



HIGHLAND CITY

HIGHLAND CITY COUNCIL MINUTES

Thursday, February 5, 2026

Approved February 17, 2026

11254 N Park Drive, Highland, UT 84003

9:00 AM BUDGET RETREAT

The City Council and Staff will have a discussion regarding upcoming budget items and projects. The retreat was called to order by Mayor Brittney P. Bills at 9:30 am. 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 Liz Rice and those in attendance were led in the Pledge of Allegiance by Council Member Doug Cortney.

PRESIDING: Mayor Brittney P. Bills

COUNCIL MEMBERS:

Ron Campbell	Present
Doug Cortney	Present
Liz Rice	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, Assistant Public Works Director Jeff Murdoch, Library Director Karen Liu. Police Chief Brian Gwilliam and Fire Chief Brian Patten joined for lunch only.

The City Council and Staff participated in a variety of team building activities.

The City Council and Staff discussed the following administrative items:

- Civil Discourse in meetings
- Meeting Format Changes
- Staff Time and working/communicating with Staff
- Staff Communication with Council regarding their questions
- Role of Staff to carry out Council decisions
- Agenda Categories

Chris Trusty, City Engineer/Public Works Director, reported on the grants potentially available to the city through Mountainland Association of Governments (MAG) and Utah Outdoor Recreation Grant (UORG). MAG grant money would apply towards trails and road projects, and the UORG grant would help with

improvements at Highland Glen Park and the Bike Park.

The meeting recessed at 12:15 pm and resumed at 1:00 pm.

The City Council and Staff discussed the following specific budget-related items.

- Development Fund
- Lone Peak Public Safety District
- Capital Park Priorities - Using Parks Tax and Park Impact Fees
- Community Development - Fling Location and Christmas Event
- Library

Erin Wells, City Administrator, briefly described each of the following items. These items were requested by Council Members to be considered in this year's budget.

General Fund

- Make Code Compliance Position a FT/Code Compliance & Planning Tech
- Make Events Coordinator Position FT
- Increase hours to the events positions (not FT)
- Highland Fling Expansion: more funding for the Fling
- MPA Intern for administrative help
- Intern for scanning City Documents
- Removing PI Reimbursement
- Budgeting for Unanticipated Mid-Year Appropriations
- Business Events with the Mayor
- Library Tax Repayment
- Bike Park Maintenance
- City-Wide Trail Signage Audit and Improvements

Cemetery Fund

- Veteran's Memorial
- Improvements to the Maintenance Facility
- Public Restrooms

Library

- Collection Development Manager Position from PT to FT
- PT Library Assistant
- Overall Collections Budget to Increase to Cover Libby

Parks Capital Fund

- Update Highland Glen Park Signage
- Update Tree Identification signs at Highland Glen

Roads Capital Fund

- Additional money for Traffic Calming
- Repairing Sidewalks

Pressurized Irrigation Fund

- Buy Water Shares Within Highland

Sewer Fund

- Fencing at Pheasant Hollow Life Station Along Canal Boulevard
- Permanent Building at Greens Lift Station

Storm Drain Fund

- Vac Truck Purchase

Water Fund

- Water Conservation Education
- 4" Line Replacements
- Funding the Replacement of Undersize Fire Hydrant Supply Lines and Outdated Fire Hydrants
- Fencing at Well 1 & 5

Split Amongst PW Funds and/or General Fund

- Fiber for PW Building

Council members were asked to complete a survey over the weekend and rank the budget items above in order of importance.

The meeting adjourned at 4:00 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 February 5, 2026. This document constitutes the official minutes for the Highland City Council Meeting.



Stephannie Cottle, CMC, UCC
City Recorder



Fiscal Year 2026-2027 Budget Priority Scoring

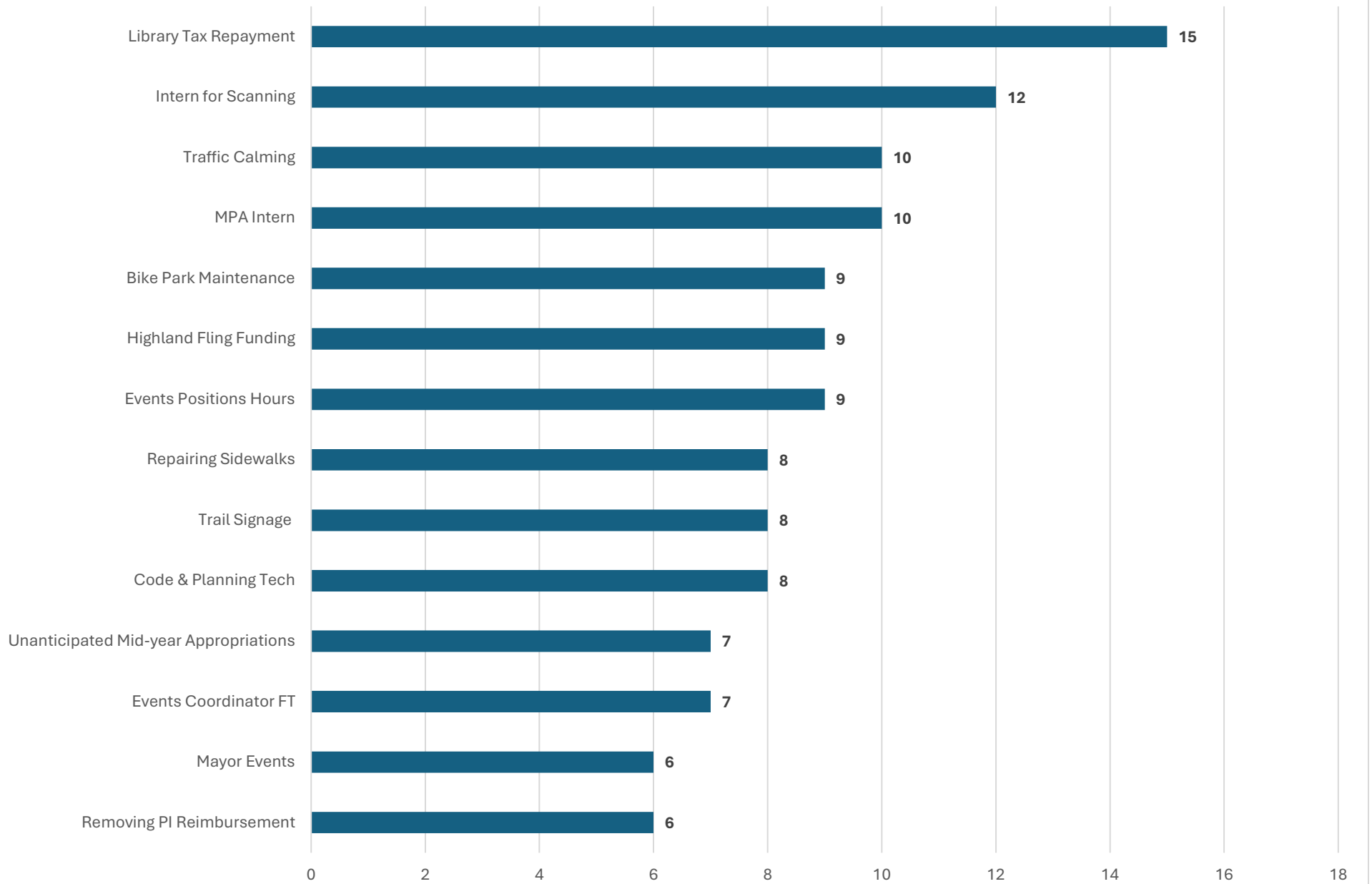
The highest score possible is 18, meaning all six rated it “Highest Priority”. Nine is the midpoint.

The graphs show each item’s score from 0 to 18.

General Fund

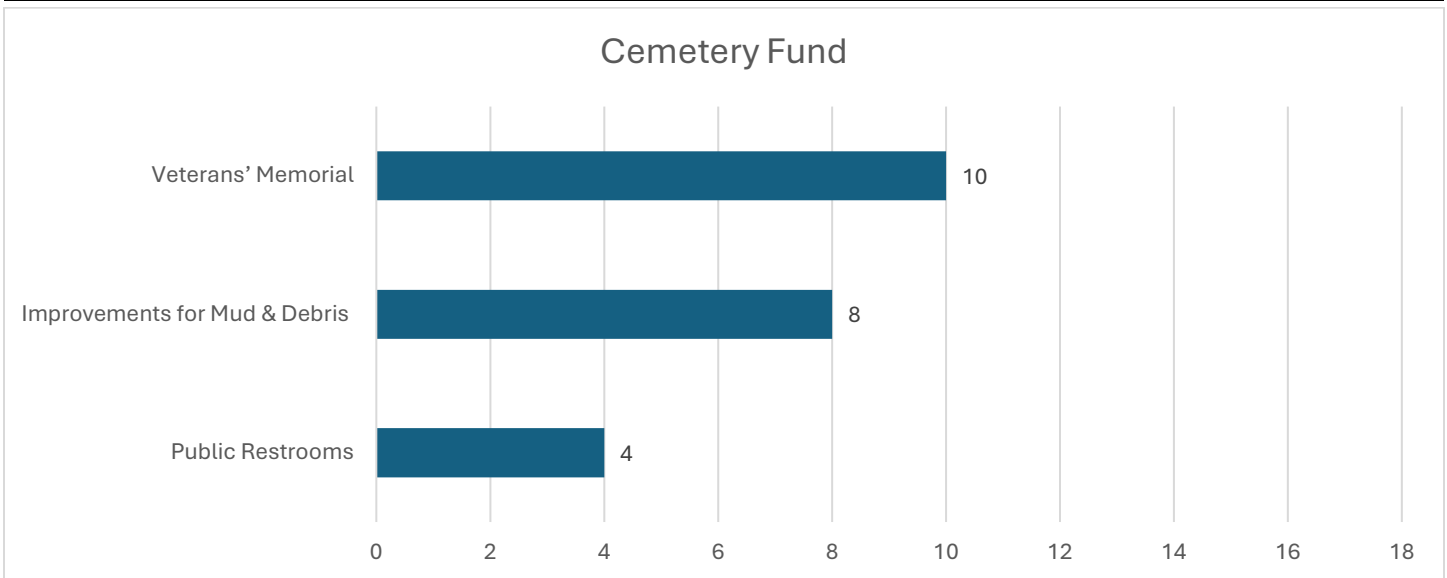
Item	Score
Library tax repayment (motor vehicle funds) \$\$	15
Intern for scanning City documents \$\$	12
MPA Intern for administrative help \$\$	10
Additional money for traffic calming \$\$	10
Increase hours to the events positions \$\$	9
Highland Fling: more funding for the Fling \$\$	9
Bike Park Maintenance \$\$\$	9
FT/ Code Compliance & Planning Tech \$\$\$	8
City-Wide Trail Signage Audit and Improvements \$\$\$	8
Repairing sidewalks \$\$\$\$\$	8
Make the Events Coordinator position FT \$\$\$	7
Budgeting for unanticipated mid-year appropriations \$\$\$\$\$	7
Removing PI reimbursement \$\$\$\$\$	6
Business events with the mayor \$	6

General Fund



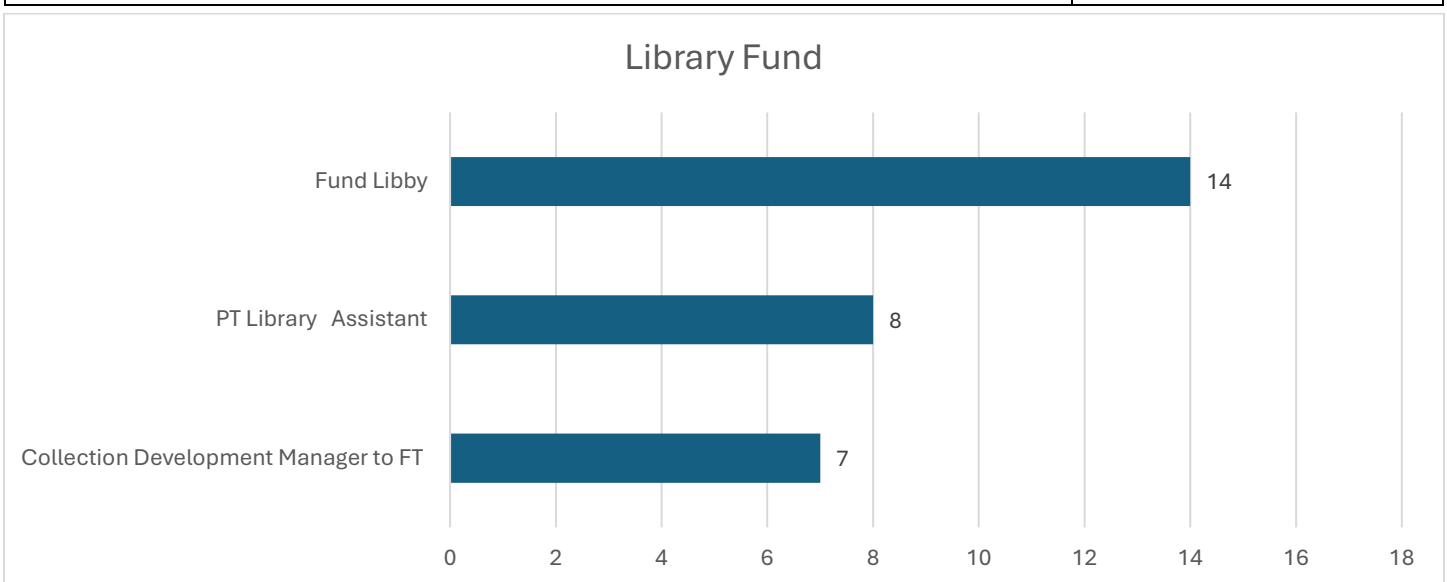
Cemetery Fund

Veterans' Memorial \$\$	10
Improvements to the maintenance facility to minimize track out mud and debris \$\$\$	8
Public restrooms at the cemetery \$\$\$\$	4



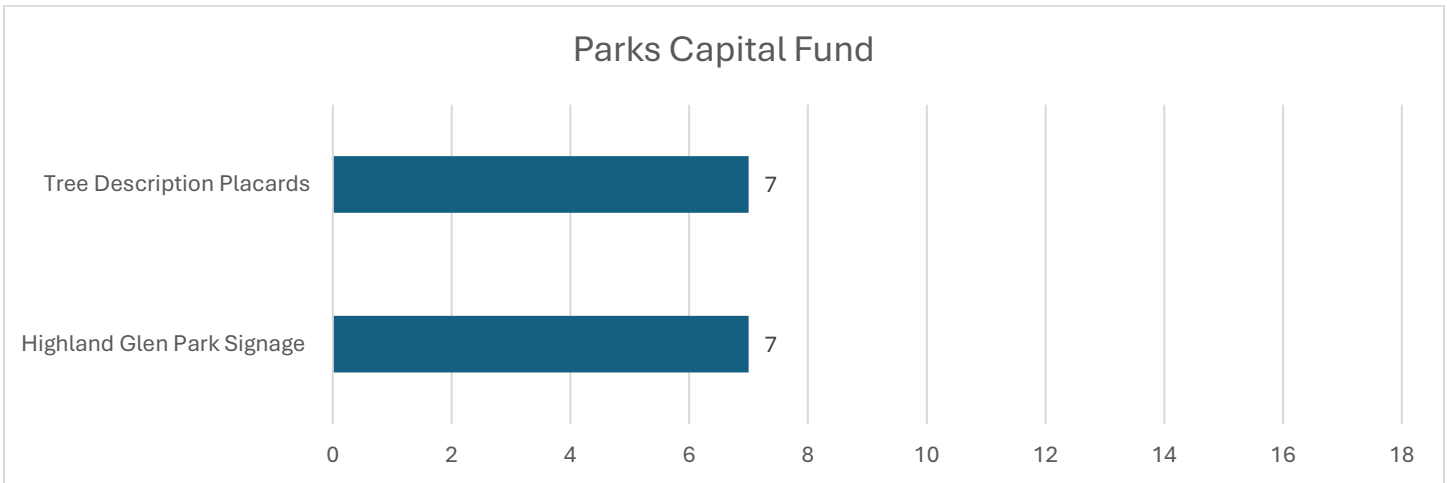
Library Fund

Overall collections budget increase to cover Libby \$\$	14
PT Library Assistant \$\$	8
Collection Development Manager - position conversion PT to FT \$\$\$	7



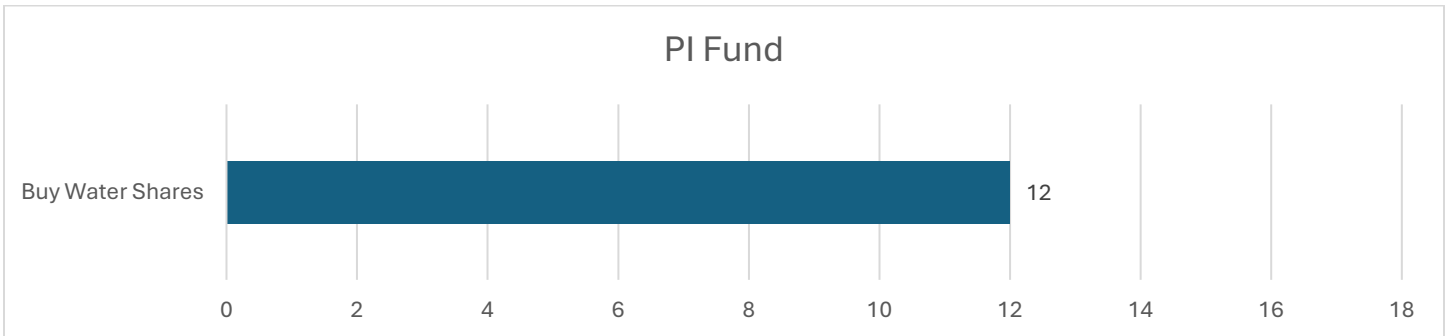
Parks Capital Fund

Highland Glen Park Signage Updates \$\$	7
Restoration of Tree Description Placards at Highland Glen Park \$\$	7



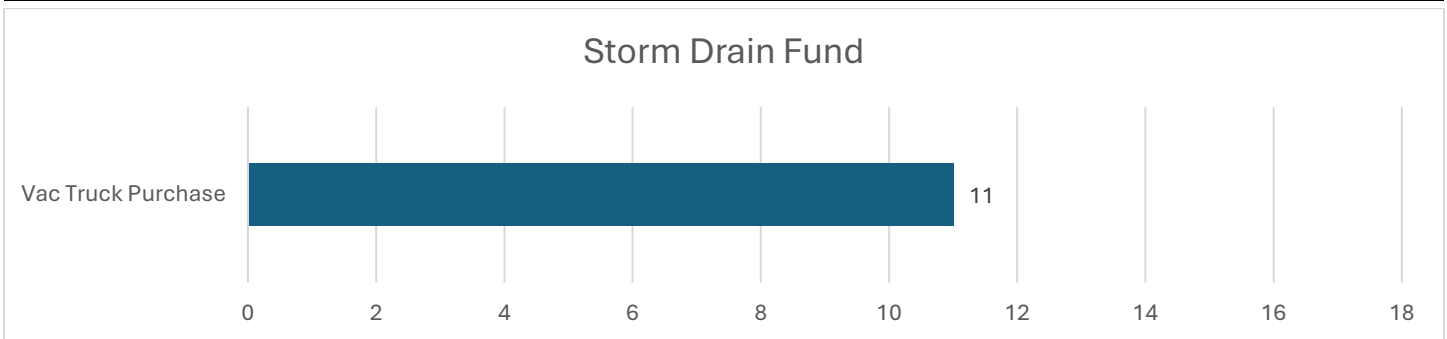
Pressurized Irrigation Fund

Buy water shares within Highland \$\$\$	12
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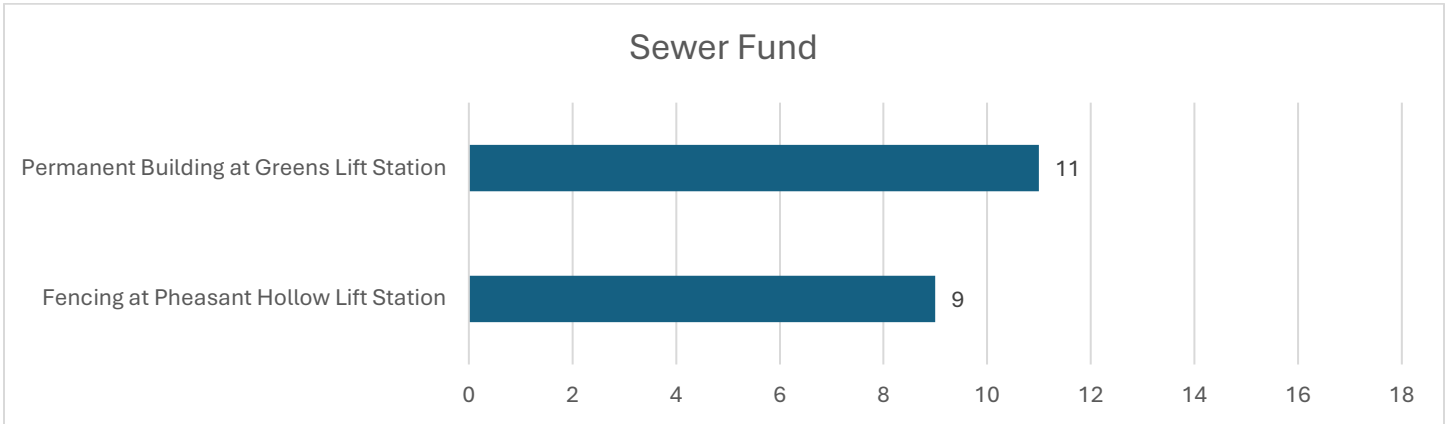
Storm Drain Fund

Vac Truck Purchase \$\$\$\$\$	11
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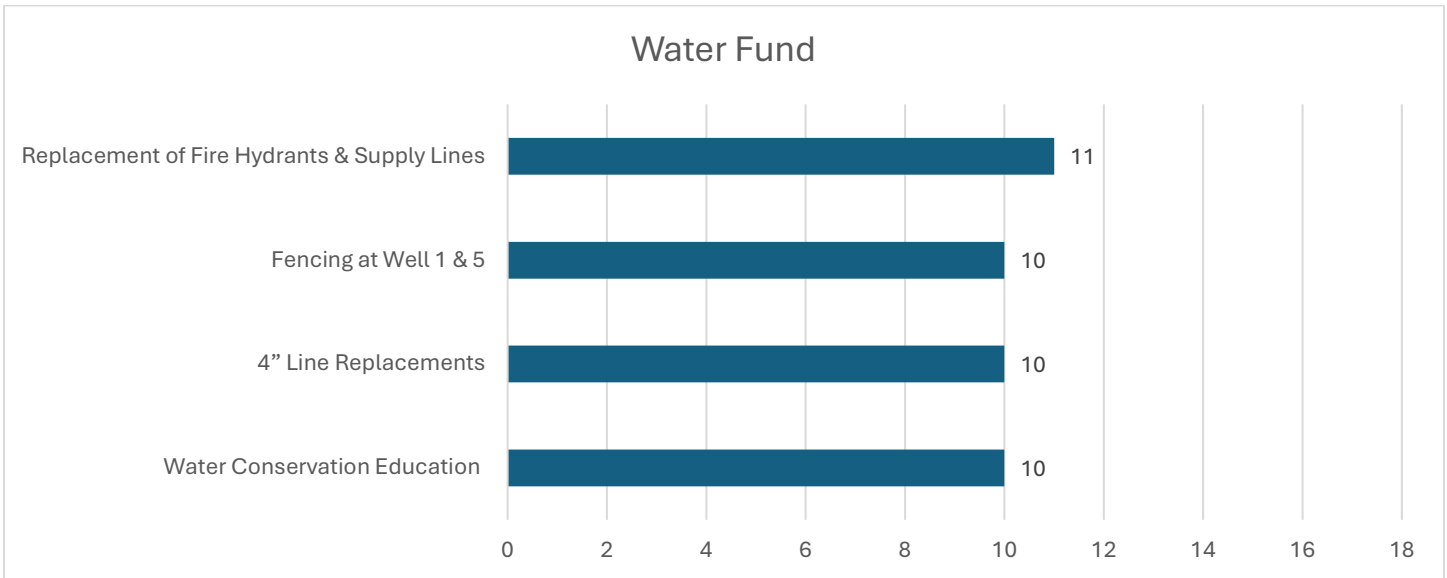
Sewer Fund

Permanent Building at Greens Lift Station \$\$\$	11
Fencing at Pheasant Hollow Lift Station along Canal Boulevard \$\$\$	9



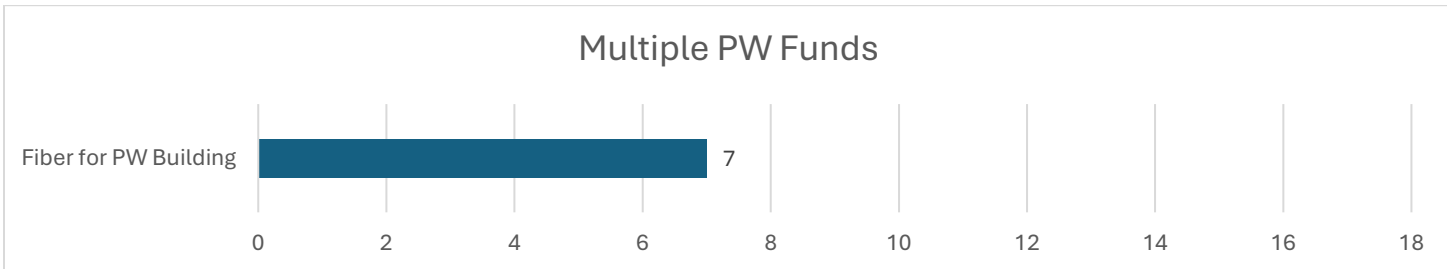
Water Fund

Replacement of undersized hydrant supply lines & outdated fire hydrants \$\$\$	11
4" line replacements \$\$\$\$	10
Fencing at well 1 & 5 \$\$\$	10
Water Conservation Education	10



Multiple PW Funds

Fiber for PW Building \$\$\$	7
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FY2027 Budget Retreat





WORKING WITH STAFF - THINGS TO KEEP IN MIND

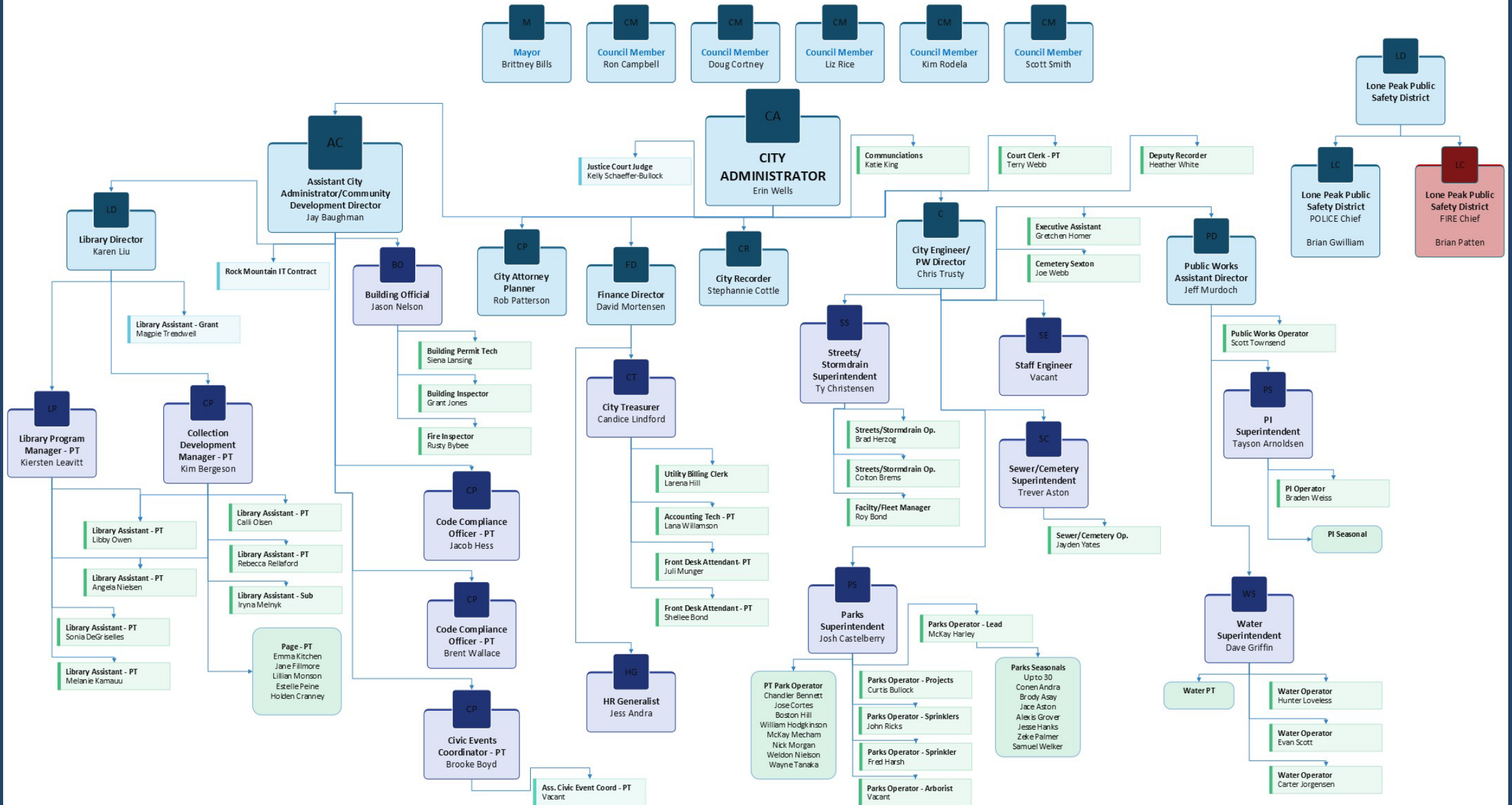
Staff Goal

- Make (Keep) Highland a Great Place to Be
 - Residents
 - Staff

Staff Role

- Policy/ Project Facilitators
 - Information to Council to make decisions
 - Carryout policy & projects as directed by the Council as a body
- Day-to-day operations
 - Providing/ maintaining services
 - Statutory/regulatory compliance
 - Management of staff
 - Interaction with the public
 - Responding to Council directed emails

Highland City Residents



Questions on Agenda Packets

- If possible, questions in by end of day Monday
 - Allows staff to gather information for Tuesday meeting
 - Staff sets aside Monday afternoons for meeting with Council members
 - Email, phone, in-person, whatever works best
 - Need to know questions vs. would like to know questions
- Goal is to email any changes to whole Council on Monday

Other Questions/ Requests

A. The Mayor and Councilmembers may reach out to Staff directly to request information that is readily available, or to discuss questions about a minor issue, or to receive an update on a particular project.

B. The Mayor and Councilmembers should direct requests for information that is not readily available, or that will require Staff to dedicate time to researching an issue to the City Administrator as they are better equipped to manage work-flow.

C. The Mayor and Council Members should place requests for new policies or staff projects on an agenda, as either a discussion or action item, in order to allow the entire elected body to be part of the discussion and determine the appropriate direction.

Other Requests from Staff

- Please refrain from judgement until you hear the whole story.
- Know staff will always recommend best practices, but we defer to you as the decision makers.
 - Don't be frustrated with us and know we won't be frustrated with you if you disagree.
- Questions about other Councilmembers should be directed to that Councilmember



AGENDA 101

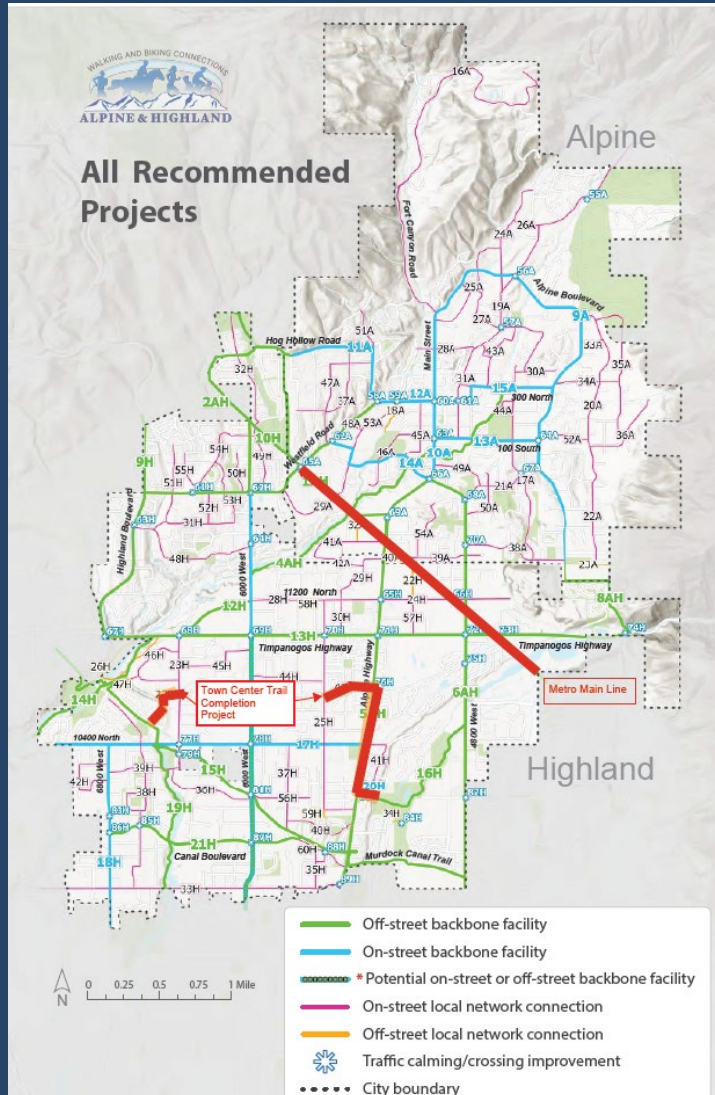
Agenda 101

- Unscheduled Public Appearances
- Presentations
- Consent
- Action
- Expedited
- Discussion
- Communication
- Work Session
- Closed Session



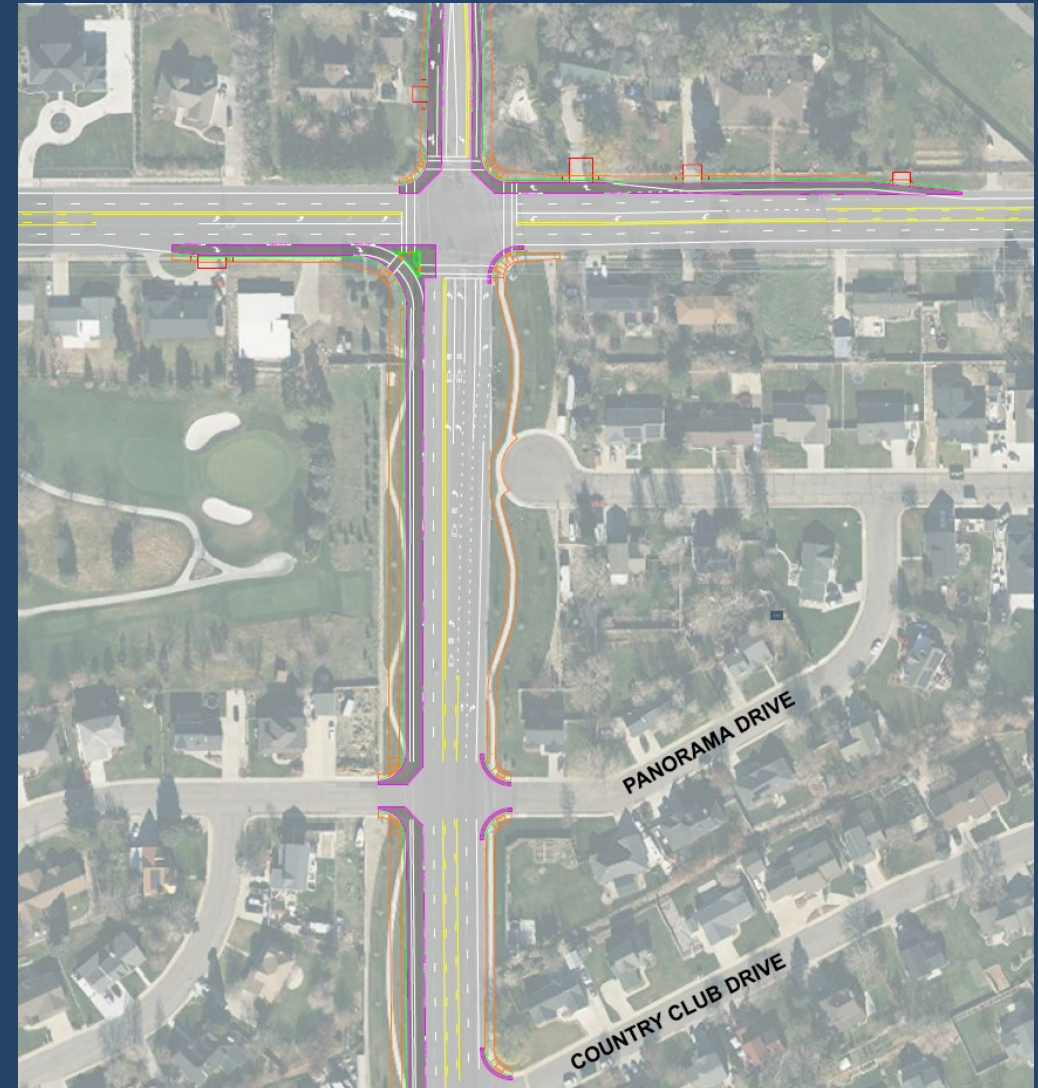
PUBLIC WORKS

Grant Submissions- MAG



- 4800 West
 - SB right turn lane

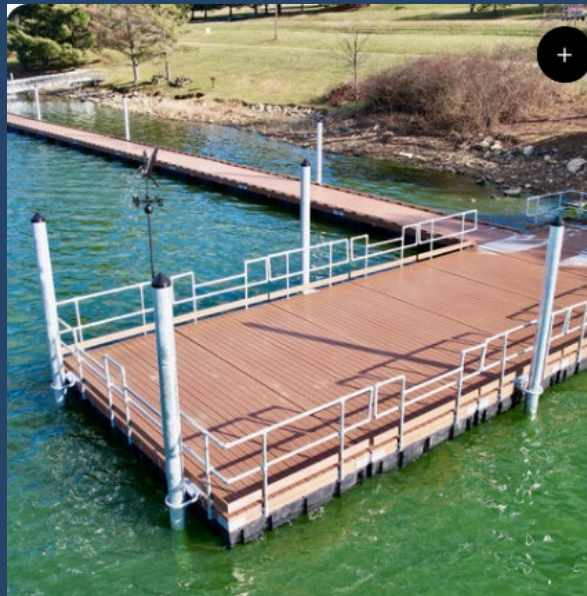
- Trail Projects:
 - Town Center Connection
 - Metro Trail



Grant submissions- UORG



Highland Glen-
Fish cleaning station



Highland Glen-
Composite docks

CONCEPTUAL PARK VISION

blū line and COR Athlete Concept Plan

The 9-acre master plan features:

- Advanced & Intermediate Flow Trails
- Strategic Pavilion Placement
- Optimized Parking & Access

Open House

- 50 People Attended
- Strong encouragement for park expansion and interest in providing support



Bike Park
Improvements

Capital Park Priorities

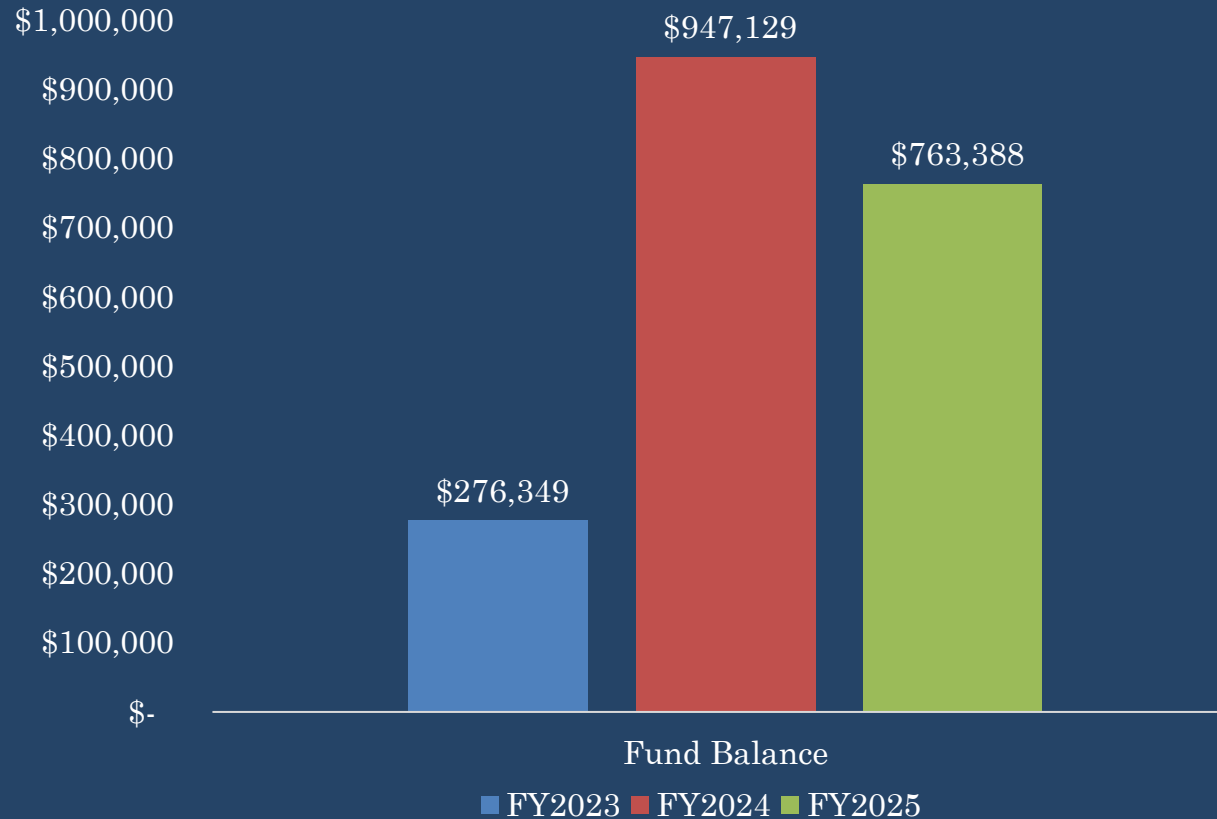
- Parks Tax
 - Playground Replacement + other park improvements
 - ~180,000
- Park Impact Fees
 - Beacon Hills
 - Highland Glen Bike Park
 - Other?



BUDGET DISCUSSIONS

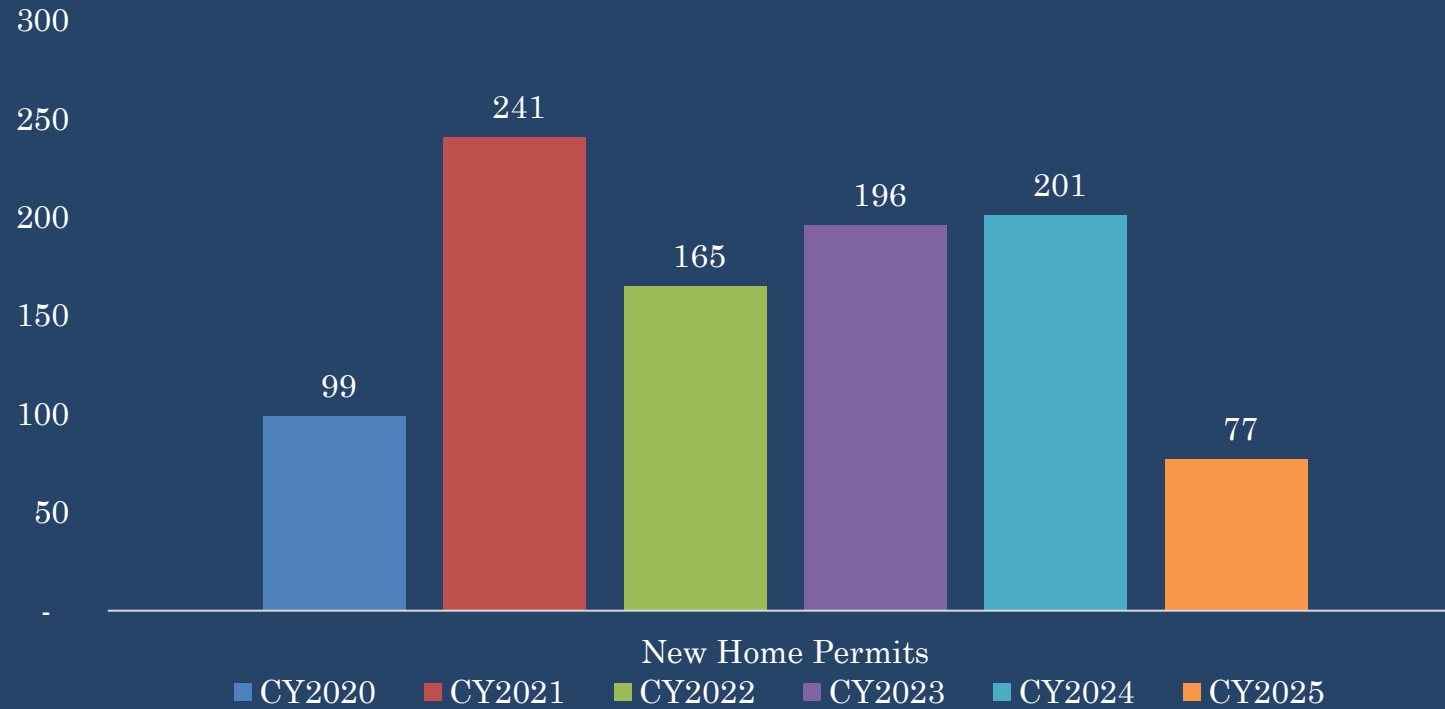
Status of Development Fund

- Fund Balance FY23-FY25



Status of Development Fund

- New Home Permits Issued



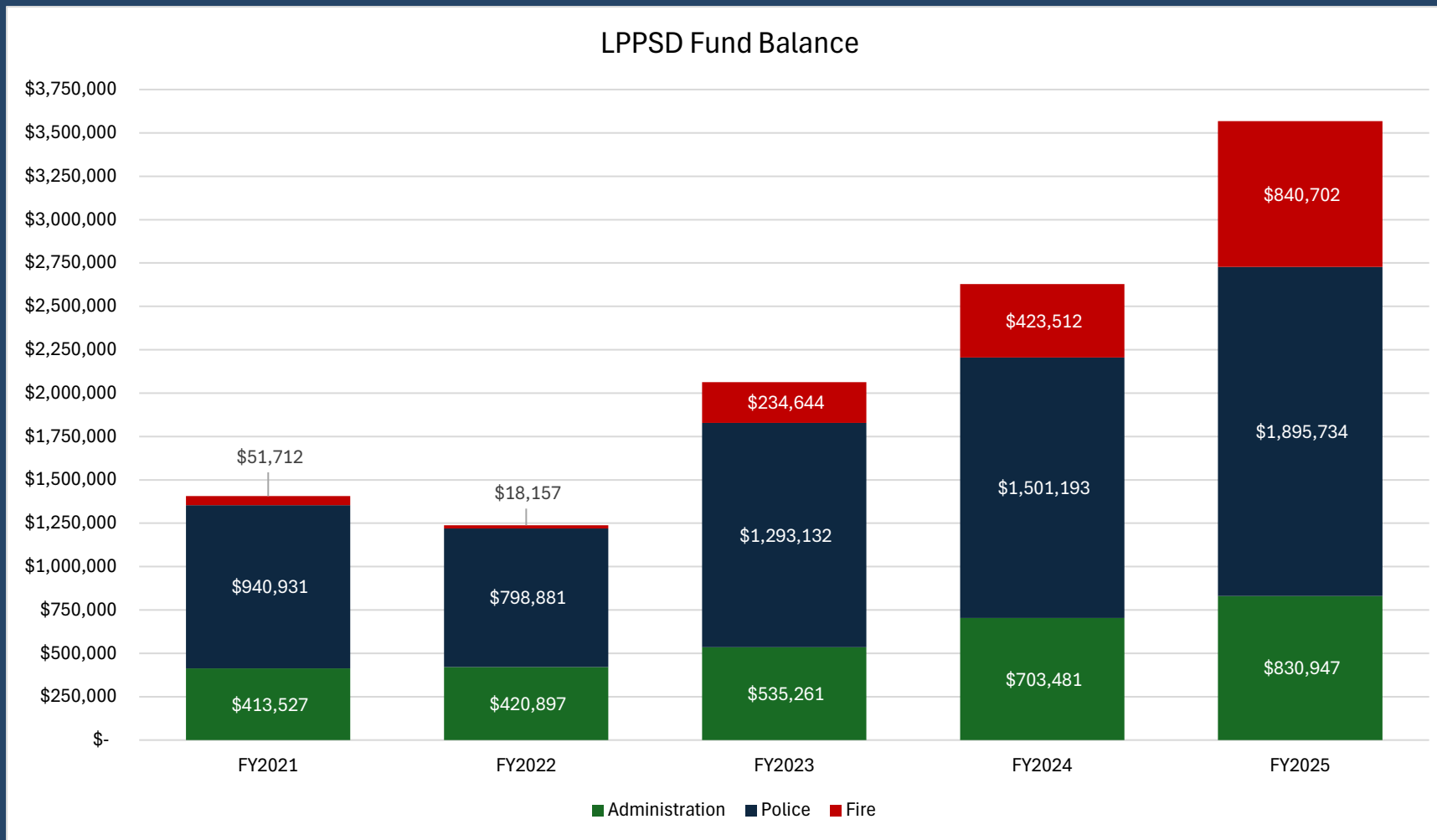
Status of Development Fund

- Other Fund Costs Allocated to Development Fund
 - Indirect Overhead - \$25,000
 - Full-Time Wages - \$205,000
 - Overtime Wages - \$2,000
 - Part-Time Wages - \$5,000
 - Employee Benefits - \$72,000
 - Total = \$309,000

Lone Peak Public Safety District

- Do we still feel good about using Lone Peak Fund balance to ease into new formula for Alpine?

Fund Balance by Dept



Potential Use of Fund Balance

- Police (Beginning = \$1,895,734)
 - 2025 Vehicle Purchases - \$200,000 – previously approved
 - Remaining = \$1,695,734
- Administration (Beginning = \$830,947)
 - Alpine Gap - \$150,000
 - Highland Payout - \$300,000
 - Remaining estimated = \$380,947

Potential Use of Fund Balance

- Fire (Beginning = \$840,702)
 - Previously approved
 - Ambulance - \$403,000
 - Brush Truck - \$80,000
 - Ladder Equipment - \$60,000
 - Engine Equipment - \$70,000
 - Admin Trucks - \$200,000
 - Pay off Transport - \$102,000
 - Revenue from sale of Tower = \$340,000 added to FY26 fund balance
 - Remaining estimated = \$265,702

Community Development Questions

- Fling Location
- Christmas Event

Library Fund & Council Direction

Highland City
Library
FY25-26 Data



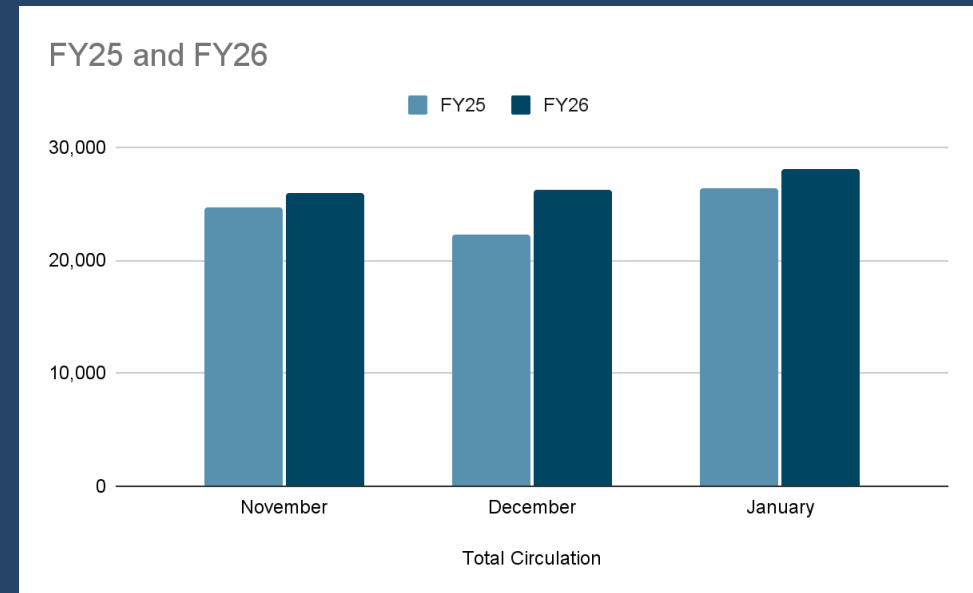
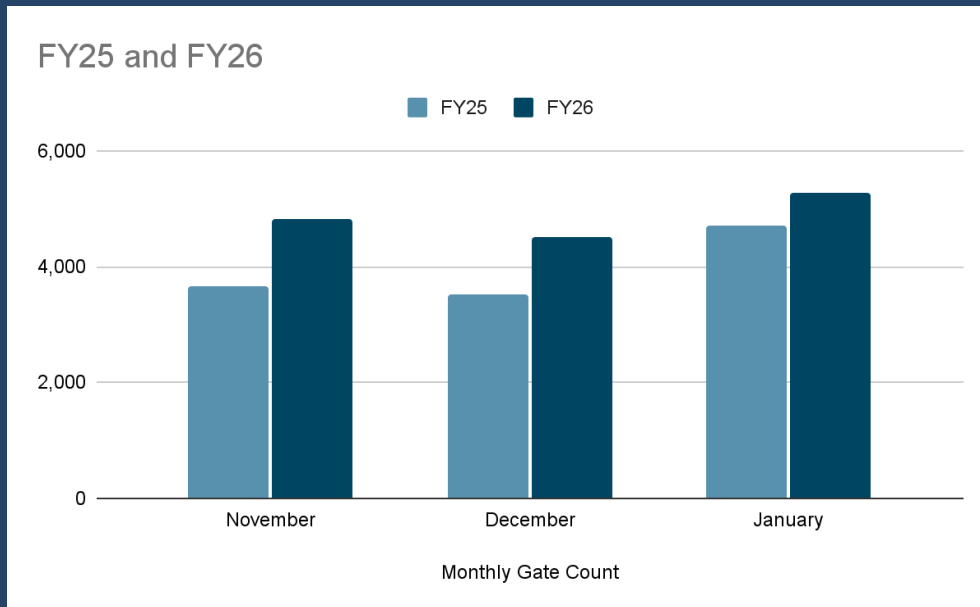
FY25/26 Library Usage

Library Visits (Gate Count)

- **November:** 3,661 (2024) - **4,832 (2025)** — Up 32%
- **December:** 3,522 (2024) - **4,509 (2025)** — Up 28%
- **January:** 4,695 (2025) - **5,263 (2026)** — Up 12%

Total Circulation (Physical + Digital)

- **November:** 24,668 (2024) - **25,956 (2025)** — Up 5%
- **December:** 22,224 (2024) - **26,220 (2025)** — Up 18%
- **January:** 26,317 (2025) - **28,016 (2026)** — Up 6%



Timpanogos Library Consortium Impact

TLC Labor Gap

- Increase of 40 hours of TLC work per week, in addition to Highland Library's regular duties
- Pulling holds, sorting, delivery/courier transit, receiving, customer service challenges, purchasing and cataloging additional lost books

Staffing Comparison:

- **American Fork:** 44 Staff with 10 full-time | \$129k collections budget.
- **Pleasant Grove:** 30 Staff with 5 full-time | \$96k collections budget.
- **Highland City:** 12 Staff (all part-time) | \$48k collections budget.

Collections Comparison: 2008 vs. 2026 / Inflation

- **Average Hardcover:** ~25% Increase (\$25 - \$35)
- **Average Paperback:** ~40% Increase (\$14 - \$21)
- **Libby/Digital Access: 511% Increase** (\$1,800 - \$11,000)



TLC's Positive Impact

- Highland patrons have access to over 200,000 physical items (books, audiobooks, DVDs, Nintendo Switch games, etc.) through a shared catalog
- Availability of items and shortened wait times for holds
- Convenience
- Inter-local agreement partnership
- Community building among three cities



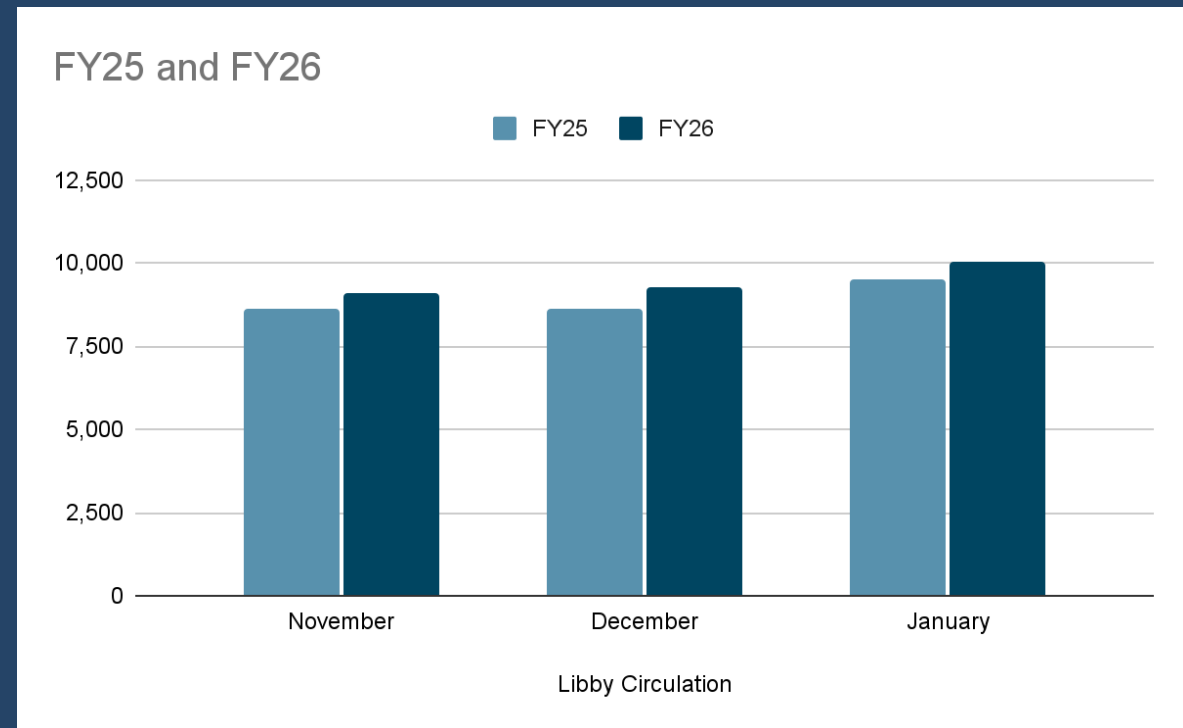
Libby Usage



LIBRARY'S OverDrive circulation in 2024 was 98,671
The BLC total circulation in 2024 was 7,034,987
LIBRARY'S percentage of total circulation was 1.40%
The BLC total 2026 budget is \$765,153.
LIBRARY'S PORTION OF 2026 BUDGET IS \$10,712.14

Libby Circulation

- **November:** 8,601 (2024) - **9,121 (2025)** — Up 6%
- **December:** 8,626 (2024) - **9,247 (2025)** — Up 7%
- **January:** 9,527 (2025) - **10,064 (2026)** — Up 5%



Reserves Fund Status

- Currently fund balance is over \$91K
- Library Board has approved spending down over 2 years
- Possible scenarios
 - PT library assistant - \$15K
 - Courier / delivery driver - \$4K
- Reserves for emergency costs
 - Security gates (\$15-20K)
 - Security cameras (\$5K)
 - Other technology



What we're already doing

- Friends of the Library
 - Book sales
 - Outreach events
 - Community grants and donors
 - \$7700 in donations and book sales
 - Volunteer hours for disaster clean-up
- Library Board
 - Volunteer hours for disaster clean-up
- Library Newsletter
 - Informing the community



Options for the Council to Consider

- Continue spending down the Library Reserve Fund
 - Does the Council want to keep anything in the fund to cover emergencies?
 - General fund covers emergencies? (Security gates, technology, etc.)
- General Fund pay back
 - Continue having the General Fund pay back the Library Fund for the years the Library Fund was not receiving the Library's share of the Motor Vehicle Tax
- Cut services
 - Limited savings potential for reduced access (Closed Saturdays = saving \$6,240/year)
- Raise property taxes
 - \$1.08 per month or \$13 per year
- Other ideas?



BUDGET PRIORITIES

Priority Rating

2026 Budget Retreat Budget Items Ranking/Prioritization



\$: \$0 - \$5,000
\$\$: \$5,001 - \$25,000
\$\$\$: \$25,001 - \$100,000
\$\$\$\$: \$100,001 - \$500,000
\$\$\$\$\$: \$500,001 & up



EXTRA TIME TOPICS

Public Works and Engineering

- Chlorination Topic
- PI Plans
 - 2026 – data analysis/collection/education
 - 2027 – rates go into effect

Finance

- Bond timeline/IFFP's (Public Safety/Roads/Parks)
 - 2016 Parks Bond (\$1,521,013 P&I remaining)
 - Final payment - September 2027
 - Current source of funds for debt service - Parks Capital Fund balance
 - 2020 Building Bond (\$423,525 P&I remaining)
 - Final payment - September 2026
 - Current source of funds for debt service - Building Capital Fund balance