christine Oldroyd stated she lives east of the subject property; she noted that the staff report included in the Council packet indicates staff recommends classifying the corridor as a local residential street even if the connection is not built as a complete or even a partial roadway as this retains a possibility for the property owner to the south, the Mortensen family, to subdivide if they desire. She stated she spoke to the Mortensen family today and they have no desire to subdivide or for the street to go through. It is important that the Mayor and Council understand that, and she noted she agreed with everything her neighbors have said about the connection.

Chris Howden stated his preference is for charm, beauty, and safety over convenience and efficiency. He stated that the residents of the City are exhausted by things like this coming up again and again without a decision. He asked the Council to consider an action that will allow for this issue to be resolved.

Alexis Griffith stated that she loves the idea of making the subject property an open green space; the area looks too small for a road, and she suggested that the City look into how other cities have handled situations like this.

Mayor Kurt Ostler closed public comment at 7:15 p.m.

Mayor Ostler then clarified the reason this issue is being discussed again is that the City is working through a General Plan update and this topic came up during discussions of that project. The City does not have a hidden agenda to increase density in the area. He facilitated philosophical discussion among the Council regarding their feelings about necessary transportation improvements in the City that are rooted in safety, connectivity, and convenience. The Council ultimately concluded it is not appropriate to pursue the project simply because there are impact fee revenues available to fund the project; the connection is not wanted by the neighborhood and may not be necessary except for in the event of an emergency. However, some Council Members expressed disappointment in the ‘not in my backyard’ sentiment when it comes to topics such as this. Council Member Smith supported a variation of construction option number one, building a 10-foot-wide corridor with additional landscaping and bollards that can be knocked down by an emergency vehicle. Council Member Campbell stated he supports that option as well. Mr. Patterson stated staff needs clear direction on the construction option and road classification. The Council concluded they do not want to build a road in the corridor but possibly preserve the space for a trail or other non-transportation public improvements. Mr. Patterson suggested the Council’s motion reference option one with desired adjustments.

Council Member Doug Cortney MOVED that City Council direct staff to implement Option 1 in the 11200 North connection corridor, to remove the 11200 North connection area from the transportation master plan, and begin the process of vacating the right-of-way for this area, and create plans for design and landscaping of it.

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

b. 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 in conjunction with the biannual Mountainland Association of Governments (MAG) Transportation Improvement Plan (TIP) project cycle, the City Council approved submitting a request for improvements along 4800 West between Highland City and Alpine City on April 19, 2022. On March 12, 2024, Council revisited the project at this intersection and opted to submit to MAG for additional improvements, including adding another lane. Ultimately, the 2024 project did not receive MAG funding. As such, the 2022 Council approved project is what is moving forward. On June 16, 2025, the Council approved the City budget which included the revenue sources and city expenditures for this project. He used the aid of a PowerPoint presentation to provide an aerial image of the location of the project and identified safety improvements that have been made to the design of the project as follows:

- Lanes align through intersection for safety.
- Roadway shoulders for safe driveway exits and possibly bicycle lanes.
- Completing center two-way left turn lane for safe turning movements.
- Multi-use trail on the east side to allow for safe pedestrian passage from Alpine Main Street to at least SR 92.
- Safe pedestrian crossings at SR 92.

He then noted Utah County is the funding agency for this project and they will fund $5,091,523 towards this project. Alpine and Highland cities will be sponsor agencies and provide a 6.77 percent project 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 also work to select a design engineer, generate bid documents, and select a contractor to begin work in the spring of 2026. Items for the Council to consider this evening include the following:

- Application budget estimate is $6.4M; actual funding is $5.4M including city match;
- Reducing shoulder width from 8 feet near SR 92 to 5 foot would minimize necessary property purchase;
- Bike lanes would require restricted parking, and the narrow shoulder likely does not support adequate bike lanes; and
- Widening sidewalk south of SR 92 is currently included in application but may not be necessary.

The Mayor and Council engaged in discussion with Mr. Trusty regarding the conceptual design of the project; there was a focus on the alignment of the bike lane, the potential for the City to acquire some private property for the project and preserving enough room for on-street parking in the area. They concluded that they would like to reduce the property acquisition requirements of the project by reducing the shoulder width from eight feet to five feet. Mr. Trusty stated that he has spoken to two of the three property owners that would be impacted by the property acquisition component of the project; they seemed amenable to the project design and reduced impact on their property.

Council Member Smith wondered if the City would allow for a privacy fence along the properties that will now have a public trail in their backyard. Mr. Patterson stated the City's land use code currently would not allow that, but that is something the City could consider as part of negotiation of the agreement for the project.

Mayor Kurt Ostler opened the meeting for public comments at 7:57 p.m.

James Hensen stated he rides his bike from the north to the south in the area and he is concerned about the point where the bike lane narrows forcing him to hug the property line in order to get through. He stated he always uses crosswalks when riding his bike because the corners are blind and people coming from the north cannot see people trying to cross the road at the corner. The same would be true for those coming from the west to the intersection.

Lois Christensen stated she is one of the three property owners who will lose a portion of her property in order to straighten the curve; she has lived in her home for 34 years and no one has ever wanted to park on the street because the road is too busy. She is not concerned about having enough room for on-street parking. She stated she is not happy with a 10-foot path, and she would be happier if she were left alone, but she knows that is not an option. She stated that she supports any decision that will reduce the amount of property she will lose to the project.

Council Member Smith asked Ms. Christensen if she and her husband would be willing to meet with City staff to negotiate the property transaction. Ms. Christensen answered yes; she has spoken with City staff in the past and is willing to continue those discussions.

Wes Warren stated he is glad City staff has adjusted the plan for this project as he feels the original engineering design for the project would have been a disaster for the City. Anything that does not generously accommodate bikers will make problems in the area worse. He thinks the solution is elegant, but if it does not accommodate more bikes, the result will be increased vehicular traffic in the area. He referred to improvements that have occurred on the University of Utah campus that accommodate people using bikes and scooters to move about the campus; he feels there are opportunities to advocate for those types of things in Highland City as well. He asked that the Council prioritize bike lanes in the project plans.

Mayor Ostler asked if the design of the project will be further refined. Mr. Trusty answered yes; once the interlocal agreement is approved, Alpine and Highland can begin working together to get a design engineer hired to fine tune the project design.

Council Member Campbell thanked Ms. Christensen for her comments about on-street parking and stated he would be more supportive of a bike lane rather than sufficient space for on-street parking.

Council Member Scott L. Smith MOVED that City Council approve the Interlocal Agreement between Utah County and Highland City for the funding of improvements along 4800 West, with stipulation that we see more design, as we have talked.

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

c. **ACTION: Interlocal Agreement with Alpine - 4800 West MAG Project Management** *General City Management*
Chris Trusty, City Engineer/Public Works Director
The City Council will consider approving an interlocal agreement between Highland City and Alpine City outlining the individual responsibilities of both cities related to the improvements on 4800 West through Highland and Alpine.

City Engineer/Public Works Director Trusty stated this item is related to the previous agenda item; it is a formal agreement between Alpine and Highland City to address how the 6.77 project match will be shared between the two cities. The required match of $369,726 will be shared between Alpine and Highland proportionate to construction costs with the city limits of each entity; Alpine has approved their portion of the funding.

Council Member Bills stated she would like the record to reflect that she is supportive of the agreement, but also feels Highland is being a good neighbor to Alpine in that most of the need for the project is a result of increased traffic coming from Alpine City. Council Member Smith agreed.

Council Member Kim Rodela MOVED that City Council approve the Interlocal Agreement between Highland City and the City of Alpine for the funding of improvements along 4800 West.

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

5. COMMUNICATION ITEMS

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

a. **Review of the City's Bonds and Payment Sources** *David Mortensen, Finance Director*

Finance Director Mortensen used the aid of a PowerPoint presentation to review the City's outstanding bonds as follows:

- Series 2016 Parks Bond:
  - Bond issued in 2007 and refunded (refinanced) in 2016.
  - Debt service remaining as of today is $1,470,000 principal and $51,013 interest, anticipated to be paid for from Parks Capital Fund balance (impact fees previously collected).
  - The Bond will be paid off in September 2027.
  - 2015 and 2020 IFFPs both identified the bond debt service as a buy-in component of the parks impact fee. In a 2023 amendment, it was determined that enough buy-in had been collected to cover the full amount of the debt service. The buy-in component of the impact fee was removed, and future park improvements were added as the only component of the new impact fee.
  - Since 2007, the General Fund has transferred about $3.24 million to the Debt Service Fund to help pay the Parks Bond debt service.
  - There is currently no source of funds from which to reimburse the General Fund for these transfers.
  - The IFFP needs to be updated again to reflect the completion of large projects and determine what impact

fees can be collected going forward.

- Series 2020 Building Bond:
  - Bond issued in 2006, refunded in 2015 and refunded again in 2020.
  - Debt service remaining as of today is $419,000 principal and $4,525 interest, anticipated to be paid from Building Capital Fund balance.
  - The Bond will be paid off in September 2026.
  - A 2020 IFFP identifies $527,111 of the public safety building costs as impact fee eligible from public safety impact fees as a buy-in component. It appears that since then all of the buy-in impact fees have been collected, but further analysis is needed to confirm that.
  - Because the debt is almost paid off, and the buy-in component of the impact fee may have already been met, an update to the IFFP is needed.
  - Since 2007, the General Fund has transferred about $5.96 million to the Debt Service Fund to help pay the Building Bond debt service.
  - There is currently no source of funds from which to reimburse the General Fund for these transfers.

Discussion among the Mayor, Council, and Mr. Mortensen centered on funding sources for repayment of the bond debt; the City's ability to repay the bond with existing funding; the Mayor and Council thanked Mr. Mortensen for the information provided.

b. Grass Field Rental Policy *General City Management*
Jay Baughman, Assistant City Administrator/Community Development Director
The City Council will discuss the edits to the Field Use Policy presented in the packet and give direction to staff regarding the final policy document.

Assistant City Administrator/Community Development Director Baughman presented the City's parks map to identify park spaces that would be subject to the grass field rental policy; City staff is seeking direction from the City Council regarding whether to make every field available to rent regardless of size. If the answer is no, staff needs to understand the differentiation between fields that are rentable and those that are not. Discussion among the group centered on amenities available at each of the parks, including restroom facilities; the current programming of some of the grass fields; preserving field space for free use by the public rather than requiring rental of the space. Council Member Cortney stated he does not believe it is necessary to include this type of policy in the City Code; this led to discussion about possibly repealing the ordinance and adopting an administrative policy to address the matter. Mr. Baughman stated he will use the direction and feedback from the Mayor and Council to develop a formal policy recommendation.

c. Business Licensing - Renting Parts of Private Property in Residential Zones *Rob Patterson, City Attorney/Planning & Zoning Administrator*

City Attorney/Planning & Zoning Administrator Patterson stated the City Council has discussed the concept of renting a portion of a private property for business use in the past; a resident in the Ridgeview Development was seeking to rent their swimming pool for public use, but the City has rejected the request because it constitutes a commercial activity in a residential area. However, the complaint the City received was that it allows daycare operations in residential zones. He stated that City staff needs some direction from the Council about whether it would be appropriate to expand the home occupation licensing regulations to allow rental of private pools. The City has had complaints about using residential properties for commercial events. The Mayor and Council engaged in philosophical discussion and debate about the City's ability to limit certain commercial uses while allowing others in a residential area; there was a focus on pools that are used for private swimming lessons, vacation rental properties, and daycares. They discussed the potential impacts that a private business operation could have on a residential neighborhood, such as increased parking and noise associated with commercial activities.

Mayor Ostler acknowledged residents in attendance this evening who have had personal experience with these issues; he invited them to address the Council.

Brent and Heather Groom stated that the live next door to a short-term rental property; the owner of the property applied for a business license, and they were rejected. However, they willfully went forward with their business, which is a Class C Misdemeanor. In the last 45 days, they have rented their property 16 times. They discussed some of the activities that have occurred at the property, which have caused great disruption for them and other neighbors. The City should be concerned about freedom of other property owners who have made a significant investment in their residential property. Something should be in place to prevent people from operating disruptive commercial activity in residential neighborhoods. Council Member Smith agreed.

Council Member Rodela asked if the City is enforcing these issues when they become aware of them. Mr. Patterson stated some enforcement has taken place, but staff is walking a fine line in terms of enforcement because they know that certain situations will rise to the level of Council involvement. The Council indicated they want staff to enforce situations like those referenced by Mr. and Mrs. Groom.

Liz Rice stated that three weeks ago she had four women show up in her backyard for a pool party; she does not have a pool, and she spoke to the women who told her that they saw an event on social media involving a private pool party that ended up being in one of her neighbor's backyard. She stated these activities are very concerning. She is also aware of other people who are renting their pools for private swimming lessons.

Mayor Ostler stated he believes City staff has enough direction to proceed with addressing the issues that have been raised tonight.

d. Elections Update *Stephannie Cottle, City Recorder*

City Recorder Cottle reviewed the calendar of upcoming election related events and reporting deadlines. The General Election will be held November 4, and ballots will be placed in the mail on October 14.

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

This item was not discussed due to the hour of the meeting.

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

Council Member Campbell acknowledged staff involvements in coordinating 23 community service projects as part of the National Day of Service on September 11. He expressed gratitude to everyone involved in those projects.

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 9:07 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 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 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 Ron Campbell MOVED to adjourn the CLOSED MEETING and Council Member Kim Rodela SECONDED the motion. All voted in favor and the motion passed unanimously.

The CLOSED MEETING adjourned at 10:18 pm.

ADJOURNMENT

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

The meeting adjourned at 10:19 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 16, 2025. This document constitutes the official minutes for the Highland City Council Meeting.

Stephannie Cottle, CMC, UCC
City Recorder

Welcome to the Highland City Council Meeting

September 16, 2025

Please Sign the Attendance Sheet

Scan for Agenda

HIGHLAND CITY

1

HIGHLAND CITY

6:00 PM REGULAR SESSION

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

2

HIGHLAND CITY

UNSCHEDULED PUBLIC APPEARANCES

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

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

3

HIGHLAND CITY

PRESENTATIONS

a. Constitution Week Proclamation – *Mayor Kurt Ostler*
b. Highland Fling *– Cristina Medina, Civic Events Coordinator*

4

CONSENT ITEMS *(5 minutes)*

3a. Approval of Meeting Minutes: July 15, 2025
General City Management

3b. Approval of Meeting Minutes: August 26, 2025
General City Management

3c. Ratification of Large Purchases
General City Management

3d. CDBG Contract Amendment
General City Management

3e. Planning Commission Appointment
General City Management

5

Motion to Approve

I move that the City Council approve the consent agenda.

6

11200 NORTH CONNECTION AND GENERAL PLAN CLASSIFICATION

General City Management/General Plan Amendment (Legislative)

Item 4a – Action
Presented by – Rob Patterson, City Attorney/Planning & Zoning Administrator
Chris Trusty, City Engineer/Public Works Director

7

11200 North Questions

11200 North corridor between 5730 W and 5630 W

1. What, if anything, should be constructed along corridor?
2. What classification, if any, should be given to this corridor?

Decision on construction scope informs but does not decide classification, and vice versa

8

11200 North Construction Options

1. Install 10' wide trail through the corridor – Need funding, cannot use impact fees, impact fees may be refunded
2. Install an emergency egress with a sidewalk – Need funding, cannot use impact fees, impact fees may be refunded
3. Install 20-foot wide street with or without sidewalk (curb/sidewalk combo or no sidewalk similar to connection from Burning Oaks Dr to Highland Blvd) – Maybe impact fees
4. No construction/change - Impact fees may be refunded

Options 2 or 3 could be installed with either collapsible or removeable bollards. A road with bollards may not be able to be funded with impact fees.

9

11200 Option #1- Trail

10

11200 Option #2- Emergency Egress

11

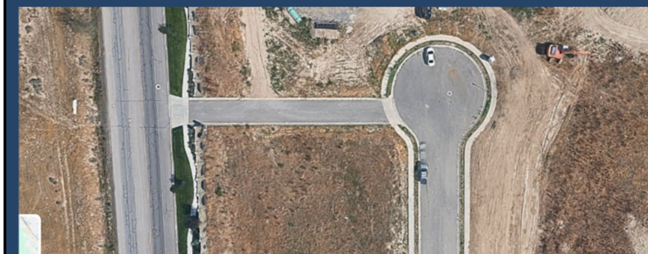
11200 Option #3a- 20' Road With Walk

12

11200 Option #3b - 20' Road No Walk

13

11200 Option #3- 20' Road

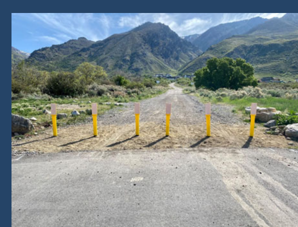


14

11200 Option #3- 20' Road Skye Est

15

11200- Collapsible Bollards



Issues with collapsible bollards:

- Snow plow vehicles would need to raise the plow blade to drive over the bollards, leaving about 12 feet of unplowed roadway
- Emergency vehicles need to slow significantly, reducing the effectiveness

16

11200 North Classification Options

A. Classify the corridor as a local residential street
B. Create a new road classification for "emergency access"
C. Remove connection from transportation plan and vacate right-of-way. Property should not be sold due to existing utilities, but ROW can be vacated. If ROW is vacated, property remains City-owned and could be used for trail and utility access, but not public road.

Options B & C likely require refunding road impact fees

17

Motion to Approve

Keep ROW: I move that City Council direct staff to implement Option [1, 2, 3, or 4] regarding the construction of the 11200 North connection and to classify the 11200 North connection area as a [local residential street OR emergency access].

Remove ROW: I move that City Council direct staff to implement Option [1 (trail) or 4 (nothing)] in the 11200 North connection corridor, to remove the 11200 North connection area from the transportation master plan, and begin the process of vacating the right-of-way for this area.

Council may specify different or additional improvements to be constructed or a different classification.

18

INTERLOCAL AGREEMENT WITH UTAH COUNTY – 4800 WEST PROJECT
General City Management

Item 4b – Action/Resolution
Presented by – Chris Trusty, City Engineer/Public Works Director

19

Safety Improvements

20

Safety Improvements

- Lanes align through intersection for safety.
- Roadway shoulders for safe driveway exits and possibly bicycle lanes.
- Completing center two-way left turn lane for safe turning movements.
- Multi-use trail on the east side to allow for safe pedestrian passage from Alpine Main Street to at least SR 92.
- Safe pedestrian crossings at SR 92.

21

4800 West 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

22

Items to consider

- Application budget estimate is $6.4M; actual funding is $5.4M including city match
- Reducing shoulder width from 8 feet near SR 92 to 5 foot would minimize necessary property purchase
- Bike lanes would require restricted parking and the narrow shoulder likely does not support adequate bike lanes
- Widening sidewalk south of SR 92 is currently included in application but may not be necessary

23

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.

24

INTERLOCAL AGREEMENT WITH ALPINE – 4800 WEST MAG PROJECT MANAGEMENT

General City Management

Item 4c – Action/Resolution
Presented by – Chris Trusty, City Engineer/Public Works Director

25

4800 West 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
- Required match of $369,726 to be shared between Alpine and Highland proportionate to construction costs with the city limits of each entity

26

Motion to Approve

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

27

REVIEW OF THE CITY'S BONDS AND PAYMENT SOURCES

Item 5a – Communication
Presented by – David Mortensen, Finance Director

28

Series 2016 Parks Bond

- Bond issued in 2007 and refunded (refinanced) in 2016.
- Debt service remaining as of today is $1,470,000 principal and $51,013 interest, anticipated to be paid for from Parks Capital Fund balance (impact fees previously collected).
- The Bond will be paid off in September 2027.
- 2015 and 2020 IFFPs both identified the bond debt service as a buy-in component of the parks impact fee. In a 2023 amendment, it was determined that enough buy-in had been collected to cover the full amount of the debt service. The buy-in component of the impact fee was removed and future park improvements were added as the only component of the new impact fee.
- Since 2007, the General Fund has transferred about $3.24 million to the Debt Service Fund to help pay the Parks Bond debt service.
- There is currently no source of funds from which to reimburse the General Fund for these transfers.
- The IFFP needs to be updated again to reflect the completion of large projects and determine what impact fees can be collected going forward.

29

Series 2020 Building Bond

- Bond issued in 2006, refunded in 2015 and refunded again in 2020.
- Debt service remaining as of today is $419,000 principal and $4,525 interest, anticipated to be paid from Building Capital Fund balance.
- The Bond will be paid off in September 2026.
- A 2020 IFFP identifies $527,111 of the public safety building costs as impact fee eligible from public safety impact fees as a buy-in component. It appears that since then all of the buy-in impact fees have been collected, but further analysis is needed to confirm that.
- Because the debt is almost paid off, and the buy-in component of the impact fee may have already been met, an update to the IFFP is needed.
- Since 2007, the General Fund has transferred about $5.96 million to the Debt Service Fund to help pay the Building Bond debt service.
- There is currently no source of funds from which to reimburse the General Fund for these transfers.

30

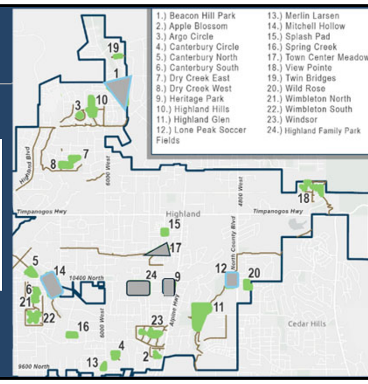
HIGHLAND CITY

GRASS FIELD RENTAL POLICY

Item 5b – Communication
Presented by – Jay Baughman, Assistant City Administrator/Community Development Director

31

City Parks Map



Legend

Community Field I	25 stalls parking, restrooms available
Community Field II	15 stalls restrooms available
Community Field IV	no parking no restrooms

32

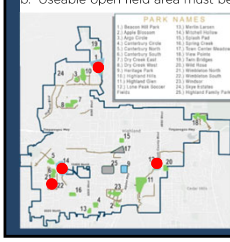
City Parks Designations

Community Field I	Eligible Fields
Practices, games, and clinics for all ages allowed	1 Beacon Hills Lower
a. Parking lot must have 25 stalls per field	1 Beacon Hills Upper
b. Useable open field area must be greater than or equal to 150' X 300'	9 Heritage Park
c. Must have dedicated restrooms	12 Lone Peak Soccer Fields
	14 Mitchell Hollow
	17 Town Center Meadows
	25 Highland Family Park

33

City Parks Designations

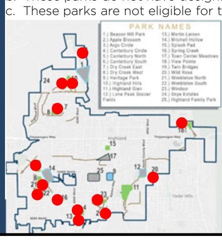
Community Field II	Eligible Fields
Practices for all ages allowed	1 Beacon Hills Lower
a. Parking lot must have 15 stalls per field	1 Beacon Hills Upper
b. Useable open field area must be greater than or equal to 100' X 200'	12 Lone Peak Soccer Fields
	14 Mitchell Hollow
	22 Wimbleton South



34

City Parks Designations

Community Field IV - Neighborhood Park	Eligible Fields
Practices allowed depending on intended use	2 Apple Blossom
a. Usage of field must be appropriate for a neighborhood park	3 Argo Circle
b. These parks do not have designated parking	4 Canterbury Circle
c. These parks are not eligible for temporary restrooms	5 Canterbury North
	6 Canterbury South
	7 Dry Creek East
	8 Dry Creek West
	10 Highland Hills
	13 Merlin Larson Park
	16 Spring Creek Park
	18 View Pointe Parks
	19 Twin Bridges
	20 Wild Rose/Highland Trails Park
	21 Wimbleton North
	22 Wimbleton South
	23 Windsor Meadows Park



35

Field Rental Considerations

- Do we rent out every field no matter the size?
- If not, what size field is the cut-off?

36

BUSINESS LICENSING – RENTING PARTS OF PRIVATE PROPERTY IN RESIDENTIAL ZONES

Item 5c – Communication
Presented by – Rob Patterson, City Attorney/Planning & Zoning Administrator

37

ELECTIONS UPDATE

Item 5d – Communication
Presented by – Stephannie Cottle, City Recorder

38

COMMUNITY DEVELOPMENT UPDATE

Item 5e – Communication
Presented by – Jay Baughman, Assistant City Administrator/Community Development Director
Rob Patterson, City Attorney/Planning & Zoning Administrator

39

FUTURE MEETINGS

- September 23, Planning Commission Meeting, 7:00 pm, City Hall
- September 30, Lone Peak Public Safety District Meeting, 7:30 am, City Hall
- September 30, Site Visit – Beacon Hills, 6:00 pm
- October 7, City Council Meeting, 7:00 pm, City Hall
- October 8, Lone Peak Public Safety District Meeting, 7:30 am, City Hall
- October 9, Candidate Debate, 6:00 pm, City Hall
- October 21, City Council Meeting, 7:00 pm, City Hall
- October 28, Planning Commission Meeting, 7:00 pm, City Hall

40

Motion to Adjourn to Closed Meeting

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

41

CLOSED MEETING

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

42