



HIGHLAND CITY COUNCIL MINUTES

Tuesday, February 17, 2026

Approved March 3, 2026

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

6:00 PM REGULAR SESSION

Call to Order: Mayor Brittney P. Bills

Invocation: Council Member Liz Rice

Pledge of Allegiance: Council Member Kim Rodela

Respect Statement: Mayor Brittney Bills

The meeting was called to order by Mayor Brittney P. Bills as a regular session at 6:04 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 Liz Rice and those in attendance were led in the Pledge of Allegiance by Council Member Kim Rodela. Mayor Brittney P. Bills read the respect statement.

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 Stephanie Cottle, Finance Director David Mortensen (via Zoom), City Engineer/Public Works Director Chris Trusty, Police Chief Brian Gwilliam, Fire Chief Brian Patten

OTHERS PRESENT: Jon Hart, Neil Schwendiman, Alexandra Gruenewald, Taylor Cutler, Braden Hansen, Sam Eggleston, Wesley Warren, Eileen H. Miller, Kevin Pace, Chris Pace

1. UNSCHEDULED PUBLIC APPEARANCES

Anyone may share information with the City Council. If your comments require a response, staff or an Elected Official will contact you. Please limit your comments to three minutes per person. Please state your name.

Alexandra Gruenewald addressed the Council to express concerns about pedestrian safety on the western section of Canal Boulevard, particularly near the intersection at 6180 West. She reported that residents feel their concerns have been ignored for many years, leading some neighbors to stop advocating for change. According to her, the intersection poses a daily safety risk for children and families in the neighborhood. Sun glare along the road

aggravates visibility challenges for drivers, adding to the dangers of pedestrian crossings. Ms. Gruenewald also noted that the decision to connect the road and raise the speed limit to 30 mph was made against community preferences, resulting in increased traffic and speed through their residential area. She expressed a desire to partner with the City to find mutually beneficial solutions for neighborhood residents and through-traffic users and acknowledged a recent productive conversation with City Engineer Chris Trusty.

Taylor Cutler echoed similar concerns about pedestrian safety on Canal Boulevard's west section. She affirmed Alexandra Gruenewald's points about those residents' concerns going unaddressed, which has discouraged some neighbors from continuing to press for changes. Ms. Cutler emphasized that the existing traffic conditions pose credible safety threats to her own children and others because of the visibility issues created by sun glare along the road. She highlighted the community's request to participate in working with the City to devise practical solutions that address both residents and through-traffic needs.

Sam Eggleston brought forth concerns about the increasing traffic volumes on 10400 North. A long-time Highland resident, he mentioned that he has witnessed the traffic steadily growing over his 20-year ownership of property in the area. Mr. Eggleston recognized that this growth was amplified by the construction of seven new homes directly across from his property. An unused irrigation ditch along 10400 North was also cited as a hazard since vehicles have ended up in it, often causing damage to nearby mailboxes. Over the years, pedestrian safety has become increasingly important, particularly since two schools and two large parks are located along 10400 North, contributing to frequent pedestrian activities involving children using the road daily. Mr. Eggleston asked the City to improve pedestrian protection measures on this increasingly busy street.

2. PRESENTATIONS

Items in this section are formal presentations by invited organizations or individuals. If further discussion is needed, it will be brought to the City Council on a future agenda.

a. North Pointe Special Service District Update

Neil Schwendiman will provide an update related to matters with North Pointe Special Service District.

Neil Schwendiman, representing North Pointe Solid Waste Special Service District, provided the Council with a comprehensive overview of district operations and future plans. He covered the history of the district, including the opening of the current transfer station in 1993, the transition from rail to truck transport in 2006, and the district's membership in the Northern Utah Environmental Resource Agency (NUERA), which provides access to the Bayview Landfill and helps control disposal rates.

Mr. Schwendiman reviewed the range of services provided, including residential curbside collection, commercial front-load and roll-off service, construction and demolition (C&D) waste, green waste composting, household hazardous waste collection, and recycling of tires, metals, and electronics. He noted a new initiative to screen incoming soil material to potentially produce sellable topsoil. Total transfer station tonnage in 2025 was just under 329,000 tons. Highland City accounted for approximately 7% of residential curbside waste at just over 9,100 tons, the highest level on record for the City.

On rates, Mr. Schwendiman noted the curbside fee has risen incrementally and stands at \$36 per month, with a \$1 increase anticipated in July 2026 due to rising costs at Bayview Landfill. He noted that the district's disposal cost of \$11.50–\$12.50 per ton at Bayview remains significantly lower than comparable Utah facilities, which range up to \$51 per ton.

Regarding future facility plans, Mr. Schwendiman described a phased project to construct a new 70,000 square foot transfer station building on the current site, along with automated inbound and outbound scales to improve commercial traffic flow. C&D operations will be temporarily relocated to the top of the old landfill during construction.

Council discussion touched on several topics. Council Member Campbell asked about the origin of the term "tipping fee" and inquired about potential state legislation allowing heavier trucks; Mr. Schwendiman confirmed he was unaware of the legislation but noted more weight per truck would improve efficiency, though road regulations limit trailer configurations.

Council Member Rice asked about the topsoil or mulch that is available for residents. Mr. Schwendiman explained the process by which topsoil is diverted from the landfill and made available to residents.

Council Member Smith, who serves on the District's Governing Board, acknowledged the District's strong management and raised the issue of lithium-ion battery fires, with Mr. Schwendiman describing a significant 2024 fire and explaining that the new transfer station will include a water cannon, infrared cameras, and improved fire suppression. Mr. Schwendiman also described the seagull management challenges at Bayview Landfill, where approximately 300,000 seagulls had been nesting, requiring the use of professional falconers to displace them.

Council Member Cortney expressed a desire to receive a copy of the presentation provided by Mr. Schwendiman.

Council Member Rodela and Mayor Bills thanked Mr. Schwendiman for the information provided this evening.

b. Open and Public Meeting Training

City Attorney, Rob Patterson, will present the annual training to the Council relating to Open and Public Meeting Laws.

City Attorney Rob Patterson presented the annual Open and Public Meetings Act (OPMA) training. He explained that a "meeting" is defined as when a quorum of council members is present at a gathering that has been called by the Mayor. Chance encounters or attendance at other bodies' meetings do not constitute a meeting requiring public notice. Mr. Patterson emphasized that both the deliberative process and the resulting actions of the Council must be conducted openly. He cautioned against using text messages or emails to discuss agenda items during meetings, as this undermines the principle of open deliberation. He also clarified the distinction between a public meeting — which is fundamentally the Council's meeting to conduct its business — and a public hearing, where the public has a formal right to comment. Outside of a public hearing, the Mayor and Council have discretion over whether to allow public participation.

Council discussion included a question from Council Member Smith about attending Planning Commission meetings as a quorum. Mr. Patterson advised that if attendance is coordinated, a notice of quorum should be filed, but he noted that as a practical matter he prefers Council Members not actively participate in Commission deliberations to preserve the Commission's independence, while acknowledging that Council Members may still participate as residents. Council Member Rice confirmed she regularly attends Planning Commission meetings and intended to continue doing so. Mr. Patterson confirmed no substantive changes to OPMA had occurred since the prior year's training.

c. New Employee Introduction

City Administrator, Erin Wells, will introduce new employees to the City Council.

City Administrator Erin Wells introduced two new City employees. Colton Brierly joined as a Streets Operator, having previously worked for Draper City with extensive snowplow experience, including experience on Suncrest, making him well-suited for snowplow duties in Beacon Hills. Magpie Treadwell joined as a Library Assistant in a grant-funded position supporting senior activities held on Fridays. The Council was also informed that the City is still actively seeking to fill the City Arborist and a Staff Engineer position, the latter of which has been difficult to fill.

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
February 3, 2026

- b. **Approval of Meeting Minutes General City Management**
Stephannie Cottle, City Recorder
February 5, 2026

- c. **Planning Commission Appointment General City Management**
Brittney Bills, Mayor
The City Council will consider the Mayor's request to ratify the appointment of Wesley Warren to the Planning Commission.

Council Member Liz Rice requested to pull 3c off the consent agenda.

Mayor Bills noted Council Member Cortney has identified some changes that need to be made to the minutes and they are included in a written document provided to the entire Council and the City Recorder.

Council Member Doug Cortney MOVED that the City Council adopt the consent agenda, as amended, with the amendments to the minutes that were distributed and available to the members of the public.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Liz Rice</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

Regarding item 3c, concerning the ratification of the Mayor's appointment of Wesley Warren to a four-year term on the Planning Commission, Council Member Rodela expressed strong support for Mr. Warren, noting his exceptional attendance record at Planning Commission meetings throughout the year. Council Member Smith stated he appreciated Mr. Warren's dedication and consistent attendance, and noted that while the two may differ politically, he had observed Mr. Warren's votes to be thoughtful and well-reasoned. Council Member Campbell stated he could think of no resident more qualified than Mr. Warren, citing his longstanding participation and thorough engagement with planning issues even before serving as an alternate on the Planning Commission.

Council Member Cortney noted that the opening had been properly publicized in the City newsletter. While he did not offer specific personal comments about Mr. Warren's qualifications, his remarks reinforced the transparency and fairness of the appointment process by citing the public notification.

Council Member Rice expressed genuine respect for Mr. Warren and acknowledged they had developed a mutual

working relationship. However, she stated that she could not in good conscience vote in favor of the appointment because Mr. Warren does not recite the Pledge of Allegiance, a matter of personal conviction she felt obligated to note publicly. She indicated she had informed Mr. Warren of her position prior to the meeting.

Mayor Bills offered Mr. Warren the opportunity to provide input or respond to the comments made, which he declined.

Council Member Ron Campbell MOVED to approve consent item 3c to ratify the mayor's appointment of Wesley Warren to serve a 4-year term on the Planning Commission.

Council Member Kim Rodela SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Liz Rice</i>	<i>No</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion carried 4:1

4. ACTION ITEMS

Items in this section are to be acted upon individually by the City Council. A report will be given on these items.

a. PUBLIC HEARING/ORDINANCE: Text Amendment - Development Assurance Requirements *Development Code Update (Legislative)*

Rob Patterson, City Attorney/Planning & Zoning Administrator

The City Council will hold a public hearing and consider proposed amendments related to development assurances.

City Attorney Rob Patterson presented proposed amendments to the City's development code related to development assurance requirements. He provided background on how assurances function in the context of subdivisions and non-residential development, explaining the three primary options available to developers: build all improvements before recording the plat; provide full monetary assurance upfront and build later; or provide a partial assurance after completing some improvements. The amendments focused primarily on the third option, clarifying the documentation required for partial-build bond calculations. Specifically, developers would be required to provide an itemized cost breakdown by infrastructure category, and if partial work has been completed, an updated or engineer-certified estimate of remaining costs. Additional amendments removed redundant language, clarified administrative processes, added the ability to use assurances to cover unpaid material liens, and added a reference to preconstruction meeting requirements covered in Item 4b.

Mr. Patterson noted that the Planning Commission held a public hearing on the amendments, received no public comments, and unanimously recommended approval. No public comments were received prior to the Council meeting either.

Mayor Brittney P. Bills opened the public hearing at 7:05 pm.

Wesley Warren addressed the Council to commend Mr. Patterson's work in cleaning up the code.

Mayor Brittney P. Bills closed the public hearing at 7:06 p.m.

Council discussion included questions from Council Member Smith on the inspection process and how the City prevents substandard work; Mr. Patterson explained the extensive testing and inspection requirements, the warranty period process, and that developers are encouraged to correct deficiencies rather than forfeit funds.

Council Member Cortney asked about cost categorization requirements and the release of assurances by category, which Mr. Patterson confirmed aligns with state-mandated requirements from the prior year. Council Member Cortney also raised a question about landscaping assurances for specific developments, with Mr. Patterson noting he will research the specific project to which Council Member Cortney was referring relative to landscape improvements.

Council Member Campbell expressed appreciation for reducing redundancy while noting that some repetition in code can help readers navigating different sections.

Council Member Rice asked which option is easiest for staff to administer; Mr. Patterson indicated Option 1 (full build upfront) is simplest administratively. Council Member Rice also raised concerns about the one-year warranty period, which Mr. Patterson explained is largely governed by state law, with a two-year period available only under specific circumstances.

Council Member Kim Rodela MOVED that City Council adopt the ordinance amending the City's development code related to development assurances.

Council Member Liz Rice SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Liz Rice</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. PUBLIC HEARING/ORDINANCE: Text Amendment - Preconstruction Meetings and Requirements Development Code Update (Legislative)

Rob Patterson, City Attorney/Planning & Zoning Administrator

The City Council hold a public hearing and consider proposed amendments related to preconstruction meetings.

City Attorney Patterson presented a companion amendment to codify existing preconstruction meeting practices. He explained that the City has long required preconstruction meetings between developers, their engineers and contractors, and public works staff after project approval but before any ground disturbance. These meetings ensure all parties are working from the same approved plans and address best practices and inspection expectations. Mr. Patterson noted that while this practice already occurs, nothing in the code formally required it, leaving a potential gap. The amendment also codifies other pre-construction requirements such as payment of inspection and SWPPP fees, provision of required assurances, and execution of the public improvement agreement. The Planning Commission held a public hearing, received no comments, and unanimously

recommended approval. No public comments were received prior to the council meeting.

Mayor Brittney P. Bills opened the public hearing at 7:27 p.m.

There were no public comments.

Mayor Brittney P. Bills closed the public hearing at 7:27 p.m.

Council Member Kim Rodela MOVED that City Council adopt the ordinance amending the City's development code related to preconstruction requirements.

Council Member Liz Rice SECONDED the motion.

Council Member Campbell asked whether this requirement applies to individual homeowners building on a single lot; Mr. Patterson confirmed it applies only to subdivisions and non-residential site plans, not individual residential building permits.

Council Member Smith asked whether the preconstruction meeting process had been a recurring problem; Mr. Patterson explained the amendment arose not from a specific problem but from his recognizing a gap in the code while drafting the assurance amendment.

The vote was recorded as follows:

<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Liz Rice</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion carried 5:0

c. ACTION: Plat Amendment: The Hollow Lots 48-50 Land Use (Administrative)

Rob Patterson, City Attorney/Planning & Zoning Administrator

The City Council will consider a request from Braden Hansen to approve a plat amendment reconfiguring three lots in The Hollow subdivision into two lots.

City Attorney Patterson presented a request from the property owner to reconfigure Lots 48, 49, and 50 in The Hollow subdivision from three lots into two larger lots. He noted that since the packet was posted, the applicant had submitted a slightly revised plan shifting the interior property line by approximately ten feet to increase the size of the smaller resulting lot. Both lots meet R-1-40 requirements. He confirmed all five required findings for a plat amendment were met: no material injury to the public or any person, good cause exists, all water and sewer easements are preserved, no public right-of-way is vacated, and the plat meets development code. Adjacent property owners were notified and no comments were received. Mr. Patterson also noted that as a standard practice, one of the three utility stub-outs to the lots would be required to be removed and capped at the main.

Council Member Campbell and other Council Members expressed support for the consolidation as consistent with Highland's preference for larger lots. Council Member Rodela asked about the impact on water shares; Mr. Patterson explained that water shares are dedicated at the overall subdivision level based on acreage. The combination may affect pressurized irrigation impact fees depending on permeable area. Council Member Smith asked about the third utility stub-out; Mr. Patterson explained the City's standard practice of requiring the unused

service to be capped at the main, with City Engineer Chris Trusty noting that unused stub-outs pose risks of accidental connection or debris infiltration.

Council Member Cortney requested that the note regarding capping be confirmed on the updated plat version and that utility signatures be re-obtained given the ten-foot property line shift.

Council Member Liz Rice MOVED that City Council accept the findings and APPROVE the proposed subdivision plat amendment.

Council Member Ron Campbell SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Liz Rice</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: Follow up on Storm Drain Cleaning Plans and Authorization for Purchase of a Vac Truck *General City Management*

Chris Trusty, City Engineer/Public Works Director

The City Council will consider the options for maintaining the City's storm sewer system.

City Engineer Chris Trusty presented a follow-up on the City's storm drain maintenance situation. He explained that the City's storm drain system, which relies heavily on sumps rather than a traditional pipe network, has not received adequate maintenance attention in recent years. The sumps range from 12 to 25 feet deep and require specialized vacuum equipment to clean effectively. Neglect of the system risks clogged inlets, improper infiltration, and potential regulatory findings from SWPPP inspections. Mr. Trusty presented bids received for contracting the cleaning work over a three-year rotation. The low bid of \$422,000 from Nolan Construction was roughly half of the other bids received, raising questions about scope interpretation. He compared this against the cost of the City purchasing a Vac truck (approximately \$620,000), hiring two part-time storm drain employees, and conducting the work in-house over three years. The in-house option costs more than Nolan's bid over three years but less than the other contracted bids. Additionally, the new Streets Operator, Colton Brierly, is already certified to operate this type of equipment, and a vac truck dedicated to storm drain work would not cross-contaminate with the sewer department's existing equipment.

Council discussion was supportive of the in-house purchase. Council Member Rice noted that the City faces potential state fines if the storm drain system continues to be neglected, and expressed support for the purchase given that sufficient funds exist in the Storm Water Fund. Council Member Rodela agreed; she discussed flooding issues in her neighborhood during heavy rain events and supported moving forward.

Council Member Smith asked about vehicle storage, security measures, and GPS tracking for City vehicles, all of which Mr. Trusty confirmed would be addressed. He also asked about the expected 25-year lifespan and an estimated \$10,000 annual maintenance cost; he also asked about the warranty details. Mr. Trusty stated he believes the warranty period is two years, but he will confirm that as well.

Council Member Cortney noted the Storm Water Fund currently holds approximately \$500,000 of extra cash the city had no plans for and suggested that the Council periodically review enterprise fund balances as a check on

whether fees that fund those line items in the budget are appropriately calibrated.

Council Member Campbell noted that the three-year cost comparison understates the value of the truck purchase since the vehicle retains significant residual value after three years, making the in-house option more favorable over the long term.

Council Member Liz Rice MOVED that the City Council direct staff to move forward with the storm drain cleaning plan in house and approve the purchase of a vac truck in an amount not to exceed \$620,000 from GL# 54-40-59, \$480,000 of which will be included in the year-end budget adjustments using fund balance.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Liz Rice</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion carried 5:0

5. EXPEDITED ITEMS

Items in this section are to be acted upon individually by the City Council. These items have previously been discussed by the Council. No report will be given.

a. ACTION: Bid Award for Crack Sealing *General City Management*

Chris Trusty, City Engineer/Public Works Director

The City Council will consider a bid award for crack sealing City streets.

City Engineer Trusty presented a bid award for crack sealing of City streets as a preparatory step before a planned road maintenance package including a high-density bonded matrix surface treatment. The low bidder was Morgan Pavement at \$60,907, including a 10 percent contingency. The scope covers approximately double the linear footage of the prior year's crack seal project and reflects approximately 20 percent higher unit prices. Some streets included in the bid are new subdivisions whose crack sealing costs are covered by previously paid developer fees.

Council Member Rice expressed concern that some of the projects being undertaken on new roads might be due to a necessity to fulfill the terms of a bond. She noted her observation about specific subdivisions included in the planned work and questioned whether these newer areas warranted road work over older ones. She asked for clarification on whether the same approach applied to planned crack sealing as a prerequisite for road projects, referencing 9600 North and showing interest in how long strategies like road sealing could extend a road's lifespan ahead of full reconstruction. Mr. Trusty confirmed he could not pinpoint a prior date for those roads and that the bonded matrix treatment after crack sealing is intended to extend their service life rather than wait for full reconstruction.

Council Member Cortney noted the significantly higher cost compared to the prior year's crack seal project, attributable to both increased scope and higher unit prices. Council Member Smith asked about the practice of sealing at the curb line, which Mr. Trusty confirmed would be done where gaps are large enough to warrant it. Council Member Campbell asked whether Morgan Pavement performs crack sealing correctly by blowing out debris first; Mr. Trusty confirmed Morgan has done prior work for the City satisfactorily and he will ensure that they blow debris out of the cracks before sealing them.

Council Member Scott L. Smith *MOVED* that City Council award a bid for the crack seal project to Morgan Pavement in the amount of \$60,907.

Council Member Liz Rice *SECONDED* the motion.

The vote was recorded as follows:

Council Member Ron Campbell	Yes
Council Member Doug Cortney	Yes
Council Member Liz Rice	Yes
Council Member Kim Rodela	Yes
Council Member Scott L. Smith	Yes

The motion carried 5:0

6. COMMUNICATION ITEMS

Items in this section are for notification and update. No final action will be taken.

a. Emergency Preparedness

Liz Rice, Council Member

Council Member Rice provided a brief update on her emergency preparedness efforts. She noted that informational content is being published in the City newsletter in partnership with the LDS Church and other interested religious organizations. She encouraged residents to store a minimum of one gallon of water per person per day and to have at least 10 days of supplies on hand, consistent with FEMA guidance. She identified earthquakes and wildfires as the two most significant threats, noting that seismic activity in the region is ongoing and that broken water lines in an earthquake scenario would be a critical concern. She mentioned attending recent wildfire training and a 911 preparedness event with Council Member Cortney. Council Member Smith noted concerns about the Tibble Fork dam in an earthquake scenario. Mayor Bills mentioned that a regional emergency management plan and committee are also working on these issues and that a formal City emergency management plan is expected to come back to the Council.

b. 9600 North Traffic Calming

Chris Trusty, City Engineer/Public Works Director

City Engineer Trusty presented data comparing 85th percentile speeds across Highland's major east-west collector roads, showing that 9600 North has the worst speeding profile of any road measured, with average speeds more than six miles per hour over the limit and over 44 percent of volume exceeding the 85th percentile threshold. The proposed near-term measures include LED flashing stop signs already installed at 6800 West and on order for 6000 West, installation of two driver feedback signs, road restriping after the planned seal coat with a double yellow centerline and 10-foot-wide shoulder lanes to achieve visual road narrowing, and possible installation of a pedestrian island at the Mitchell Hollow Trail crossing on the west end, contingent on land acquisition on the south side of the road.

Council Member Smith expressed confidence that driver feedback signs make a measurable difference and supported the flashing stop signs. He encouraged listening to residents who live and drive on the road daily. Council Member Cortney expressed interest in phasing the measures sequentially to assess the individual effect of each improvement, suggesting the striping be done first before adding the feedback signs, if timing allows. Council Member Campbell indicated he had reconsidered his earlier position and now supported including some

attention to the western Canal Boulevard section alongside the 9600 North work, particularly for a pedestrian crossing improvement, suggesting lower-cost options like paint-based optical speed bars. Council Member Rice expressed strong appreciation for the Council's support of 9600 North improvements, which she stated have been needed for her entire 30 years as a resident. She also supported two pedestrian islands on 9600 North and asked about the specific location of the proposed island at Mitchell Hollow Trail. Council Member Rodela deferred to staff expertise on specific engineering measures and emphasized that the City has a Traffic Toolbox with established priorities that should guide the sequencing of improvements. Council Member Smith agreed, and Mayor Bills asked that staff present the full priority ranking list when bringing this item back.

c. Highland Glen Pond Monitoring Plans

Chris Trusty, City Engineer/Public Works Director

City Engineer Trusty reported that the City has reestablished contact with a firm specializing in pond remediation after a lapse in communication. The firm has agreed to provide a lake monitoring and management plan for Highland Glen Pond based on water samples and site data the City will provide. The plan will address algae and aquatic weed management through chemical, biological, or mechanical means; insect management; waterfowl management; odor control; and aeration and circulation. The contract was within the City administrator's approval authority and is already underway, with results expected within approximately 90 days.

Council Member Smith asked whether E. coli, which tends to be the recurring issue at the pond, was also being addressed; Mr. Trusty confirmed waterfowl management is part of the scope given the connection between waterfowl and E. coli levels. Council Member Campbell expressed concern about the effectiveness of the QR code signage currently used to communicate water quality status to park visitors, noting that the majority of visitors likely do not scan the code. He suggested that clearer physical signage be posted when hazardous levels are detected. Council Member Cortney raised a question about testing frequency and thresholds for alerts, noting that all natural water bodies contain some E. coli and that the current QR code reporting may be triggered at too low a threshold. City Attorney Patterson clarified that testing is conducted by the state, and alerts are issued by the health department when levels exceed a defined threshold. He noted that testing frequency had been higher in prior years and appeared to slow in the most recent season, possibly due to state staffing. Council Member Cortney requested that testing frequency and alert threshold information be provided when the results are brought back to the Council. Council Member Cortney also noted the importance of ensuring the firm is not engaged under a long-term or annual contract, given prior communication difficulties, and that invoicing should be no longer than monthly. Mr. Trusty confirmed that approach would be followed.

d. Quarterly Financial Statements

David Mortensen, Finance Director

Finance Director David Mortensen presented remotely, providing a financial report as of December 31, 2025, representing the halfway point of the fiscal year. General Fund revenues were strong at 57 percent, reflecting the December property tax distribution and sales tax revenues running approximately 6 percent above the prior year. Expenditures were on track at 48 percent. The Cemetery Fund revenues were slightly below the 50 percent threshold at 42 percent, with openings and closings at only 12 percent of budget, though this is consistent with prior year trends; expenditures were at 33 percent, noting that a planned \$100,000 transfer to the general fund may be spread over a longer period depending on future rate decisions. The Library Fund showed 78 percent of revenues due to the property tax distribution and expenditures slightly above 50 percent due to early annual payments such as insurance and IT transfers. The Parks Tax Fund showed 58 percent of revenues collected with no expenditures yet, as the playground replacement project is expected to begin in spring or early summer. In the Building and Development Fund, both revenues and expenditures were running at approximately 45 to 46 percent of budget, slightly below projections due to slower development activity, particularly at Ridgeview. The Debt Service Fund showed nearly 100 percent of revenues received via inter-fund transfers, with all principal payments made; a second interest payment remains for the second half of the year. Capital improvement funds in parks and

roads showed low revenue percentages due to grant revenues, including a MAG grant exceeding \$5 million, not yet having been recognized or received; parks capital expenditures were picking up for Highland Family Park Phase 2, while roads capital spending had not yet begun. Enterprise funds were generally healthy; the Sewer Fund was at approximately 46 percent of revenues and 37 percent of expenditures, with a noted correction that the December TSSD payment was made in January rather than October as incorrectly annotated; Pressurized Irrigation showed 73 percent of expenditures due to annual payments and grant-related costs, with grant revenues not yet recognized; the Storm Sewer Fund was at 52 percent revenues and 36 percent expenditures, with the vac truck purchase to be reflected as a budget adjustment; and the Culinary Water Fund was at 52 percent revenues and 46 percent expenditures. The Transportation Fund was at 53 percent revenues and only 7 percent expenditures due to seasonal timing. The IT Internal Service Fund was at 100 percent revenues and 73 percent expenditures, with a large server replacement having occurred early in the year.

Council Member Cortney expressed his appreciation for the removal of the open space fund on the financial statements list. Mr. Mortensen indicated he would email the detailed December report to the Council that evening.

e. Community Development Update - [Current Projects](#)

Jay Baughman, Assistant City Administrator/Community Development Director

Rob Patterson, City Attorney/Planning & Zoning Administrator

City Attorney/Planning & Zoning Administrator Patterson provided two brief updates. First, he reported that following the TI Well neighborhood meeting held the prior week, the applicant had reached out to request a postponement of their first Planning Commission hearing in order to address the many questions raised by residents at the neighborhood meeting. The Council would be kept informed as the schedule develops. Second, he reported that a commercial development at 10700 is advancing, with two buildings currently under site plan review by staff. He noted that while the site plan itself is handled administratively per the Apple Creek PD, the building architecture is required to come before the City Council for review, and that would be scheduled once the architecture plans are submitted.

7. WORK SESSION

a. Land Sale & Encroachment Policy Clarifications *General City Management*

Jay Baughman, Assistant City Administrator/Community Development Director

The City Council will discuss with staff the process by which it wants staff to evaluate requests for sales of City land. Staff would also like the City Council to discuss and clarify any changes they would like to make to the Encroachment Policy, which is attached.

Assistant City Administrator Jay Baughman led a work session discussion on two related topics: the process for fielding citizen requests to purchase City-owned open space land, and the handling of significant encroachments on City property. First, regarding the property sale process, Mr. Baughman explained that while the Council recently established a per-square-foot price for orphan property sales, no formal application process exists for responding to unsolicited resident requests to purchase City parcels. Currently, staff have received at least three requests from different neighborhoods. The discussion centered on whether to continue addressing properties neighborhood-by-neighborhood, switch to a case-by-case application-based process or adopt a hybrid approach.

Mayor Bills noted that a policy document dating to 2021, affirmed by Resolution R-2026, already contains criteria for evaluating whether a property may be sold. Those criteria provide that property should not be disposed of if it is part of a trail corridor or buffer, adds to the open space feel of an open space neighborhood, has potential future City needs, would unduly burden the pressurized irrigation system, or would create orphan parcels. Property to be disposed of must otherwise have issues of access, connectivity, usability, or location that render it unusable for City purposes, and the City Council must designate specific surplus properties by resolution.

Council Members generally agreed the criteria remained sound and sufficient as a starting framework. Council Member Rodela indicated she believed the necessary criteria framework was already in place, but that what was missing was a clear intake process — specifically, whether to continue neighborhood-by-neighborhood or accept individual applications. Council Member Smith favored a hybrid approach: continue the systematic neighborhood-by-neighborhood review while also establishing a formal application form and fee for individual requests, allowing staff to evaluate them against the existing criteria. Council Member Cortney suggested keeping the process at a neighborhood or small-area level rather than purely case-by-case and proposed a cap on staff time devoted to individual property requests to prevent the process from consuming disproportionate resources. Council Member Campbell noted that trails and future trail corridors must be an absolute priority in any sale criteria, and that maintenance agreements may often be preferable to outright sales as they preserve the City's control over open space character. Council Member Rice agreed that individual requests should be reviewed against the criteria and expressed willingness to assist with site visits.

Staff requested direction on whether to develop a formal application and fee structure for purchase requests, similar to what already exists for maintenance agreements. The Council directed staff to develop such an application, test the existing criteria against the current queue of requests, and bring a recommendation back to the Council, noting that budget preparations would take priority in the near term.

Mr. Baughman then addressed maintenance agreement transfers, asking whether the Council was supportive of an automatic transfer of a maintenance agreement to new property owners upon sale, or whether new owners should be required to re-execute the agreement. The Council discussed the issue, noting that maintenance agreements are currently recorded with Utah County and therefore surface in title searches during property sales. Council Member Cortney argued that since the full agreement is recorded and available to buyers, it logically runs with the land. Council Member Smith and others expressed that new owners should nonetheless re-execute the agreement when they take title, so staff can walk them through the obligations and ensure they understand what they can and cannot do. Council Member Campbell preferred a simpler approach of letting the recorded document serve as notice, arguing that requiring re-execution upon every sale would add staff burden. After discussion, the general direction was that maintenance agreements run with the land as recorded, but that staff should make efforts to engage new owners when a property transfer is identified, particularly to clarify the scope of the agreement.

Mr. Baughman then presented photographic examples of significant encroachments on City property, including a case in North Canterbury where a resident had installed a retaining wall on City property, extending their usable backyard and enabling installation of a swimming pool. Another example in Beacon Hills showed a resident who had removed scrub oak on a planned trail corridor and installed turf and landscaping on City land. Mr. Baughman noted that Beacon Hills is the next area where formal encroachment letters will be sent.

The Council was in general agreement that significant encroachments must be corrected and that City property must be vacated. Council Member Rodela cited the prior Beacon Hills sports court case as a precedent for requiring restoration to natural vegetation. Council Member Campbell noted that allowing encroachments to stand for some while enforcing against others would be impossible to justify. Council Member Cortney asked whether telling a property owner to remove a retaining wall could create liability issues if the pool then became structurally compromised; City Engineer Trusty and City Attorney Patterson noted that with sufficient engineering and money, a compliant retaining wall can be built at the property line, but the obligation to do so properly rests with the owner.

Staff raised the question of whether a resident who has encroached could be permitted to purchase the encroached land if it meets the sales criteria. The Council indicated that meeting the criteria is the governing standard, and if the criteria are satisfied, a purchase could be considered. Council Member Cortney suggested that any such purchase or maintenance agreement application following an encroachment notice should be required to be submitted within 30 days to prevent indefinite delay. Council Member Cortney also proposed that an

encroachment fee be levied in cases where improvements were made before any agreement was in place. City Attorney Patterson suggested that when sending encroachment letters, staff could notify residents of both the purchase and maintenance agreement processes and their respective eligibility criteria, while making clear that neither outcome is guaranteed.

8. 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 10:11 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 pending or reasonably imminent litigation, as provided by Utah Code Annotated §52-4-205.

Council Member Kim Rodela SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Liz Rice</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion carried 5:0

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

The CLOSED MEETING adjourned at 10:53 pm.

ADJOURNMENT

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

The meeting adjourned at 10:54 pm.

I, Stephannie B. 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 17, 2026. This document constitutes the official minutes for the Highland City Council Meeting.



Stephannie B. Cottle, CMC, UCC
City Recorder

Welcome to the Highland City Council Meeting

February 17, 2026

Please Sign the Attendance Sheet

Scan for Agenda





6:00 PM REGULAR SESSION

Call to Order – Mayor Brittney P. Bills

Invocation – Council Member Liz Rice

Pledge of Allegiance – Council Member Kim Rodela

Respect Statement – Mayor Brittney P. Bills



UNSCHEDULED PUBLIC APPEARANCES

**HIGHLAND CITY IS COMMITTED TO CIVILITY AND RESPECT.
ALL ARE ASKED TO ACT AND SPEAK ACCORDINGLY.**

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.

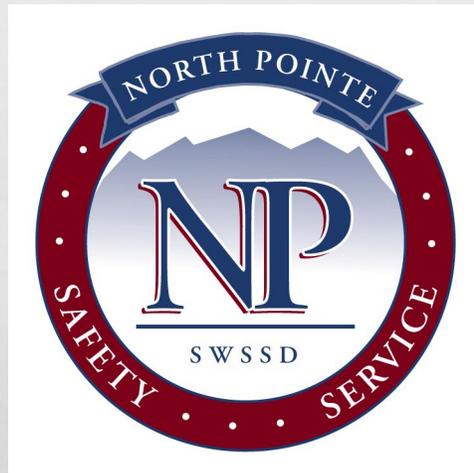


PRESENTATIONS

- a. North Pointe Special Service District Update – *Neil Schwendiman*
- b. Annual Open & Public Meeting Training – *Rob Patterson, City Attorney*
- c. New Employee Introductions – *Erin Wells, City Administrator*

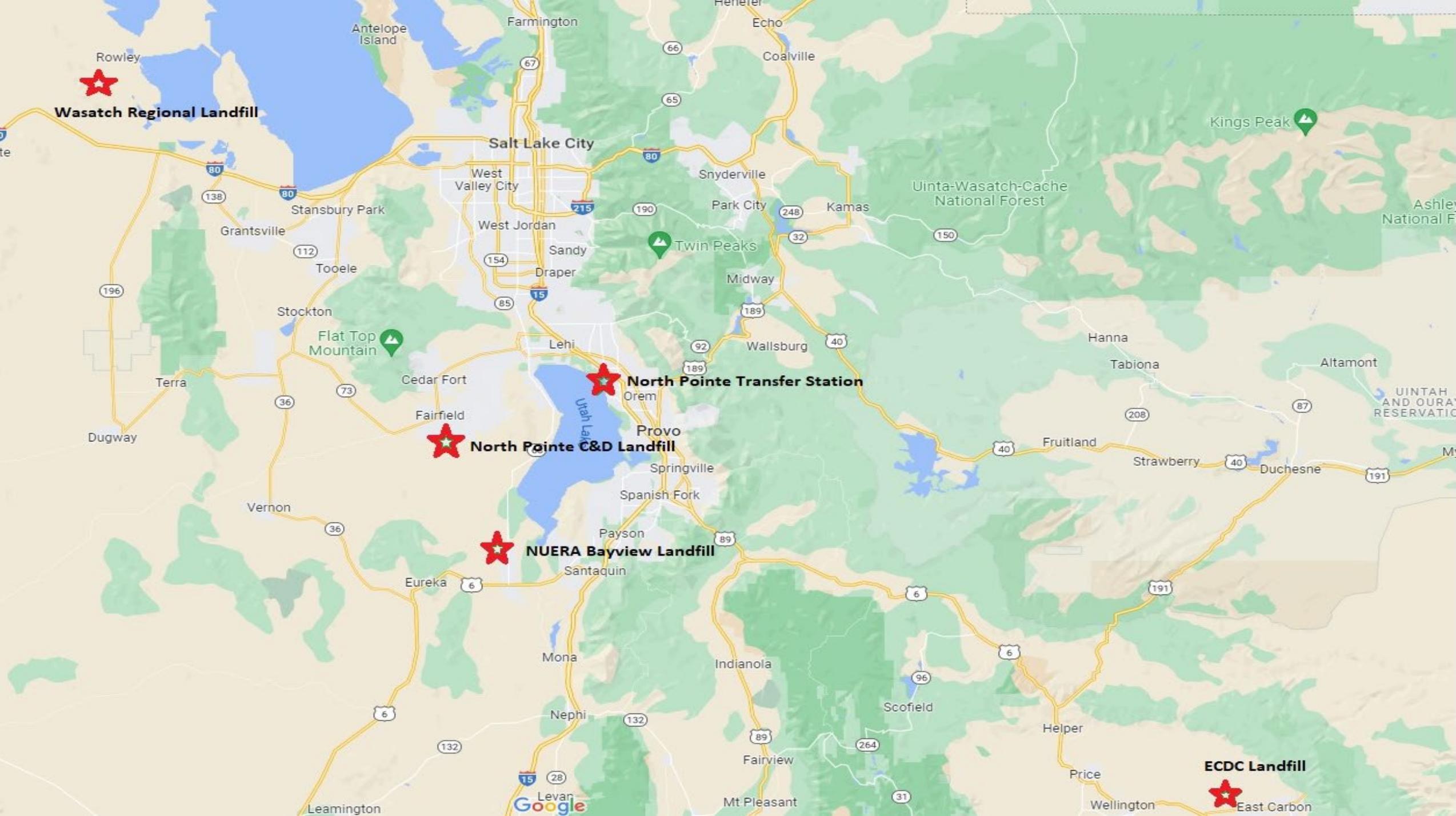
NORTH POINT SOLID WASTE DISTRICT

TALKING TRASH – GARBAGE IN NORTHERN UTAH COUNTY



NORTH POINTE INFO

- **1993 – CURRENT TRANSFER STATION OPENED & LANDFILL CLOSED**
- **2006 – SWITCHED FROM RAIL TRANSPORT TO TRUCK TRANSPORT – WASTE DELIVERED TO WASATCH REGIONAL LANDFILL IN TOOELE COUNTY**
- **2012 – DISTRICT PURCHASED THE CEDAR VALLEY CONSTRUCTION AND DEMOLITION (C&D) LANDFILL IN FAIRFIELD**
- **2014 – DISTRICT JOINED NUERA (NORTHERN UTAH ENVIRONMENTAL RESOURCE AGENCY)**
- **NUERA PROVIDES:**
 - **DISTRICT THE RIGHTS TO DISPOSE OF WASTE IN THE BAYVIEW LANDFILL LOCATED IN ELBERTA**
 - **DISTRICT WITH THE ABILITY TO HELP CONTROL DISPOSAL RATES**



Wasatch Regional Landfill

North Pointe C&D Landfill

NUERA Bayview Landfill

North Pointe Transfer Station

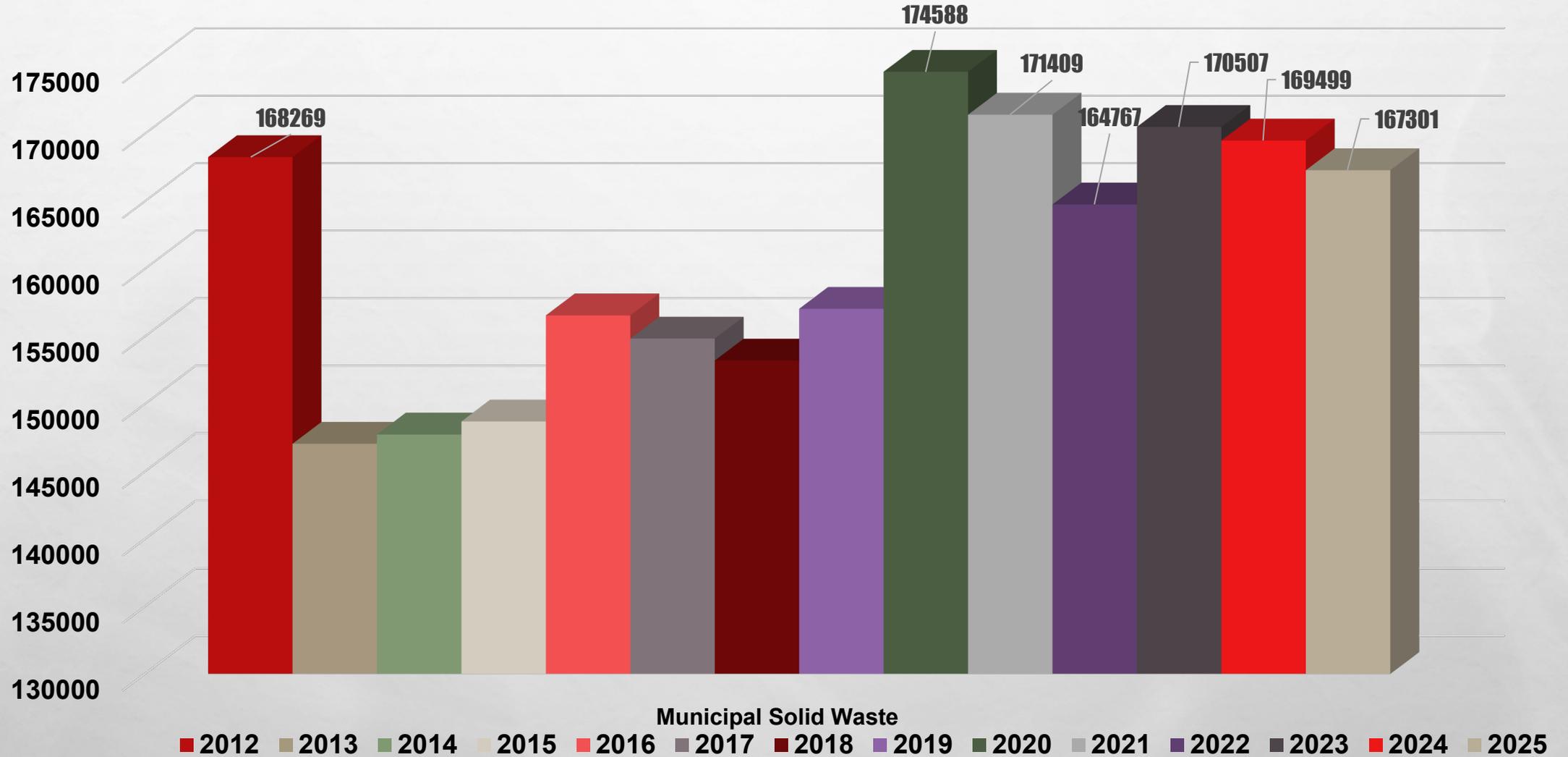
ECDC Landfill

East Carbon

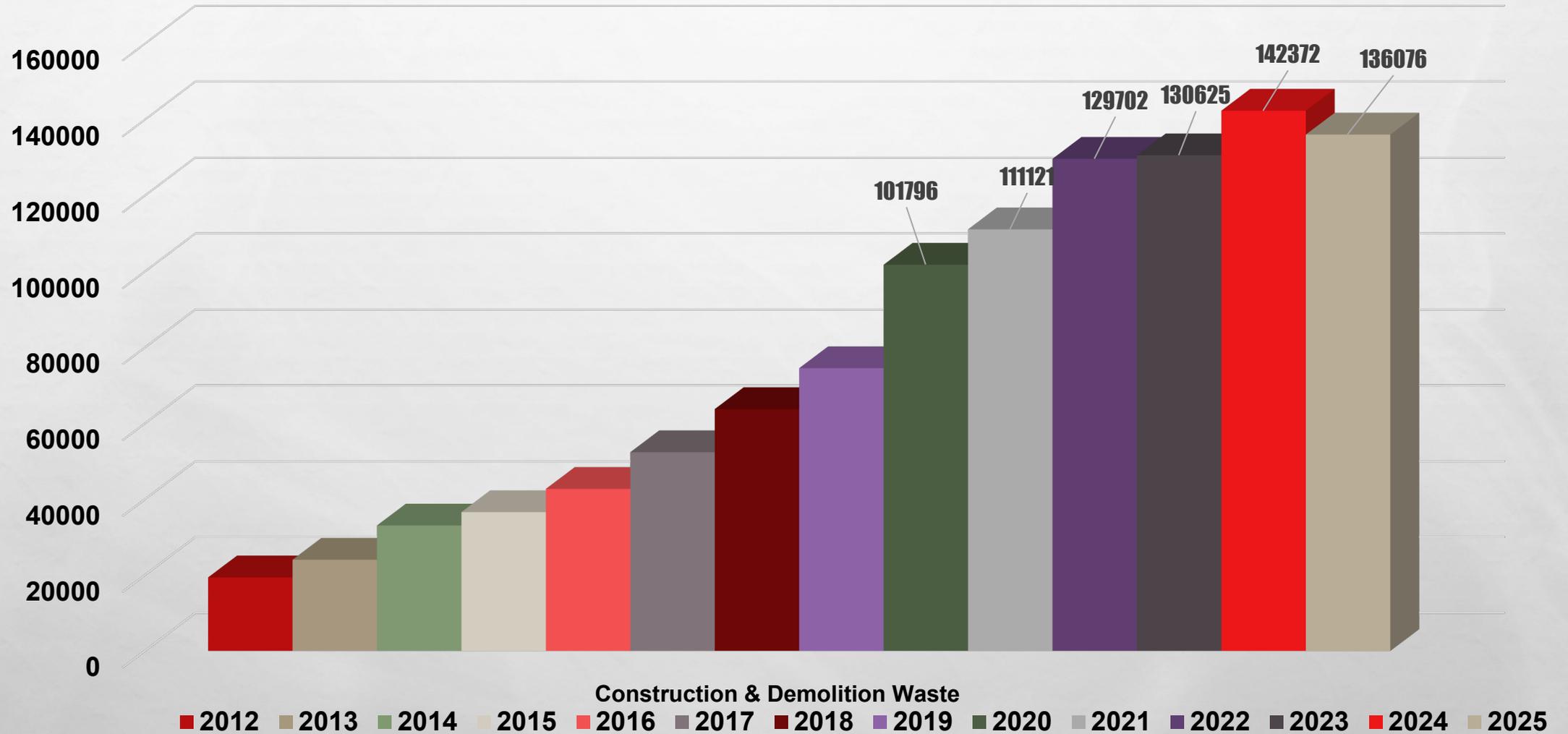
SERVICES/OPERATIONS

- **MUNICIPAL SOLID WASTE (MSW) – RESIDENTIAL CURBSIDE, COMMERCIAL FRONT LOAD, ROLL-OFF, SMALL COMMERCIAL & PUBLIC SELF HAUL**
- **CONSTRUCTION & DEMOLITION WASTE (C&D) – MOSTLY COMMERCIAL ROLL – OFF, SMALL COMMERCIAL & PUBLIC SELF HAUL**
- **GREEN WASTE – MOSTLY SMALL COMMERCIAL & PUBLIC SELF HAUL**
 - **AGREEMENT W/CONTRACTOR TO CHIP/GRIND GREENWASTE AND TURN IT INTO COMPOST**
- **CLEAN CONCRETE – AGREEMENT WITH CONTRACTOR TO CRUSH INTO ROAD BASE AND DRAIN ROCK**
- **HOUSEHOLD HAZARDOUS WASTE (HHW) – RESIDENTS ALLOWED TO DROP OFF HAZARDOUS WASTE SUCH AS PAINTS, CHEMICALS, CLEANERS, BATTERIES, ETC.**
- **RECYCLING – TIRES, METALS, ELECTRONICS ETC.**

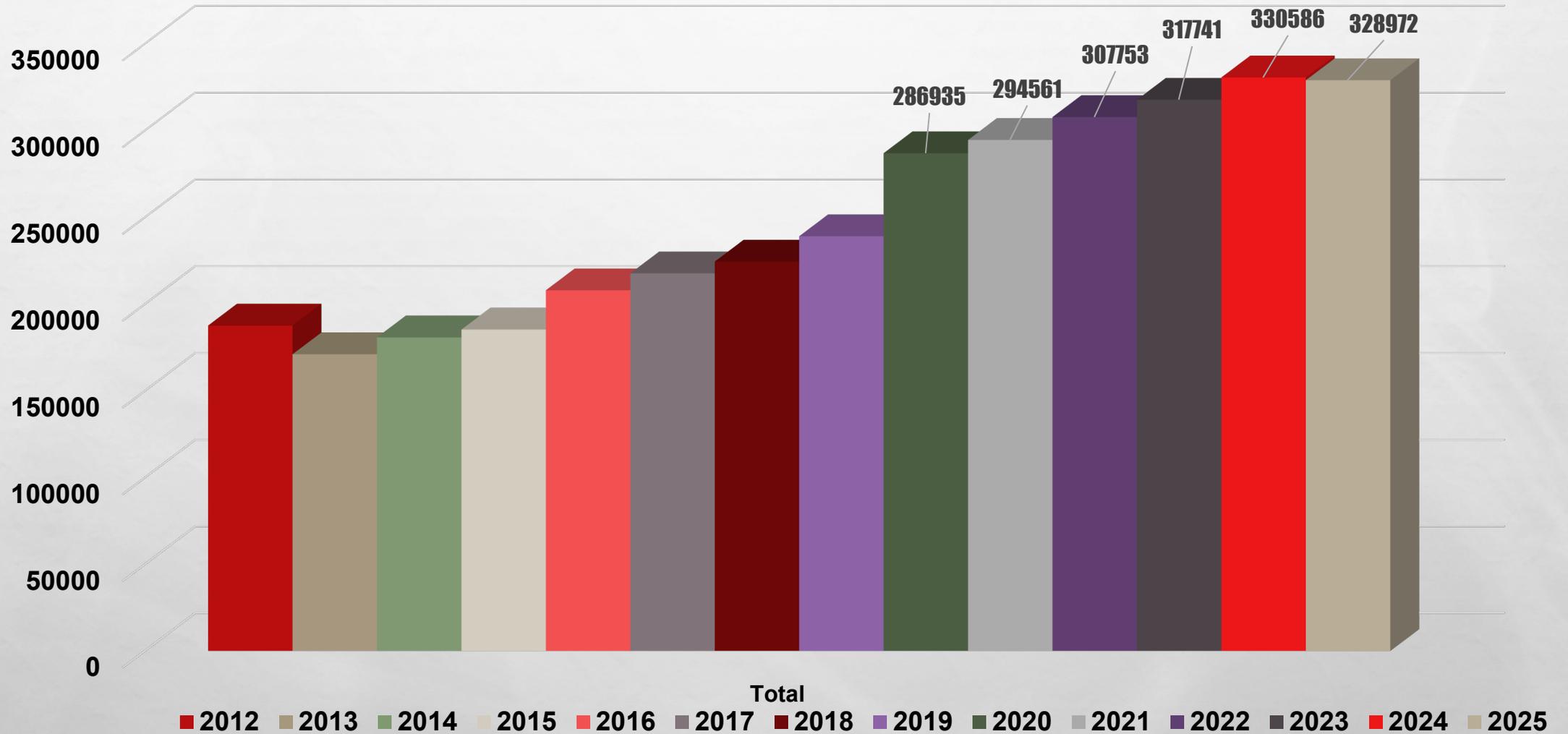
TRANSFER STATION TONS - MSW



TRANSFER STATION TONS – C&D



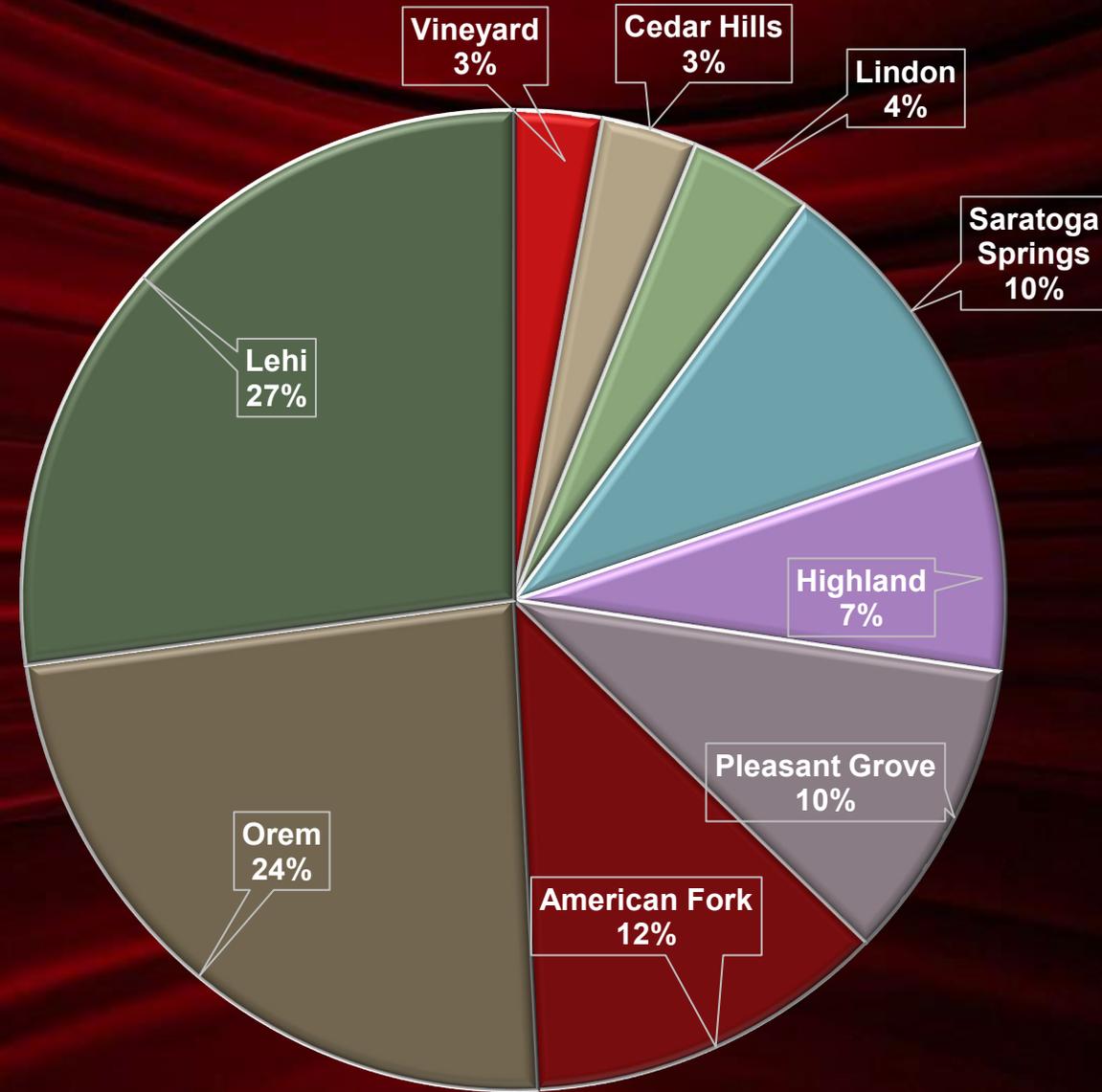
TRANSFER STATION TONS



2025 CURBSIDE BY CITY

- AMERICAN FORK – 14,617
- CEDAR HILLS – 3,824
- HIGHLAND – 9,189
- LEHI – 33,268
- LINDON – 4,962
- OREM – 29,015
- PLEASANT GROVE – 12,211
- SARATOGA SPRINGS – 11,996
- VINEYARD – 3,570

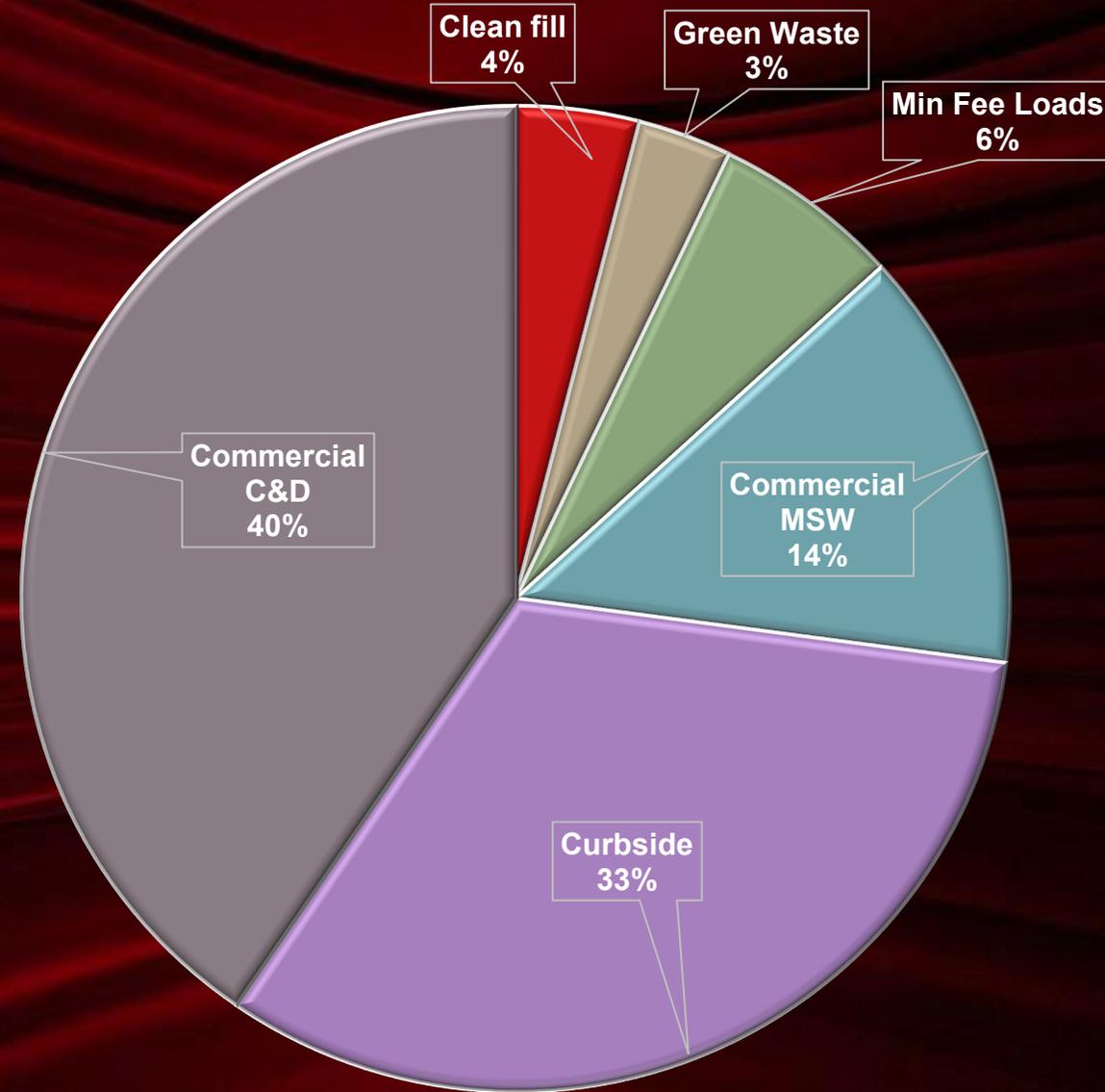
Transfer Station Curbside Tons by City



2025 TS TONS BY MATERIAL

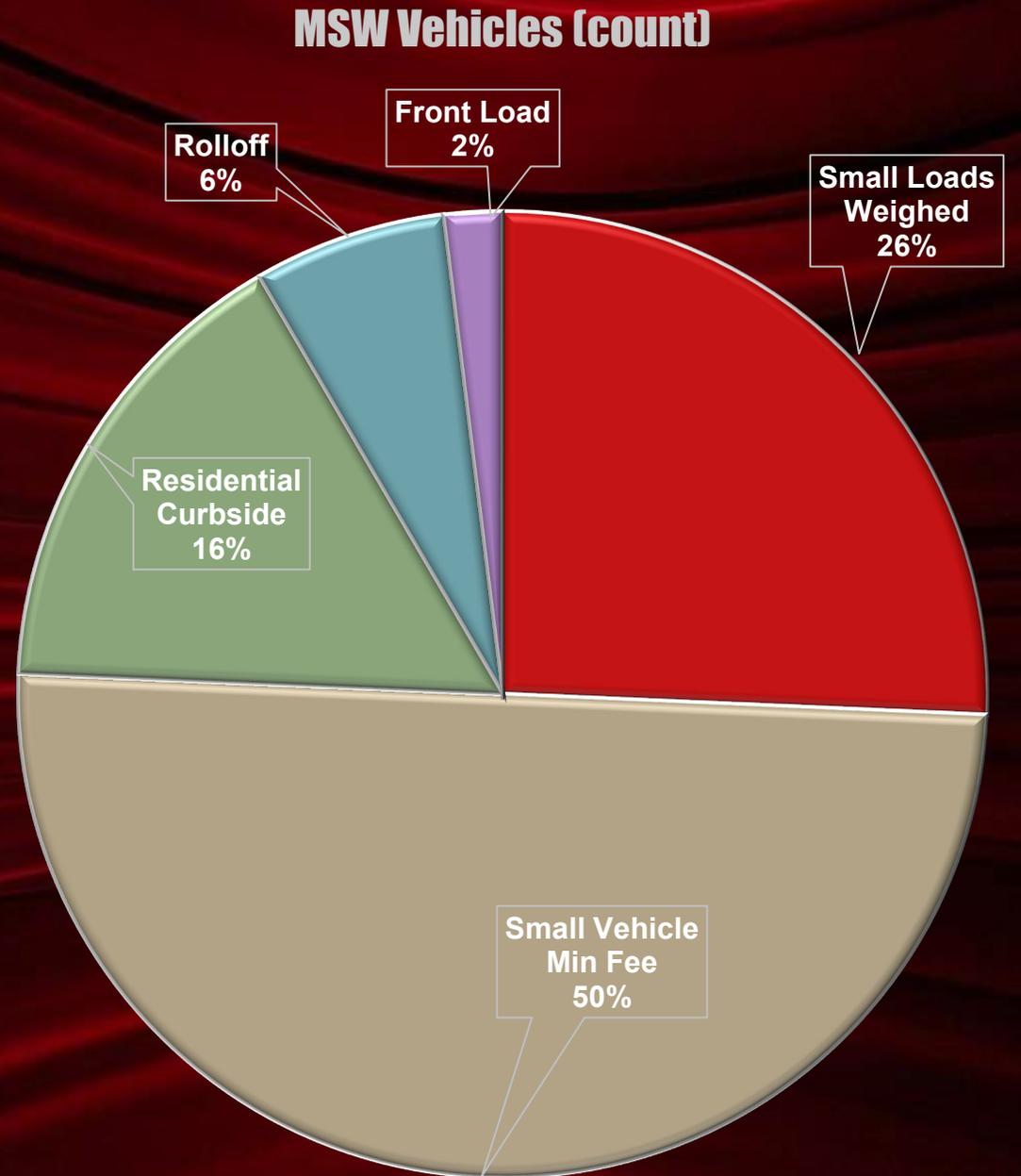
- **CLEAN FILL – 14,510**
- **GREEN WASTE – 11,086**
- **MIN FEE LOADS (ALL MATERIAL) – 22,254**
- **COMMERCIAL MSW – 50,021**
- **CURBSIDE – 117,280**
- **COMMERCIAL C&D – 146,076**

Transfer Station Tons By Material



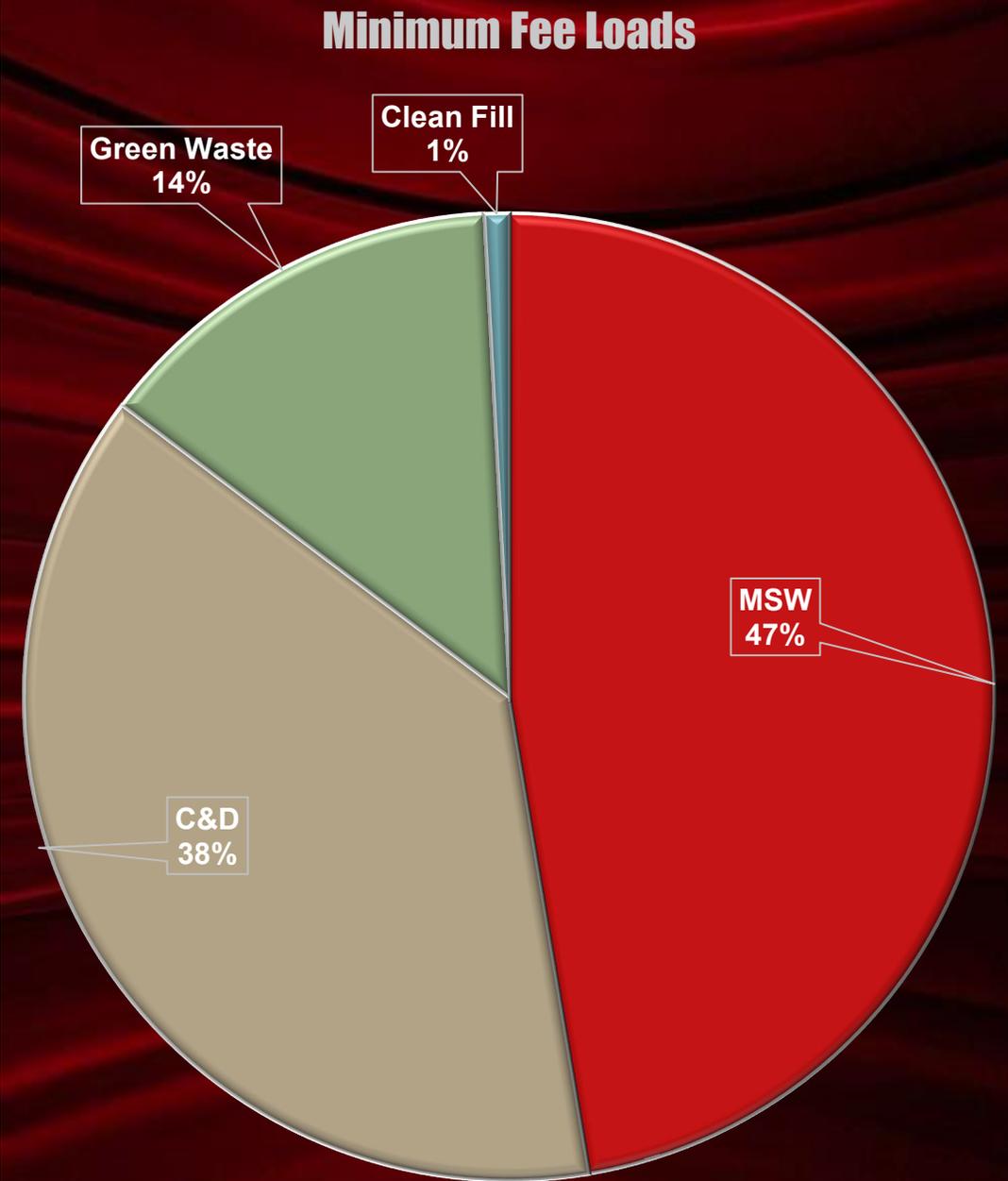
2025 TS VEHICLE TYPE (COUNT)

- **SMALL LOADS WEIGHED – 21,838**
- **SMALL VEHICLE MIN FEE – 42,506**
- **RESIDENTIAL CURBSIDE – 13,544**
- **ROLL OFF MSW – 5,487**
- **FRONT LOAD MSW – 1,648**

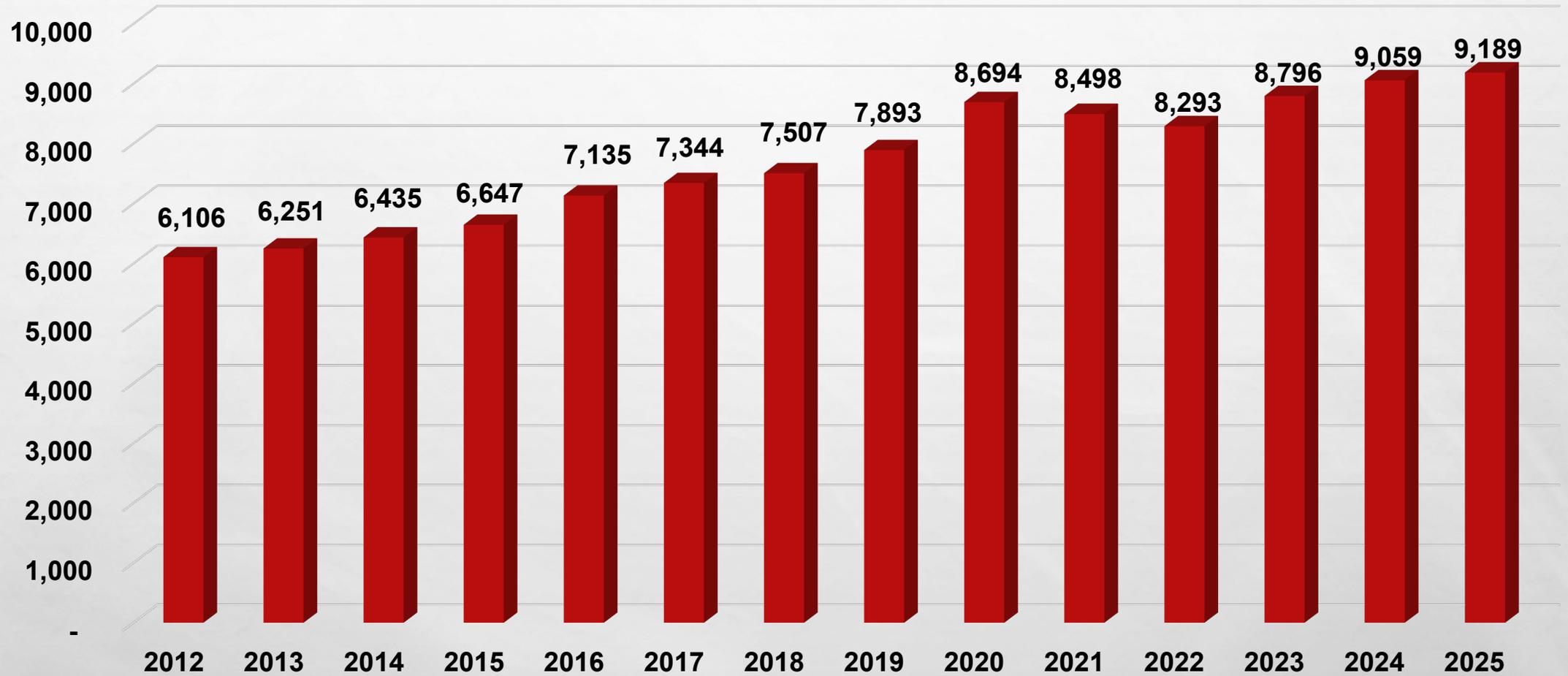


2025 MIN FEE LOADS (TONS)

- **MSW – 10,627**
- **C&D – 8,513**
- **GREEN WASTE – 3,115**
- **CLEAN FILL - 184**



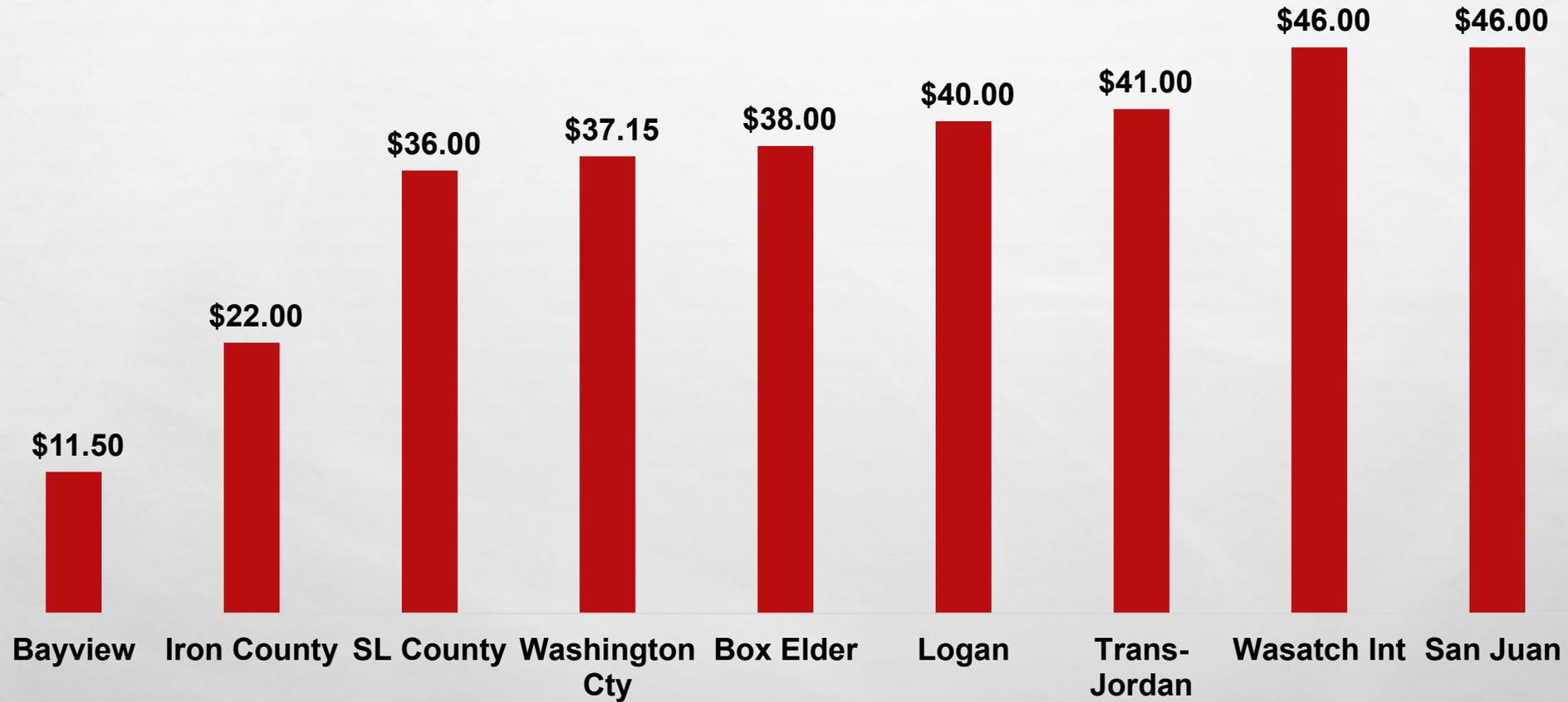
CURBSIDE TONS – HIGHLAND CITY



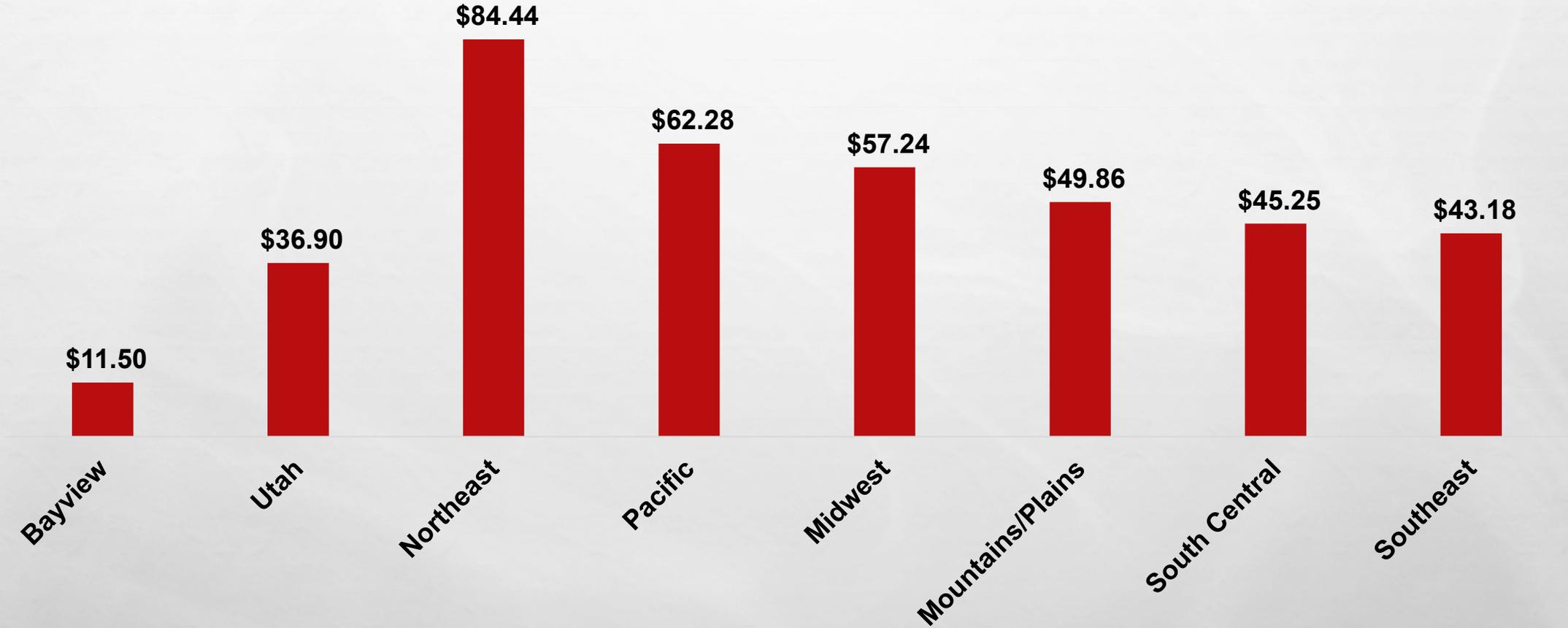
RESIDENTIAL CURBSIDE FEE HISTORY



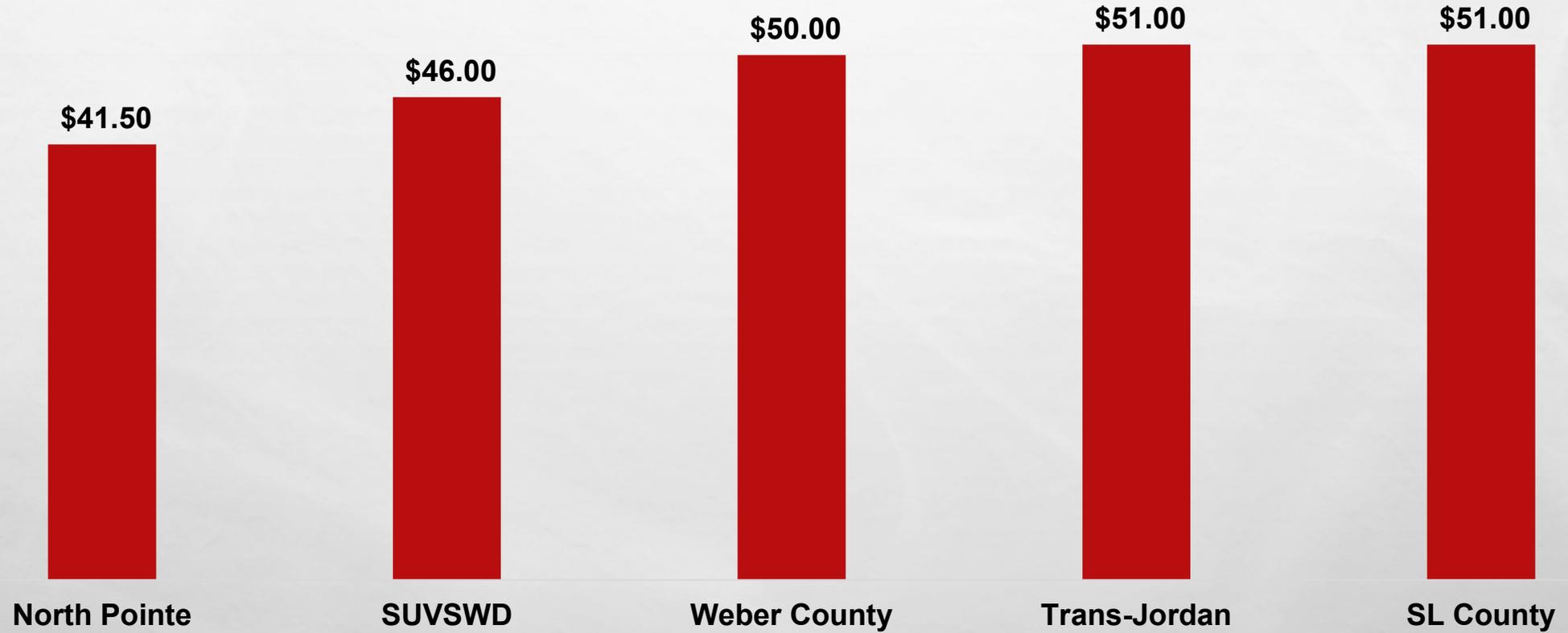
COMPARATIVE TIPPING FEES – UTAH LANDFILLS



COMPARATIVE TIPPING FEES – NATIONAL AVG LANDFILLS



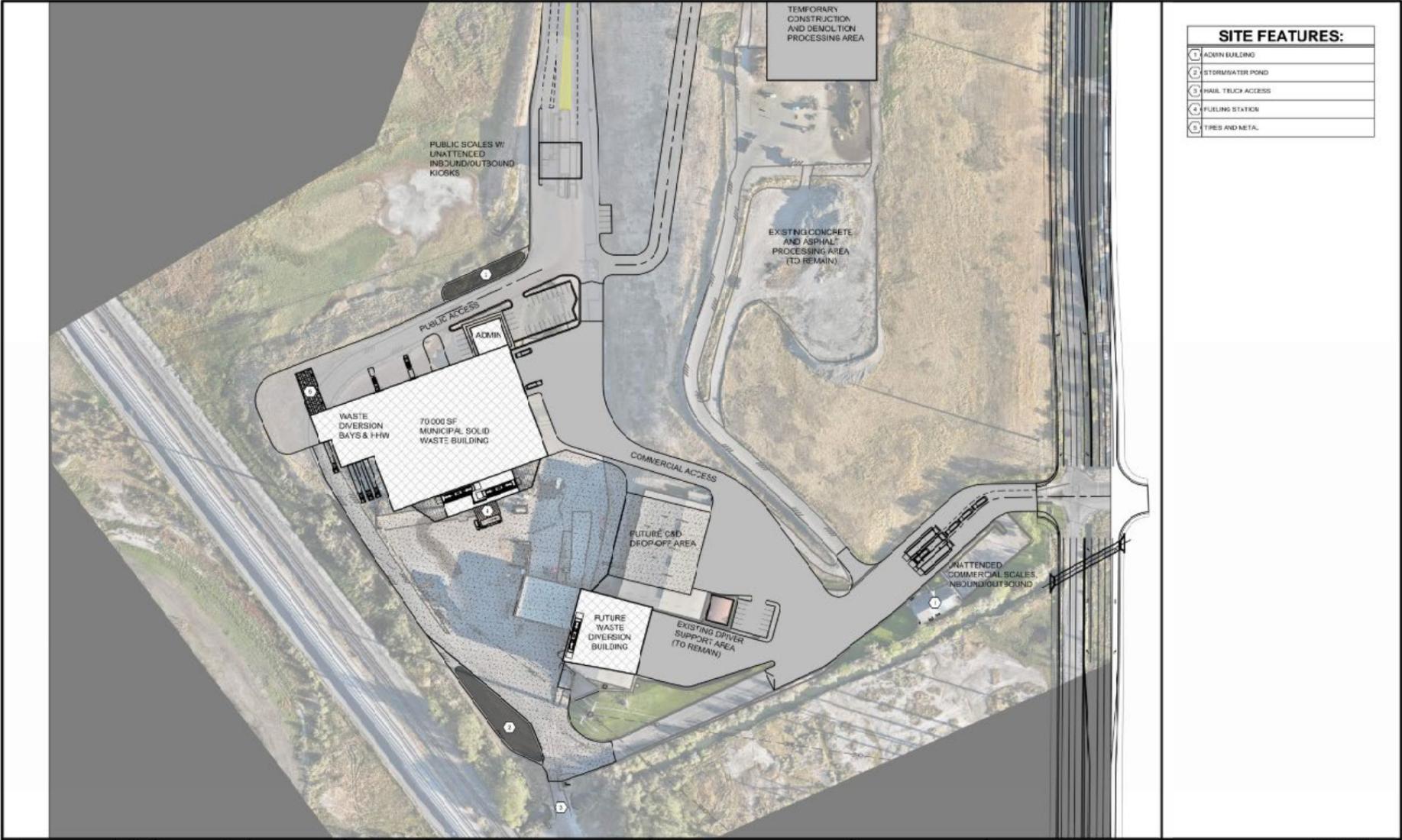
COMPARATIVE TIPPING FEES – UTAH TRANSFER STATIONS



WHAT IS OUR FUTURE?

- **SINCE 2021 – DISTRICT HAS BEEN LOOKING AT OPTIONS TO UPDATE/UPGRADE OUR TRANSFER STATION – OPTIONS INCLUDED**
 - **EXPANDING OUR CURRENT BUILDINGS**
 - **BUILDING NEW ON 40 ACRES OF DISTRICT OWNED PROPERTY JUST NORTH OF THE ANIMAL SHELTER**
 - **FINDING AN ADDITIONAL SITE ON WEST SIDE OF THE LAKE**
 - **BUILDING NEW ON CURRENT SITE**
- **DISTRICT IS MOVING FORWARD WITH BUILDING NEW BUILDING ON CURRENT SITE**

Proposed Site Plan



NO.	REVISIONS	BY	DATE

This document (or any part hereof) in detail or design (except as the property) of Forsgren Associates Inc. or shall not be copied, without the written authorization of Forsgren Associates Inc.

DRAWN	MS
DESIGNED	MS
APPROVED	
QA	

ATTENTION
LINE IS 2 INCHES
AT FULL SIZE
(IF NOT TO SCALE ACCORDINGLY)

FORSGREN
Associates Inc.

375 EAST 303 SOUTH STS 205, SALT LAKE CITY, UT 84111
PH: 401.364.4302 FAX: 401.364.4302

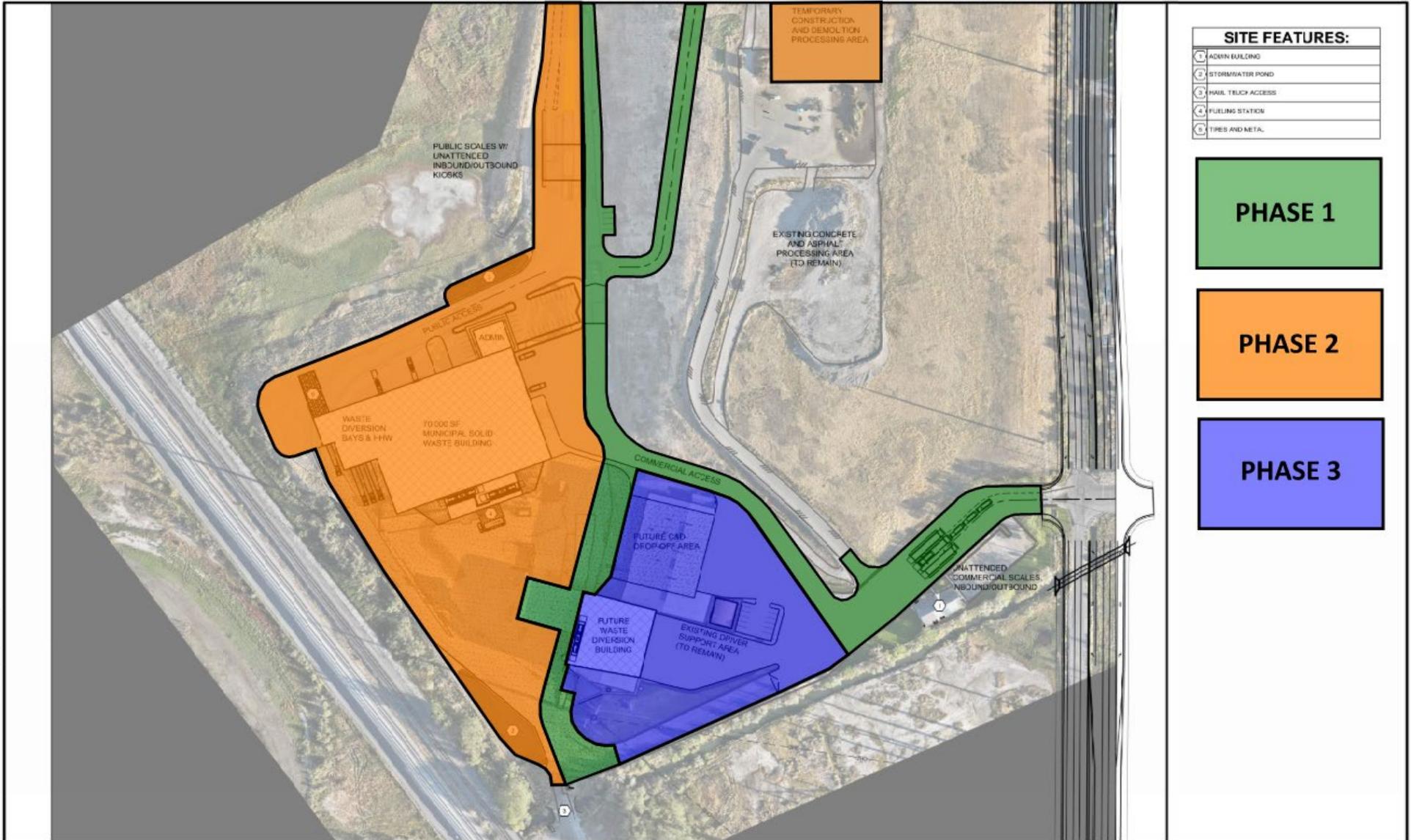


NORTH POINTE TRANSFER STATION

PRELIMINARY SITE PLAN - OPTION A

PROJECT NO:	05-24-0173
SHEET NO:	E-1
DATE:	PAGE NO:
JAN 26	

Construction Phasing



SITE FEATURES:	
1	ADMIN BUILDING
2	STORMWATER POND
3	PAVIL. TRUCK ACCESS
4	FUELING STATION
5	TIRES AND METAL

PHASE 1

PHASE 2

PHASE 3

NO.	REVISIONS	BY	DATE

DRAWN	MS
DESIGNED	MS
APPROVED	
QA	

ATTENTION
 LINE IS 2 INCHES
 AT FULL SIZE
 (IF NOT F-SIZE ACCORDINGLY)

FORSGREN
Associates Inc.
 870 EAST 601 SOUTH STE 200, SALT LAKE CITY, UT 84111
 PH: 801.354.4765 FAX: 801.354.4502



NORTH POINTE TRANSFER STATION
 PRELIMINARY SITE PLAN - OPTION A

PROJECT NO:	05-24-0173
SHEET NO:	E-1
DATE:	JAN 26
PAGE NO:	

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QUESTIONS?



NEW EMPLOYEE INTRODUCTIONS

Item 2c – Presentation

Presented by – Erin Wells, City Administrator

New Hires

- Colton Brems – Streets Operator
- Magpie Treadwell – Library Assistant



Positions Open

- Arborist
- Staff Engineer

CONSENT ITEMS *(5 minutes)*

- 3a. Approval of Meeting Minutes: February 3, 2026
General City Management
- 3b. Approval of Meeting Minutes: February 5, 2026
General City Management
- 3c. Planning Commission Appointment
General City Management

Motion to Approve

I move that the City Council approve consent item 3a, meeting minutes from February 3, 2026; 3b, meeting minutes from February 5, 2026; and 3c, Planning Commission Appointment.



TEXT AMENDMENT – DEVELOPMENT ASSURANCE REQUIREMENTS

Development Code Update (Legislative)

Item 4a – Public Hearing/Ordinance

Presented by – Rob Patterson, City Attorney/Planning & Zoning Administrator

Background

- Highland City requires certain monetary assurances in connection with subdivisions and non-residential developments (site plans)
- Much is regulated by state law
- Adding some clarifications on the process to avoid conflicts and speed up process

Example – Highland Acres Subdivision

- Building a road, extending water and sewer lines, and installing a public parkway detail - \$1,000,000
- Final plat and development plans approved
- Developer wants to sell lots, which requires the plat to be recorded with the County.
- City wants to wait to record plat so to ensure the public improvements will be installed, so we don't have home lots that don't have services

Example – Option 1 – Build First

- Developer installs all public improvements (roads, utility lines, public landscaping)
- Developer asks city to inspect and accept the completed improvements
- City inspects and accepts
- Developer provides warranty assurance – 10% of total cost (\$100,000) – and water rights/shares
- City records plat, developer sells lots

Example – Option 2 – Bond First

- Developer provides \$1,100,000 performance guarantee (completion assurance) in cash or letter of credit
 - 100% of total costs of improvements
 - 10% added cost for administration
- City records plat, developer sells lots
- Developer installs public improvements
 - If developer fails to install improvements, City can use the \$1,100,000 to complete the improvements in their place
- Developer asks city to inspect and accept the improvements
- City inspects and accepts, releases \$1,100,000 performance guarantee
- Developer provides warranty assurance \$100,000 (10%) and water

Example – Option 3 – Both

- Developer installs half of improvements, City inspects and accepts
- Developer wants to sell lots to get funds for remaining improvements
- Developer provides \$550,000 performance guarantee
 - 100% of total costs of remaining improvements (50% of 1,000,000)
 - 10% added cost of assurance amount for administration
- City records plat, developer sells lots
- Developer installs remaining public improvements
- Developer asks city to inspect and accept the improvements
- City inspects and accepts, releases \$550,000 performance guarantee
- Developer provides warranty assurance \$100,000 (10% of total) and water

Proposed Amendment

- Clarifying the information that needs to be submitted to calculate the assurances
 - Engineer's estimate or contractor's bid
 - Must break down costs by infrastructure improvement (roads, water, sewer, etc.), materials, quantities, cost
 - Culinary Water
 - 8" ductile iron pipe | 1,000 linear feet | Unit price \$40 per LF | Cost \$40,000
 - Need 1 estimate or bid that gives total costs
 - If option 3 (partial build) need new or updated and certified estimate or bid that shows remaining improvements

Proposed Amendment – Clean-up

- Removed duplicate language (general requirements repeated in later sections)
- Reorganized some sections to align with code structure (e.g., moved timing of assurances into section dealing providing and releasing assurances, out of section for type and amount of assurances)
- Added that assurances can be used to clear liens from public improvements/property
- Added reference to preconstruction meeting

Planning Commission Action

- Public notice posted January 15, 2026
- No comments received prior or during hearing
- Planning Commission unanimously recommended approval.

Staff Review and Recommendation

- Public notice posted February 4, 2026
- No comments received
- Staff recommends that the City Council hold a public hearing and adopt the proposed amendments to update and clarify the City's development assurance requirements.

Motion to Approve

I move that City Council adopt the ordinance amending the City's development code related to development assurances.



TEXT AMENDMENT – PRECONSTRUCTION MEETINGS AND REQUIREMENTS

General City Management

Item 4b – Public Hearing/Ordinance

Presented by – Rob Patterson, City Attorney/Planning & Zoning Administrator

Background

- City has long had a practice of preconstruction meetings that are held after subdivision or site plan approval, but before any work commences
- In addition to the preconstruction meeting, there are some other procedural/permitting issues that must occur prior to work
- These practices and requirements are not clearly identified in the City's code

Proposed Amendment

- Adds section 2-706, which establish requirements that must be met after plan approval, before work:
 - Hold preconstruction meeting after site plan/subdivision approval, before beginning work
 - Applicant brings paper copies of plans to be stamped approved for construction and then kept on-site
 - Applicant brings engineer and contractor to meet public works
 - Pay construction and SWPP inspection fees
 - Assurance estimates and assurances, as necessary
 - Execute public improvement agreement
 - Get UPDES/SWPP permit

Planning Commission Action

- Public notice posted January 15, 2026
- No comments received prior or during hearing
- Planning Commission unanimously recommended approval.

Staff Review and Recommendation

- Public notice posted February 4, 2026
- No comments received
- Staff recommends that the City Council hold a public hearing and adopt the proposed amendments to solidify the City's preconstruction procedures and requirements into the City's development code

Motion to Approve

I move that City Council adopt the ordinance amending the City's development code related to preconstruction requirements.



PLAT AMENDMENT: THE HOLLOW

LOTS 48-50

Land Use (Administrative)

Item 4c - Action

Presented by - Rob Patterson, City Attorney/Planning & Zoning Administrator

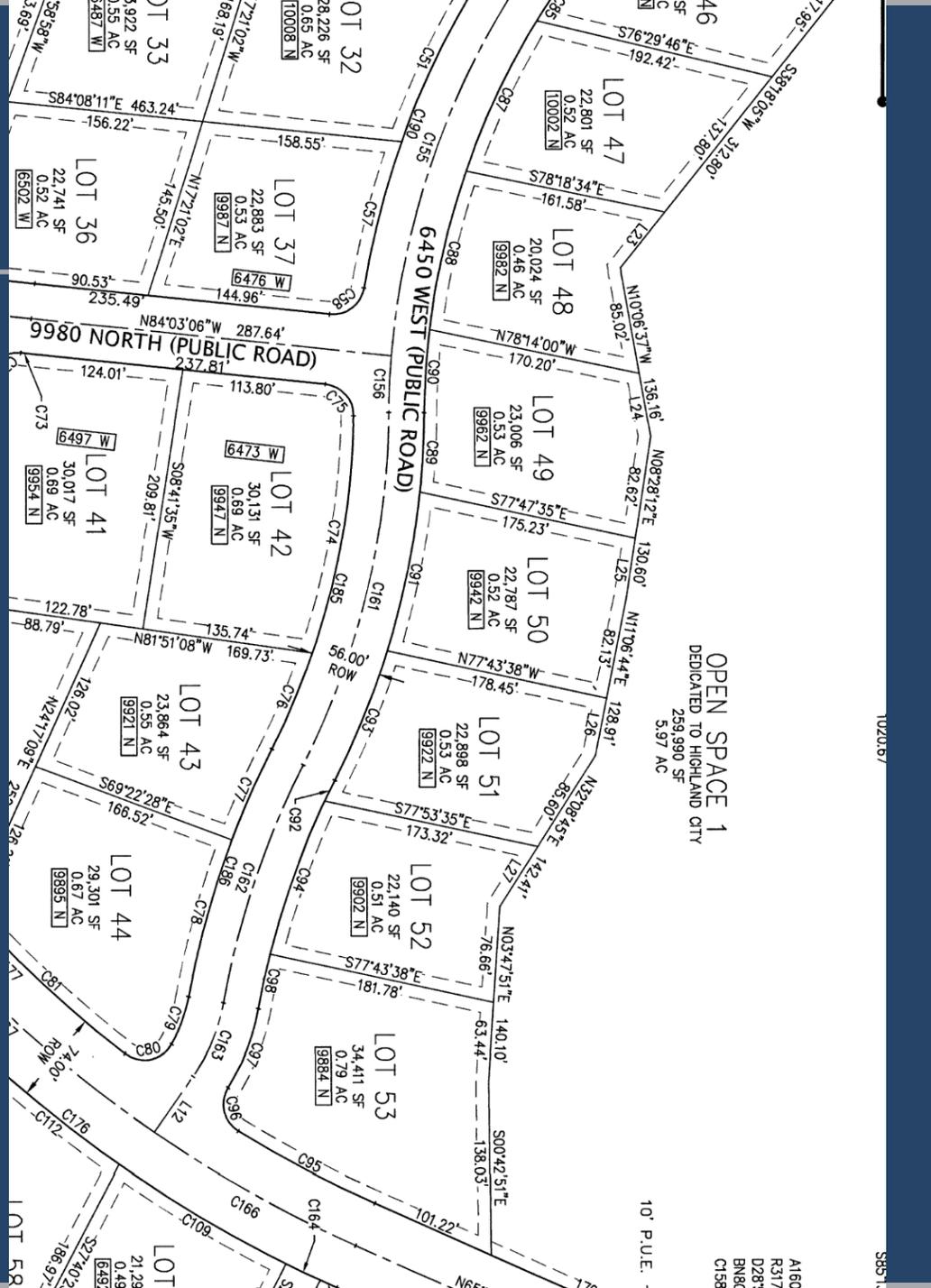
Vicinity



Background

- Owner of 3 lots in The Hollow subdivision desires to reconfigure the 3 lots into 2 larger lots
- Lots 48, 49, 50 of The Hollow
 - Smaller (20k-23k SF) lots near wetlands
- Applicant updated proposed plat slightly from version in packet to shift new lot line south to make northern lot slightly larger
 - North lot (301) from 26,930 SF to 28,712 SF
 - South lot (302) from 38,885 SF to 37,103

The Hollow - Original



Standard for Review

- Neither public interest nor any person will be materially injured
- Good cause for amendment
- Easements for water and sewer are preserved
- No public ROW vacated
- Plat meets all Development Code requirements

Staff Review and Recommendation

- Notice of amendment mailed to adjacent property owners on February 2, 2026
- No comments received
- Staff believes all required findings for approving the plat amendment are met:
 - Only affects property owned by the applicant
 - Allows applicant to use property as desired
 - Does not affect water/sewer easements or right-of-way
 - Reduces density and number of small lots in subdivision
 - Lots meet R-1-40 requirements (size, frontage, etc.)

Motion to Approve

I move that City Council accept the findings and APPROVE the proposed subdivision plat amendment.



FOLLOW UP ON STORM DRAIN CLEANING PLANS AND AUTHORIZATION FOR PURCHASE OF A VAC TRUCK

General City Management

Item 4d - Action

Presented by - Chris Trusty, City Engineer/Public Works Director

Stormwater System Map



- The City's storm drain system is a vital component of the city's infrastructure
- Clogged systems prevent rainfall from properly infiltrating into the ground and potentially cause flooding

- To prevent this, systems should be cleaned routinely system wide a minimum of once every three years



Stormwater System Map

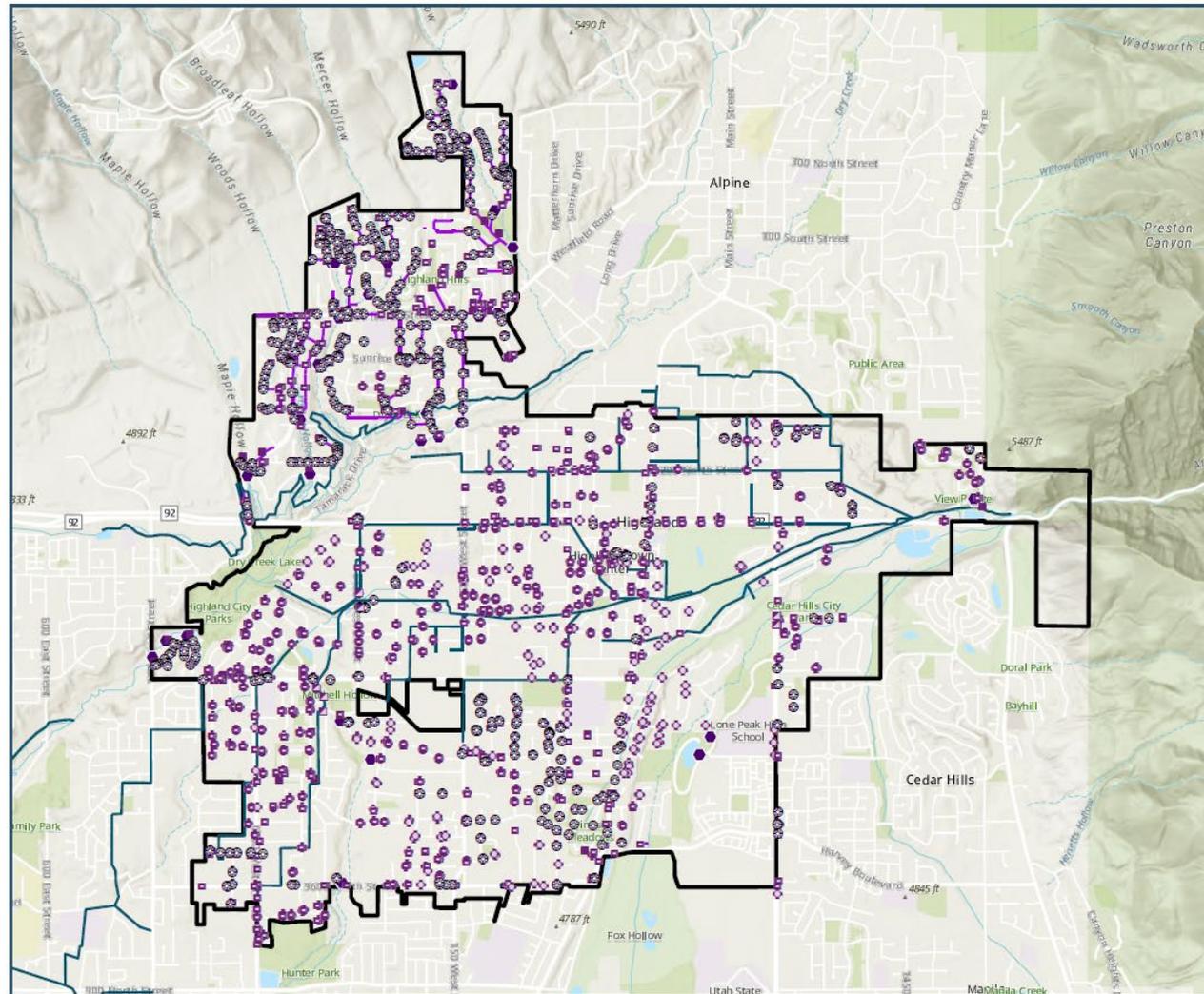


HIGHLAND CITY

Stormwater System

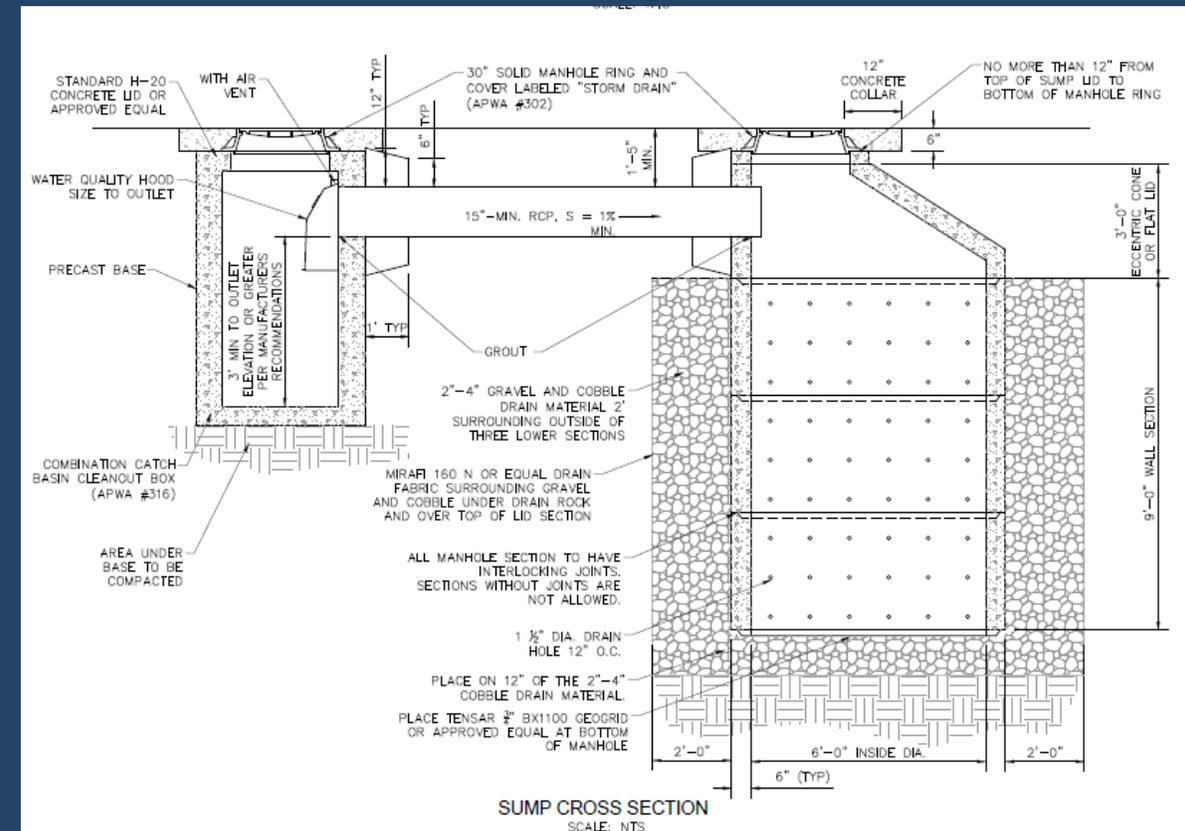
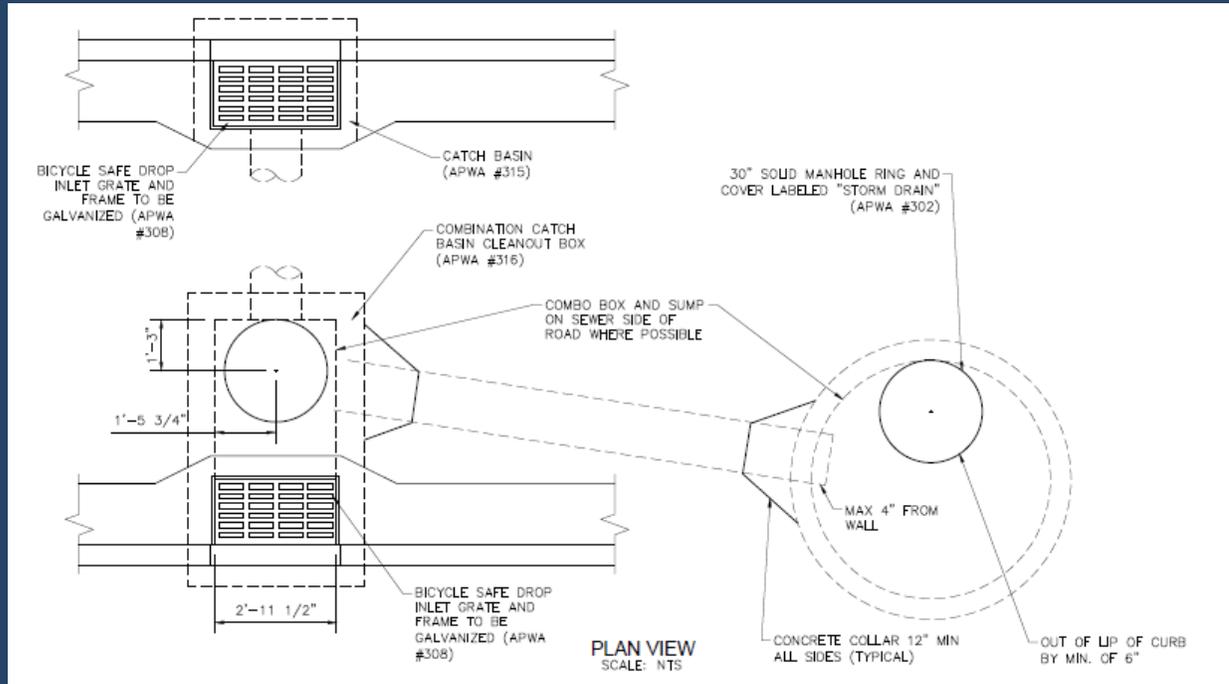
- Cleanout Manhole (474)
- Combo Box (8)
- Detention Basin (35)
- Inlet (1199)
- Sump (672)
- Outfalls (33)
- Channels
- Stormwater Lines

0 1200 2400 3600 4800
US Feet



Highland's storm drain system consists primarily of sumps which allows the city to function without vast lengths of large diameter pipe

Storm Drain Maintenance



Storm Drain Maintenance



- Vac Truck with boom
- Capable of jetting storm drain and vacuuming out debris
- \$620,000

Storm Drain Maintenance

Vac Truck benefits

- Equipped with a larger and longer hose for removal of debris from sumps, manholes and inlets
- Included boom feature allows for the mechanical manipulation of the hose
- Larger tank for cleaning water to be used for jetting out storm drain system
- Capable of hauling away removed materials to be dried and later disposed of

Storm Drain Maintenance

Maintenance Bid	Hydro Vac	Noland Construction	BHI	Hydro Hog	Highland City Vac Truck
Year 1	\$263,125	\$132,600	\$588,793	\$296,295	\$681,160
Year 2	\$281,544	\$140,400	\$613,261	\$296,295	\$73,404
Year 3	\$301,520	\$149,150	\$637,729	\$296,295	\$75,306
3 YR TOTAL	\$846,189	\$422,150	\$1,839,782	\$888,885	\$829,870

Motion to Purchase the Vac Truck in FY26

I move that the City Council direct staff to move forward with the storm drain cleaning plan in house and approve the purchase of a vac truck in an amount not to exceed \$620,000 from GL# 54-40-59, \$480,000 of which will be included in the year-end budget adjustments using fund balance.

Motion to Consider Purchasing the Vac Truck in FY27

I move that the City Council direct staff to include an in-house storm drain cleaning program including the purchase of a vac truck in the FY27 budget for consideration.

Motion to Contract Out the Service

I move that the City Council award a bid to Noland Construction for a three-year storm drain cleaning and maintenance contract in an amount of \$464,365 which includes a 10% contingency



BID AWARD FOR CRACK SEALING

General City Management

Item 5a – Expedited

Presented by – Chris Trusty, City Engineer/Public Works Director

Motion to Approve

I move that City Council award a bid for the crack seal project to Morgan Pavement in the amount of \$60,907.



EMERGENCY PREPAREDNESS

Item 6a – Communication

Presented by – Liz Rice, Council Member



9600 NORTH TRAFFIC CALMING

Item 6b – Communication

Presented by – Chris Trusty, City Engineer/Public Works Director

East West Collectors

	11800 North	11200 North	10400 North	Canal Blvd West	Canal Blvd Mid	Canal Blvd East	9600 North
Speed Limit	35 MPH	25 MPH	35 MPH	30 MPH	30 MPH	30 MPH	25 MPH
Average Speed	36.75 MPH (1.75 over)	31.5 (6.5 over)	36.2 MPH (1.2 over)	30.5 MPH (0.5 over)	34.25 (4.25 over)	36.0 MPH (6 over)	31.2 MPH (6.2 over)
85 th % speed	40.5 MPH (16% over)	36.75 (26% over)	40.0 MPH (14% over)	35.5 MPH (18% over)	38.0 MPH (27% over)	39.75 MPH (30% over)	36.0 MPH (44% over)
% trips > 10 mph over	5.8%	26.8	3.0%	3.6%	8.3%	20%	20%
# daily trips	5,903	916	4,161	1,154	2,717	10,175	1,771
# residential accesses*	2	43	31	9	0	0	80
# schools	1	0	2	0	0	0	0
length	1 Mile	1.4 Miles	2.3 miles	1 mile	0.72 miles	0.85 miles	2.3 miles

9600 North

- Install LED stop signs at 6000 West and 6800 West
- Install 2 sets of 2 driver feedback speed signs
- Upon completion of seal coat included in planned road maintenance for 2026, restripe the roadway with a centerline double yellow and white shoulder line with 10-foot lanes
- Consider additional safety features for Mitchell Hollow Trail crossing i.e. pedestrian island if roadway width allows



HIGHLAND GLEN POND MONITORING PLANS

Item 6c – Communication

Presented by – Chris Trusty, City Engineer/Public Works Director

Highland Glen Pond

Aquatic Consulting and Testing will provide Highland City with a Lake Monitoring and Management Plan for Highland Glen Pond. They provide:

- Algae and Aquatic Weed Management Recommendations
 - Chemical
 - Biological
 - Mechanical

Highland Glen Pond

- Insect Management
- Waterfowl Management
- Odor Control
- Irrigation System Management
- Circulation/ Aeration Operation and Maintenance
- Continued Monitoring and Maintenance



QUARTERLY FINANCIAL REPORT

Item 6d – Communication

Presented by – David Mortensen, Finance Director

Highland City

Financial Report

Fiscal Year: 2026

Quarter: 2 (Ending December 31, 2025)

Percent of Fiscal Year Elapsed: 50%

Category	Year-to-Date Actual	FY26 Budget	Percent of Budget	Notes
General Fund:				
Revenue	7,854,203	13,757,892	57%	
Expenditures	6,733,520	13,929,119	48%	
Net Revenue over Expenditures	1,120,683	(171,227)		
Cemetery Fund:				
Revenue	161,223	385,463	42%	Opening/Closing at 12% of budget
Expenditures	155,129	474,038	33%	Transfer to General Fund not yet recorded
Net Revenue over Expenditures	6,094	(88,575)		
Library Fund:				
Revenue	345,987	441,748	78%	
Expenditures	232,781	451,748	52%	Annual payments made early in the year (insurance, IT, indirect overhead)
Net Revenue over Expenditures	113,206	(10,000)		
Parks Tax Fund:				
Revenue	109,942	189,000	58%	
Expenditures	-	180,000	0%	
Net Revenue over Expenditures	109,942	9,000		

Category	Year-to-Date Actual	FY26 Budget	Percent of Budget	Notes
Building & Development Fund:				
Revenue	420,454	939,563	45%	Building permits 45%, plan check fees 45% of budget
Expenditures	523,549	1,129,923	46%	
Net Revenue over Expenditures	(103,095)	(190,360)		
Debt Service Fund:				
Revenue	954,679	954,679	100%	Annual debt service transfers recorded at beginning of year
Expenditures	937,424	954,679	98%	Debt service principle and portion of interest paid at beginning of year
Net Revenue over Expenditures	17,255	-		
Parks Capital Improvement Fund:				
Revenue	319,005	2,933,883	11%	Grant revenue at 0%
Expenditures	620,244	3,173,965	20%	
Net Revenue over Expenditures	(301,239)	(240,082)		
Roads Capital Improvement Fund:				
Revenue	675,425	6,246,481	11%	Grant revenue at 0%
Expenditures	258,259	6,801,400	4%	
Net Revenue over Expenditures	417,166	(554,919)		
Buildings Capital Improvement Fund:				
Revenue	57,699	115,512	50%	Parks maintenance building completion
Expenditures	893,349	585,985	152%	
Net Revenue over Expenditures	(835,649)	(470,473)		

Category	Year-to-Date Actual	FY26 Budget	Percent of Budget	Notes
Town Center Exaction Fund:				
Revenue	549	-		Interest earnings
Expenditures	-	-		
Net Revenue over Expenditures	549	-		
Sewer Fund:				
Revenue	1,551,702	3,363,567	46%	Sewer service charges at 48% and Impact fees at 26% of budget
Expenditures	1,339,513	3,616,567	37%	TSSD December charge paid in October
Net Revenue over Expenditures	212,188	(253,000)		
Pressurized Irrigation Fund:				
Revenue	1,643,209	3,165,021	52%	
Expenditures	2,324,675	3,165,021	73%	Annual payments made early in the year, adjustment needed for grant exp.
Net Revenue over Expenditures	(681,465)	-		
Storm Sewer Fund:				
Revenue	489,344	949,888	52%	
Expenditures	411,813	1,144,696	36%	
Net Revenue over Expenditures	77,531	(194,808)		
Culinary Water Fund:				
Revenue	1,034,582	2,002,848	52%	
Expenditures	912,626	2,002,848	46%	
Net Revenue over Expenditures	121,957	-		

Category	Year-to-Date Actual	FY26 Budget	Percent of Budget	Notes
Transportation Fund:				
Revenue	651,786	1,236,389	53%	
Expenditures	89,645	1,249,104	7%	Prof and tech services at 0%, road fee projects at 3% of budget
Net Revenue over Expenditures	562,141	(12,715)		
Internal Service IT Fund:				
Revenue	57,537	57,400	100%	IT service transfers made at beginning of year
Expenditures	41,914	57,400	73%	Server replacement at beginning of year
Net Revenue over Expenditures	15,623	-		



COMMUNITY DEVELOPMENT UPDATE

Item 6e – Communication

Presented by – Jay Baughman, Assistant City Administrator/Community
Development Director

Rob Patterson, City Attorney/Planning & Zoning Administrator



FUTURE MEETINGS

- February 24, Planning Commission Meeting, 7:00 pm, City Hall
- March 3, City Council Meeting, 6:00 pm, City Hall
- March 11, Lone Peak Public Safety District Meeting, 7:30 am, City Hall
- March 17, City Council Meeting, 6:00 pm, City Hall
- March 24, City Council Work Session, 6:00 pm, City Hall
- March 31, Planning Commission Meeting, 7:00 pm, City Hall



OPEN SPACE SALES AND MAINTENANCE AGREEMENT POLICIES

Item 7a – Work Session

Presented by – Jay Baughman, Assistant City Administrator & Community
Development Director

Discussion – Property Sales

- Staff or Council leads off on discussions?
- Open Space sale policy/procedures
 - What information does the Council need in order to determine if it will sell a property?
- Property sale vs. Maintenance Agreement?

Discussion – Encroachment



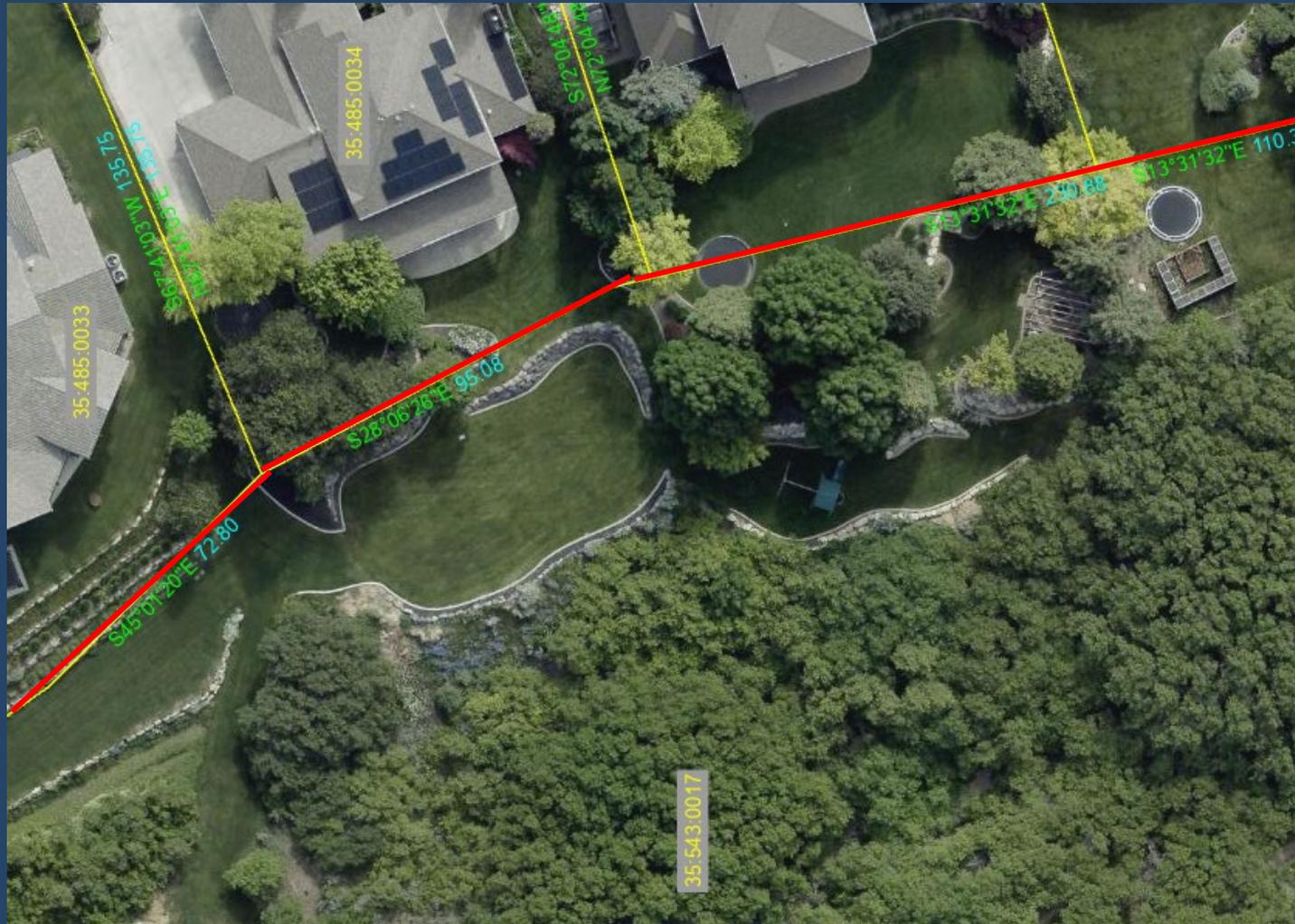
Discussion – Encroachment



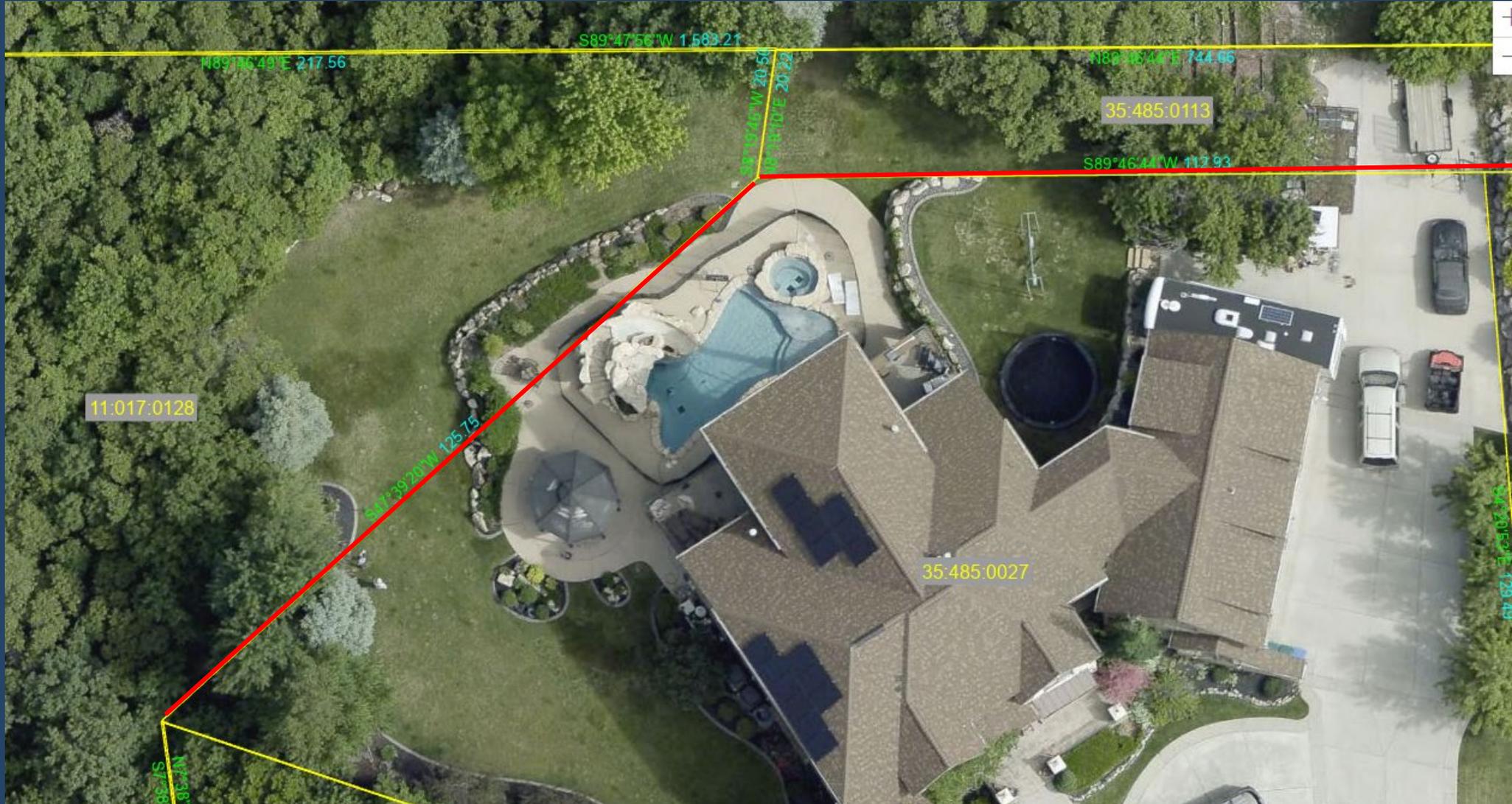
Discussion – Encroachment



Discussion – Encroachment



Discussion – Encroachment



Discussion – Maintenance Agreements

- Does an MA transfer ownership when a resident moves?
- How do we work with extensive and expensive encroachment?
 - Built retaining walls and/or removal of trees and other vegetation?

Discussion – Maintenance Agreements

- Changes to the existing policy
 - Allowed improvements such as curbing?
 - Attend Council Meeting when their MA is discussed?

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.



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.

PROPOSED AMENDMENTS TO MINUTES

Agenda Items 3a & 3b

February 3, 2026

1. Strike the text "Alexandra Gruenwald" in the third paragraph under Unscheduled Public Appearances and replace it with the text "Alexandra Gruenewald".
2. Strike the text "Pam Redmond" in the fifth paragraph under Unscheduled Public Appearances and replace it with the text "Pam Redman".
3. Strike every instance of the text "Diamond" under item #4a and replace each instance with the text "Dimond".
4. Strike every instance of the text "Holland" under item #4b and replace each instance with the text "Hollan".
5. Strike the number 301 in the first paragraph under item #4c and replace it with the number 300.

February 5, 2026

1. Insert the text "A prayer was offered by Council Member Liz Rice and those in attendance were led in the Pledge of Allegiance by Council Member Doug Cortney." immediately after the text "The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting."

Thanks, Doug:
I agree with these changes.

Doug Cortney
Council Member

Stephannie Cottle, CMC | UCC
City Recorder/Executive Assistant
(801) 772-4505
scottle@highlandut.gov
Office hours M-TH 7:30 am – 6:00 pm



HIGHLAND CITY

OPEN AND PUBLIC MEETINGS TRAINING

Utah Code Title 52, Chapter 4

Public bodies are required to “take their actions openly” and “conduct their deliberations openly”

What is a “Meeting”?

A gathering of a quorum of a public body (majority of voting members), in person or electronically, that is convened by an individual with authority to convene the body per procedures in law to (1) receive public comment on, (2) deliberate over, or (3) act on a relevant matter (within scope of body’s authority)

- Includes workshops, neighborhood meetings, executive sessions, site visits, travelling tours, etc.
- Does not include gatherings that are not “convened” or electronic messages outside of meetings, so long as a quorum does not act in “concerted and deliberate way” to predetermine future action

Open meetings vs. Closed Meeting

All meetings are open to the public, unless closed by 2/3 vote for specific and limited reasons

- To close a meeting, the body must identify reason, place of meeting, and vote of each member
- May not take any action at a closed session (approve ordinance, contract, appointment, etc.)

Reasons for closed meetings are described in Utah Code § 52-4-205 and include:

- Character, professional competence, or health of an individual
- Pending or reasonably imminent litigation or investigations into criminal misconduct
- Transactions and strategies involving the purchase or sale of real property (notice requirements)
- Trade secrets, certain aspects of procurements, or quasi-judicial deliberation

Public Meeting vs. Public Hearing

Public meeting: Public can attend, observe, and record, but not necessarily participate

Public hearing: Public has opportunity to comment and participate on hearing item (can limit time/topic)

Identification: The name of each non-Council person who comments must be recorded for minutes

Agendas and Notice

Publish annual meeting schedule with date, time, and place of regularly scheduled meetings

Each meeting, regular or special, must have a public agenda that describes the topics to be considered

- A public entity may only take final action on items that are listed on the agenda
- A public entity may discuss an item not on the agenda if the item is raised by the public during the meeting, but no action can be taken until it is included on future agenda

Must provide at least 24 hours’ public notice of agenda, date, time, and place of all meetings

- Must post notice at City offices, City website, Public Notice Website
- Additional notice and publication requirements for public hearings (1–4 weeks’ notice)

Records

In general, the City keeps detailed records of every meeting, including all presentations and handouts

- Open session: Must audio record and have written minutes that includes votes and actions
- Closed session: Generally must audio record, but do not always need written minutes
- Draft minutes must be publicly available within 30 days, followed by final, approved minutes

Challenges and Enforcement

A court can void any action taken in violation of open meeting, agenda, or notice requirements and may review records of closed sessions. Successful plaintiffs may get attorney fees and costs.