



HIGHLAND CITY

HIGHLAND CITY COUNCIL AGENDA

TUESDAY, MARCH 24, 2026

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

VIRTUAL PARTICIPATION



YouTube Live: <http://bit.ly/HC-youtube>



Email comments prior to meeting: council@highlandut.gov

6:00 PM REGULAR SESSION

Call to Order: Mayor Brittney P. Bills

Invocation: Mayor Brittney P. Bills

Pledge of Allegiance: Council Member Liz Rice

Respect Statement: Mayor Brittney P. Bills

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.

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. New Employee Introduction

Erin Well, City Administrator, will present new employees to the City Council.

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

March 3, 2026

b. Large Purchase Ratification *General City Management*

Erin Wells, City Administrator

The Council will consider the request to ratify large purchases for February 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 Steve Scharmann and Liam Thrailkill as Alternates on the Planning Commission.

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. **ACTION: Plat Amendment: Highland Heights Lots 18 & 19 Land Use (Administrative)**
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will consider a request from Brent Murdock to approve a plat amendment adjusting the lot line between his and his neighbor's properties.
- b. **RESOLUTION: Fling Fees Update General City Management**
Jay Baughman, Assistant City Administrator/Community Development Director
The City Council will consider a request to approve an increase to the fees related to the Highland Fling summer celebration.

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. **RESOLUTION: Highland Boulevard Roundabout MAG Grant Memorandum of Understanding General City Management**
City Staff
The City Council will consider approving a Memorandum of Understanding (MOU) with Mountainland Association of Governments related to improvements along Highland Boulevard.

6. DISCUSSION ITEMS

Items in this section are for discussion, and include supplementary information in the packet. No final action will be taken.

- a. **Potential Personnel Policy Change - Automatic Retirement Contribution Amounts for Employees General City Management**
Jess Andra, Human Resources Generalist
The City Council will consider a possible adjustment to city personnel policies regarding retirement contributions for staff.
- b. **Open Space & Orphan Parcel Sale Application General City Management**
Jay Baughman, Assistant City Administrator/Community Development Director
The City Council will discuss the Open Space & Orphan Parcel Sale Application and give feedback to staff.

7. COMMUNICATION ITEMS

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

- a. **Traffic Calming Toolbox - East West Collector Road Rankings**
Chris Trusty, City Engineer/Public Works Director
- b. **Parks and Open Space Watering Plans 2026**
Chris Trusty, City Engineer/Public Works Director
- c. **Potential Text Amendment - Requiring Development to Bury Power Lines**
Liz Rice, Council Member
- d. **Emergency Preparedness**
Liz Rice, Council Member
- e. **Central Utah 911 Update**

Doug Cortney, Council Member

f. Fire Station Driveway Update

Chris Trusty, City Engineer/Public Works Director

g. Community Development Update ([Current Projects List](#))

Jay Baughman, Assistant City Administrator/Community Development Director

Rob Patterson, City Attorney/Planning & Zoning Administrator

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.

ADJOURNMENT

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

ELECTRONIC PARTICIPATION

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

CERTIFICATE OF POSTING

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

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

Posted and dated this agenda on the 19th day of March 2026.

Stephannie Cottle, CMC |UCC, City Recorder

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



HIGHLAND CITY COUNCIL MINUTES

Tuesday, March 3, 2026

Waiting Formal Approval

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 Doug Cortney

Pledge of Allegiance: Council Member Scott L. Smith

Respect Statement: Mayor Brittney P. 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 Doug Cortney and those in attendance were led in the Pledge of Allegiance by Council Member Scott L. Smith. 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, City Engineer/Public Works Director Chris Trusty, Police Chief Brian Gwilliam, Fire Chief Brian Patten, Assistant Public Works Director Jeff Murdoch, Water Superintendent David Griffin, Pressurized Irrigation Superintendent Tayson Arnoldsen

OTHERS PRESENT: Jon Hart, Taylor Cutler, Josh Cutler, Chad Broadhead, Alexandra Gruenewald, Shianne Healey, CJ Healey, Scott Peterson, Howard Bangerter, Ernie John, Angie Tanner, Tavis Timothy, Debra Maughan, Sherry Kramer, Jenni Brinkerhoff, Wesley Warren, Abby Loosle, John Anderson, Rob Crawley, Jo Lambert

1. UNSCHEDULED PUBLIC APPEARANCES

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

Alexandra Gruenewald highlighted pressing safety concerns related to the intersection of Canal Boulevard and 6180 West. She provided the Council with information detailed in a 2023 traffic study focused on Canal Boulevard. This study recommended specific interventions for their intersection, such as implementing bulb-

outs and other pedestrian safety measures. Despite these recommendations, the necessary changes have yet to be put in place. She emphasized that these safety issues have been a significant concern within the community, as residents have been vocal about the dangers at this intersection for over four years. She explained that the study's findings indicate a heightened need for safety interventions, particularly due to the high number of pedestrians, including many children, who use this intersection daily to commute to school, church, and friends' houses. She referenced emails sent to each Council Member with a portion of the 2023 traffic study, which outlined several unaddressed recommendations specifically meant to improve pedestrian safety at the 6180 West intersection. These included the addition of bulb-outs and center islands, as well as landscaping measures designed for traffic calming and improved pedestrian safety. While some sections of Canal Boulevard have seen the installation of safety measures, such as bulb-outs and safe crossings at other intersections, the most residential stretch, including her intersection, remains unchanged. Residents of the area have even gone as far as offering to financially contribute to the implementation of safety measures, underscoring the community's willingness and urgency to see improvements made. She reiterated the need for prioritizing this intersection to prevent potential accidents and ensure the safety of all its users.

Taylor Cutler echoed Ms. Gruenewald's safety concerns, emphasizing the dangers experienced when crossing with children. Taylor described their recent experience crossing the road, highlighting visibility issues that arise from the curves and the setting sun. During a Friday evening crossing with her children, Taylor noted that while initially, there were no cars visible, as they approached the middle of the road, vehicles appeared rapidly from around the curves. This created a hazardous situation, as one of the cars did not yield and only slowed slightly before proceeding past them once they were barely out of the way. The issue of poor visibility was further compounded by the sun's position during sunset, which made it difficult for drivers to see pedestrians clearly as they approached the intersection, underscoring the pressing need for additional safety measures like a four-way stop.

Howard Bangerter discussed water that flows through his property to Highland Glen Park via the ditch. He expressed concerns about the City's plan to deliver water through the pressurized irrigation system instead of the ditch, noting that this would affect trees and vegetation watered by the ditch and would require him to spend thousands of dollars to modify his irrigation system.

Jenni Brinkerhoff commented on the same traffic safety issues as Ms. Gruenewald and Ms. Cutler, sharing experiences about near-misses with drivers, which highlighted the urgent need for action. She noted that her children have had some near misses at the intersection of Canal Boulevard and 6180 West, particularly with distracted drivers. She emphasized the importance of addressing the safety concerns at this intersection, as it's frequently used by children each day. She urged the Council to consider additional safety measures, such as stop signs or speed bumps, to ensure the children and other pedestrians can cross safely.

Angie Tanner expressed her concerns about the growing traffic issues related to the broader traffic management and safety problems along Canal Boulevard. She cited the significant increase in traffic volume since the opening of Canal and the new park, noting the challenges faced by her HOA, which borders the highway. Angie detailed the change in traffic from 3,000 cars when her neighborhood was first developed to over 16,000 currently, bringing noise and constant traffic issues. She inquired about the city's plans to handle the road reaching full capacity as projected in traffic proposals and emphasized the community's urgent need for improvements to manage this growth. Angie expressed the sentiment that older residential areas like hers feel the brunt of increased traffic, resulting in detrimental effects on their quality of life.

Shianne Healey echoed similar concerns about the intersection of Canal Boulevard and 6180 West raised by other residents. She emphasized that there has been a noticeable increase in traffic over the past five years, which has exacerbated the issues related to speeding and distracted driving. Ms. Healey described how her four children frequently cross this intersection multiple times a day, increasing her worry about their safety. She highlighted that the highest traffic volumes and instances of distracted driving typically occur in the morning and afternoon,

coinciding with school commuting hours. Additionally, she pointed out that despite the presence of a crosswalk sign, the intersection lacks actual painted lines, which further compromises pedestrian safety. She stressed the community's urgent need for effective interventions beyond just painted lines, to ensure the welfare of pedestrians, especially the youth who navigate this busy intersection daily.

CJ Healey echoed the sentiments of other residents regarding the pressing need for additional safety measures at Canal Boulevard and 6180 West, to ensure the community's welfare. Mr. Healey recounted a recent incident involving his six-year-old, who was learning to ride a bike in their cul-de-sac. During the lesson, his child inadvertently rode about ten feet into Canal Boulevard. A car, traveling approximately 50 miles per hour, swerved outside of its lane, onto the south side, without slowing down. This highlighted the hazardous conditions on the road. He argued that measures such as stop signs or lights could be beneficial and emphasized the urgency of implementing appropriate interventions. With large fields nearby that are expected to be developed in the future, the increase in traffic will only add to these problems, making it crucial to address the safety issues sooner rather than later. He expressed gratitude for the Police Chief's efforts in increasing police presence in the area and acknowledged the importance of taking proactive measures to address the traffic concerns affecting the community.

Abby Loosle expressed specific concerns about the speed and unpredictable behavior of drivers on Canal Boulevard. She explained that she lives on the eastern side, near a dip in the road leading into newer developments, which contributes to vehicles traveling too quickly through the area. She highlighted that late at night, she often hears cars racing down the road at speeds around 60 miles per hour, creating hazardous conditions due to the sharp corner that forces vehicles to skid across as they navigate. She reported frequent instances of aggressive driving behavior, such as being nearly rear-ended daily as drivers fail to anticipate her slowing down to turn onto Mountain View Drive. These drivers often veer left to overtake her without any justification, which is illegal and increases the danger. Her concerns were compounded by the fact that there are no barriers or fences to protect children from wandering onto this fast-moving road, making it treacherous for her and other families with small children. She noted she actively avoids walking along Canal Boulevard with her family due to the reckless vehicle speeds and unpredictable driver conduct. She strongly urged for interventions such as stop signs or speed bumps to significantly improve safety conditions in this part of the City before an unfortunate accident occurs.

City Administrator Wells noted that the issue of traffic and safety improvements on Canal Boulevard will be briefly discussed later this evening as well as during a March 24th workshop regarding the topic.

Scott Peterson supported the general sentiment of discussion regarding traffic on Canal Boulevard, expressing appreciation for the increased police presence as a positive development since the road connected to Lehi. He noted that Lone Peak Police Department has been actively pulling over speeders, which has helped. However, Scott shared a different perspective as he lives half a block from the intersection, highlighting concerns about air quality. He mentioned that speed bumps and stop signs might adversely affect air quality due to the slowing and accelerating of traffic. Despite not having children crossing there regularly, Scott emphasized the need to keep traffic "even keel" for the safety and well-being of the community. He suggested that the installation of something akin to a cement divider, as seen between 6000 West and the highway, might avoid some negative impacts while helping control traffic effectively.

2. PRESENTATIONS

a. Aspen Peaks School District Update

School Board Member, Nicki Brammer, will provide an update on the Aspen Peaks School District.

School Board Member Nicki Brammer provided a comprehensive update on the new Aspen Peaks School District's progress since being sworn in at the end of November. The district has been allocated \$60 per student for their first-year budget, totaling approximately \$2 million. They successfully hired Dr. Joel Perkins as superintendent after a community-involved selection process that included over 70 community representatives scoring applications.

The district is in the process of hiring a business administrator and has established a semi-permanent office in American Fork. Board Member Brammer also announced the formation of the Aspen Peaks Foundation as a nonprofit fundraising arm and mentioned upcoming boundary studies, including the "mother of all boundaries studies" (MOAB) to address enrollment imbalances between schools like Mountain Ridge Junior High (980 students) and American Fork Junior High (1800 students).

Council Member Rice asked about boundary work and school populations, expressing interest in joining the foundation board. Other council members praised the significant work accomplished in such a short timeframe.

b. Planning Commission Priority Presentation

Chris Howden, Planning Commission Chair, will present the priorities discussed at the Planning Commission to the Council for their future consideration.

Planning Commission Chair Chris Howden presented a list of priorities the Commission would like to work on, explaining their desire to be more proactive rather than merely reactive. The priorities included: ADUs, trail signage, city branding, setback consistency across zones, height regulations across zones, zone overlay language, downlights/energy conservation lighting, road audits, bike lane standards, chamber of commerce business encouragement, and fence standards.

Mr. Howden emphasized that the Planning Commission has capable volunteers willing to invest significant time in these projects and requested feedback from the Council on prioritization. Council Member Smith asked specifically about fence standards, noting the city has debated fencing extensively over the years.

Mayor Bills proposed that the staff distribute the priority list formulated by the Planning Commission to the City Council members via email. This would allow Council Members to rank the priorities similar to the method used during the budget priority process, ensuring that the Planning Commission's efforts align with the Council's goals. Additionally, Mayor Bills emphasized the importance of clarity regarding the distinct roles of the Planning Commission and the City Council to ensure efficient collaboration and understanding of responsibilities. She asked for input from City Attorney/Planning & Zoning Administrator Patterson regarding the roles of the City Council and Planning Commission. Mr. Patterson described the Planning Commission's primary focus areas: land use matters, general plan development, and zoning laws. He explained that while the Planning Commission has a significant role in shaping the general plan, which impacts various aspects of the City's long-term growth and sustainability, the City Council ultimately makes decisions related to budget allocations and specific project implementations based on those plans. Mr. Patterson noted that each body plays a crucial and complementary part in the City's development process. The Planning Commission is tasked with forward-thinking proposals and policies regarding land use, while the City Council applies a broader lens, considering these plans' implications on budget and resource allocation. Such coordination is essential in maintaining a streamlined approach to city governance.

c. Pressurized Irrigation Water Report

Tavis Timothy, contract engineer, and Ernie John, North Utah County Water Coordinator, will provide an update on the current pressurized irrigation water projections for this year.

Ernie John, North Utah County Water Coordinator, provided an update on water conditions. The area is currently in a La Nina weather pattern, with snowpack at concerning levels - Snowbird at 54% of median peak and Timpanogos Divide at 63%. The American Fork River is running well below normal, with recent readings actually beating historic lows. He explained that the lack of mid-level snow (below 8,000 feet) means runoff won't begin until mid-May, creating challenges for the irrigation season. He discussed the possibility of delaying system startup but noted this might not provide meaningful conservation benefits. The presentation emphasized the need for continued water conservation efforts despite "conservation fatigue" among residents.

Council members asked a range of questions during the presentations on water conditions and pressurized irrigation; Council Member Smith inquired about the possibility of delay in the irrigation system startup and expressed optimism for improved water conditions over the following months. Mr. John expressed skepticism, emphasizing current low snowpack levels and indicating the National Weather Service forecast still anticipated an abnormally dry period. However, he acknowledged historical precedents for sudden beneficial changes in weather patterns, albeit with low probability. He expressed caution in delaying irrigation system startup, noting that any such delay in the past did not significantly conserve water overall.

Council Member Campbell asked about the implications of the new water metering for conservation goals and whether it would lead to automatic water conservation due to metered usage. Mr. John responded that American Fork had experienced only minimal conservation impact from transitioning to metered systems. Implementation of a tiered system was being recommended in conjunction with initial educational efforts to drive conservation through better consumer water use awareness.

Council Member Rice expressed concerns over current water usage levels and sought clarification on effective strategies for engaging residents regarding conservation, including whether open houses would be an effective approach. Mr. John stressed education as a key strategy for water conservation. He mentioned plans for more proactive educational outreach this year, including invitations for personal consultations to review individual water usage and discuss impactful conservation strategies.

Council Member Rodela questioned whether using resources like consultants or grants would be necessary for the implementation of a tiered rate system, referencing Cedar Hills' collaboration with the Division of Water Rights for comparison. Mr. John acknowledged the potential benefit of seeking grants to aid in the setup and optimization of tiered rate systems. He remarked on current collaboration with financial consultants but signaled openness to leveraging grants and available state resources for the transition.

Tavis Timothy, Contract Engineer, provided a detailed overview of Highland City's pressurized irrigation (PI) system. He discussed its history, sources of water including wells, the Murdoch Canal, and American Fork River, and highlighted the city's increasing reliance on additional water sources since 2018 to meet growing demand. Mr. Timothy presented historical data on water usage, showing patterns and conservation impacts over the years. He also outlined conservation strategies and potential reductions, emphasizing the benefits of maintaining healthy irrigation practices to alleviate system stress and reduce municipal costs. His presentation showed a decrease in application rates over recent drought years due to conservation efforts and the potential water savings over the upcoming year with strategic restrictions.

Additional queries focused on effective avenues for engaging residents, encouraging conservation, and exploring available support for educational and preparatory efforts preempting wider implementation of metered rate structures.

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 17, 2026

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

The City Council will consider and ratify large purchases made during the month of January 2026.

Council Member Liz Rice MOVED that the City Council approve consent item 2a, the approval of meeting minutes from February 17, 2026, and item 2b, Ratification of Large Purchases.

Council Member Liz Rodela SECONDED the motion.

Council Member Doug Cortney sought unanimous consent to amend the motion to include the amendments to the minutes that were submitted to City Recorder Cottle in advance of the meeting. All were in favor.

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

4. ACTION ITEMS

a. **PUBLIC HEARING/ORDINANCE: Parkway Detail Side Yard Setbacks for Accessory Structures** *Development Code Update (Legislative)*

Rob Patterson, City Attorney/Planning & Zoning Administrator

The City Council will hold a public hearing to consider a text amendment proposed by John Armstrong, Highland City resident, to reduce the currently required side-yard setbacks for accessory structures near parkway details.

City Attorney/Planning & Zoning Administrator Patterson presented a text amendment requested by John Armstrong concerning setback requirements for accessory structures near parkway details. In his presentation, Patterson explained that due to the layout in newer subdivisions like Stony Brook, parkway details are situated within easements on private property rather than being dedicated City-owned right-of-way. This situation has led to additional setback requirements that result in accessory buildings potentially having to be situated further back than the main house, creating an inconsistency. Mr. Patterson noted that while historically, parkway details were included entirely within the City's right-of-way, recent developments are placing more of these details within private property easements. The proposed text amendment aimed to address this by clarifying the setback measurement, reducing redundancy caused by the current interpretation which requires a 20-foot setback not only from the property line but also from the parkway detail. This amendment was designed to align accessory structure setbacks with those of the main house, avoiding unnecessary restrictions on a homeowner's use of their property due to the presence of the easement.

Council Member Cortney asked a question regarding the possibility of double-front lots or cul-de-sac lots when considering changes to the side and rear lot lines abutting Parkway Details. This was in reference to an email sent by Mr. Cortney prior to the meeting, which proposed including rear lot lines in the discussion about setbacks, suggesting that any proposed amendment should address both side and rear lot line setbacks. Mr. Patterson indicated that staff would not have any concerns with also applying the setback requirements from streets and parkway details to rear lot

lines that abut these features.

The applicant, John Armstrong, argued for consistency with structures built across the street and requested a common-sense application of setback rules. He explained that the current language in the code indicates that setbacks should not be additive, suggesting a need for clarity in the code's practical application. His contention revolved around the fact that the home itself could be built as close to the fence line as the existing structures across the street, and it seemed illogical that an accessory structure should be subjected to a different standard. He highlighted the inconsistency where his home, which is currently under construction, could adhere more narrowly to setbacks than any additional structures like sheds or garages. He underscored a desire for the City to apply setback regulations in a manner that doesn't disproportionately penalize homeowners due to the peculiar arrangement of parkway details within easements, which ultimately limits the usable portion of their land considerably more than planned developments where parkway land is deeded to the public right-of-way. Mr. Armstrong concluded by emphasizing the importance of practical ways to pull things like utility trailers behind fences instead of being openly parked, arguing this type of flexibility not only benefits individual homeowners but aligns with wider community interests in maintaining orderliness and aesthetics in residential areas.

Mayor Brittney P. Bills opened the public hearing at 7:54 p.m.

Chad Broadhead spoke in support of the proposed text amendment. He identified himself as a resident of Highland who also lives on Stony Brook and explained the practical issues being faced by homeowners in this area due to the current setback requirements. He noted that, under the existing ordinances, the main house can be set closer to the fence than an accessory building. He highlighted a situation from August 2021, where a permit for a house across the street was granted similarly, showcasing an inconsistency in how setbacks can be applied. He noted he is the builder of the house in question and emphasized the desire to have the same flexibility relative to accessory structures as was previously permitted, underscoring the fact that he and Mr. Armstrong are seeking equitable treatment in line with prior precedent within the neighborhood.

Planning Commissioner Wes Warren spoke in favor of the requested text amendment; he highlighted the importance of considering whether the amendment would uphold the purposes of setbacks, such as promoting safety and aesthetics. He noted that the setback for accessory buildings should be considered in the context of traffic, noise reduction, and overall visual impact. He expressed a belief that the proposed amendment aligns well with these underlying principles.

Planning Commissioner Debra Maughan raised concerns regarding property limitations, arguing that property owners should factor rules into their building plans. She had reservations about setting new precedents, particularly when it comes to loosening regulations that might inadvertently invite similar demands elsewhere, potentially leading to crowds of exemptions that challenge orderly urban design. Debra noted that the proposed building could seem oversized or visually intrusive when comprising a long line along the fence, referring to it as resembling an "extended wall."

Planning Commissioner Sherry Kramer shared Maughan's sentiment about the potential implications of changing setbacks. Kramer reflected on her initial vote and reevaluated her stance after visiting the property. She articulated that having a structure so close to the property line would look like a "big, long wall" and explained how this could affect future developments, especially if neighboring lots face the accessory building. The lack of variety in setbacks might be visually unsatisfactory, a point Kramer highlighted given possible build-outs in alignment with these decisions.

Mayor Brittney P. Bills closed the public hearing at 8:03 p.m.

Mr. Anderson reapproached and stated that he feels his accessory structure will enhance the aesthetics of the neighborhood as it will house items that would otherwise be stored outside.

Council Member Cortney expressed some understanding of the concerns about the potential visual impact of a 25-foot accessory building, noting that he was unsure how significantly the appearance would differ if the building was pushed back by 10 feet. He mentioned trying to weigh these concerns against other meaningful factors that were being discussed. He highlighted the proposed amendments he distributed prior to the meeting, referred to as the proposed A-1 amendment. His proposal was focused on ensuring that if the Council was going to make a change to setback requirements for accessory structures, it should apply not only to side lot lines but also to rear lot lines abutting streets or parkway details. Essentially, he suggested applying the same setbacks consistently to avoid potential inconsistencies and account for lots that may have double-frontage or unique layouts with cul-de-sac boundaries.

Council Member Campbell expressed a strong inclination to accommodate property owners whenever possible, emphasizing his belief in safeguarding property rights. He noted that unless there's an overly significant negative impact on neighboring properties or it contradicts existing codes or zoning laws, he is generally in favor of granting homeowners the flexibility they seek. However, in this specific situation, he found himself unable to support it due to concerns regarding the existing ordinances and the potential precedence it might establish.

Council Member Rice shared her observations from visiting the property; the house is very beautiful, but she is concerned about the accessory building's size, which she believed was quite large at approximately 900 square feet. She also compared it to the structure across the street but was uncertain whether the proposed dimensions were similar. She mentioned reservations about potentially setting precedents by allowing significant deviations from existing ordinances. She stated she was still debating internally on the issue but noted her preference for consistency with zoning laws.

Council Member Rodela commented on the importance of adhering to the existing codes and ordinances. She emphasized that these codes are established for a reason, and there need to be compelling circumstances to justify changing them. She reflected on a prior decision early in her tenure where she had supported altering a code and how it had resulted in ongoing challenges. Such experiences underscored to her the value of maintaining consistency with code application.

Council Member Smith asked a question about the prevalence of situations where property lines include portions of Parkway detail. He noted that he was not aware that property lines were extending into the middle of the Parkway detail and wondered how he had missed this detail over the years. Mr. Patterson explained that in more recent developments, such as the Stony Brook subdivision, parkway details have begun to be placed within easements on private property rather than being included entirely in the city's right of way. This has become more common in recent years as developers seek to maximize lot sizes and the number of lots in their projects. Typically, parkway details were within dedicated City-owned right-of-way. Council Member Smith noted how previous variances he supported later created unforeseen challenges and emphasized the importance of predictable guidelines and fairness for all residents rather than granting fluctuating exceptions. He stated he is leaning towards voting against the text amendment.

Council Member Ron Campbell MOVED that City Council deny the proposed amendment modifying residential accessory structure setbacks from parkway details.

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>No</i>
<i>Council Member Liz Rice</i>	<i>Yes</i>

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

The motion carried 4:1

b. PUBLIC HEARING/ORDINANCE: Signs in Residential Professional (RP) Zone Development Code Update (Legislative)

Rob Patterson, City Attorney/Planning & Zoning Administrator

The City Council will hold a public hearing to consider options to amend the City's sign regulations related to the R-P (Residential Professional) zone.

City Attorney/Planning & Zoning Administrator Patterson presented options for allowing additional signage in the Residential Professional (RP) zone, focusing on the office building at the corner of Alpine Highway and Timpanogos Highway that currently lacks roadway signage. In his presentation, Patterson highlighted the challenges faced by businesses in the area due to existing signage restrictions. Currently, the RP zone permits only one monument sign per highway frontage, and no taller commercial center freestanding signs are allowed, limiting businesses' ability to effectively communicate their presence to passing drivers. Mr. Patterson outlined two main options for addressing this issue. Option one would allow for additional monument signs, six feet tall at most, by removing the limitation of one sign per highway frontage but instead imposing a restriction of one sign per business. This change would enable businesses like those in the office building to have their own monument signs to attract customers, while ensuring that existing signs for establishments like Wells Fargo and Intermountain Clinic are not duplicated. The Planning Commission favored this option because it maintains a lower visual profile and aligns with the intent of the RP zone, which is designed to serve as a buffer between commercial areas and residential zones. Option two proposed permitting taller commercial center freestanding signs, specifically in designated spaces set back from intersections and existing monument signs. While this option would provide enhanced visibility for businesses, increasing their reach, it was not favored by the Planning Commission. They felt that the taller signs would contradict the purpose of the RP zone by introducing a higher level of commercial visibility and intensity, potentially detracting from the residential character and aesthetics the zone aims to uphold.

Mayor Brittney P. Bills opened the public hearing at 8:26 p.m.

Wes Warren spoke in favor of the proposed changes, emphasizing that clear signage is crucial for safety. He pointed out that without adequate signage, drivers may be distracted trying to find businesses, increasing the risk of accidents. Warren supported Option 1, seeing it as a balanced approach that fulfills the need for business visibility without overwhelming the visual landscape.

Mayor Brittney P. Bills closed the public hearing at 8:27 p.m.

Council members weighed in on the proposals, with many expressing a need to support existing businesses and attract new ones to the area; the majority supported option one. Council Member Smith disclosed a potential conflict of interest related to his medical practice's previous interest in the building, though he noted that this interest had likely ended, and there is no real current conflict.

Council Member Liz Rice MOVED that City Council adopt the proposed amendment modifying monument sign regulations in the Residential Professional zone.

Council Member Doug Cortney 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

c. ACTION: Chamber of Commerce Membership Consideration *General City Management*
Erin Wells, City Administrator

The City Council will consider the Highland Alpine Chamber of Commerce's proposal for Highland City to join as a municipal member of the Chamber.

City Administrator Erin Wells presented the Highland Alpine Chamber of Commerce's proposal for the City to join as a municipal member, highlighting the significant development and enthusiasm surrounding the chamber's formation. She noted that organization was formally organized on February 8 and she summarized the benefits the City could receive as a result of joining the Chamber, including Highland City having a seat on the Board of Directors. She stated that staff recommends consideration of a Memorandum of Understanding (MOU) to clarify things such as advertisement from the City, use of City facilities, exchange of information, participation in City events, signage, insurance, etc.

Chamber President Rob Crawley stated that the Chamber has already established a Board of Directors, with the Vice Chair being Jo Lambert, a Highland resident. He reported a highly positive response from local businesses, with 68 out of 70 businesses contacted showing interest in joining the Chamber. He noted that the two businesses that did not express interest were not inclined to join any chamber. He emphasized that he had not experienced such an overwhelmingly positive response to a community initiative before and credited Council Member Ron Campbell for originating the idea during his campaign for City Council. The Chamber has already lined up several events, including a March 26 luncheon at Pizza Pie Cafe and a grand opening on May 9 at Courage Reins, which is set to feature free items and raffles to promote community engagement. Mr. Crawley mentioned that the events aim to connect residents with local businesses, creating a greater awareness of local commerce options. He also described plans for a "Welcome Wagon" concept, reminiscent of old-fashioned neighborhood welcome committees that encourage supporting local businesses.

Council Member Rodela inquired about the other City's participation in the Highland Alpine Chamber of Commerce. Specifically, she asked about Alpine's involvement and whether they had already signed on. Mr. Crawley explained that while Alpine City had not yet formally signed on, discussions had been underway, and he was optimistic about their participation. Council Member Rodela also raised a question about potential conflicts of interest regarding City Council members' roles within the chamber, noting that Council Member Rice is on the board of the Chamber, which Highland was considering joining. She asked for clarification on whether there were any conflicts pertaining to the proposed chamber membership fees and benefits. City Attorney Patterson responded that there did not appear to be a conflict of interest based on the structure of the membership.

Council Member Smith reiterated the fiscal benefits of supporting local businesses to strengthen the City's revenue base, given that sales tax is a significant generator for the City's general fund. This led to high level discussion among the group about the benefits afforded to businesses, patrons, and the City by the Chamber of Commerce. Discussion concluded with a brief focus on the terms of a MOU that would govern the relationship between the City and the Chamber.

Council Member Doug Cortney MOVED that City Council authorize Highland City becoming a municipal trustee member of the Highland Alpine Chamber of Commerce conditioned upon agreement and execution of an

MOU.

Council Member Scott L. Smith *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

Mayor Bills asked Mr. Crawley to work on drafting a MOU to formalize the City's membership with the Chamber; she advised Council Members to send any suggestions they have regarding important terms to include in the MOU to City Administration as soon as possible.

Council Member Doug Cortney *MOVED* that the City Council authorize a notice about the Chamber of Commerce in the newsletter prior to executing the MOU.

Council Member Scott L. Smith *SECONDED* the motion.

Council Member Cortney highlighted the importance of promoting the new Highland/Alpine Chamber of Commerce to the community as the Chamber had several upcoming events that would benefit residents and local businesses. He felt it appropriate to allow advertisement in the City newsletter even before the formal execution of a MOU with the Chamber. The Council discussed the recommendation and pending motion; Council Member Rodela expressed a preference to hold off on such actions until the membership agreement was finalized. However, recognizing the immediate benefit of publicizing upcoming Chamber activities such as the March 26 luncheon and May 9 grand opening, the Council saw the value in timely communication.

Council Member Doug Cortney sought unanimous consent to amend the motion to limit advertising to the April newsletter. All were in favor.

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

d. RESOLUTION: Fee Schedule Update - Open Space Maintenance Agreements and Property Purchase General City Management

Jay Baughman, Assistant City Administrator/Community Development Director

The City Council will consider updating the Highland City Comprehensive Fee Schedule to add a processing fee for open space land sale applications and to increase the fee for processing maintenance agreement applications.

Assistant City Administrator/Community Development Director Baughman presented proposed fee adjustments regarding the City's existing application processes for open space maintenance agreements and orphan parcel sales. Staff proposes increasing the fee for maintenance agreement applications from the current \$25 to \$100, acknowledging that the processing of these applications involves significant staff time and resources. He also proposed establishing a new \$100 application fee for the sale of orphan parcels.

Council Member Smith argued for a lower fee for maintenance agreements, noting that residents performing maintenance agreements are beautifying city property at their own expense and such activities should be encouraged rather than charging higher fees.

Council Member Kim Rodela MOVED that City Council adopt a resolution to change the fee for maintenance agreements to \$50 and set the fee for the orphan parcel sales application to \$100.

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. COMMUNICATION ITEMS

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

a. Emergency Preparedness

Liz Rice, Council Member

Council Member Rice provided an update on emergency preparedness efforts, answering Council Member Smith's question from a previous meeting regarding Utah's top disaster risks. She listed nine major threats including high magnitude earthquakes, severe wildfires, significant flooding, prolonged drought, landslides, severe winter storms, hazardous material incidents, ecological collapse due to Great Salt Lake shrinkage, and potential mine disasters. She emphasized ongoing work to develop website resources and educational materials, including efforts to work with Enbridge Gas on emergency shut-off procedures.

Council Member Smith brought up the topic of small nuclear reactors. He acknowledged the government's recent move of flying a nuclear reactor into Hill Air Force Base and forecasted the rise of small nuclear reactors as viable energy sources in response to increasing energy demand from companies, especially those driven by AI technologies. Council Member Smith recommended including the potential emergence of nuclear reactors among the considerations for risk assessments in public safety planning, recognizing their role in the future of energy supply.

b. North Utah Valley Animal Shelter — Feral Cat Program

Scott Smith, Council Member

Council Member Smith discussed the animal shelter's consideration of trap-neuter-return (TNR) programs for feral cats, with Best Friends offering low-cost neutering services. He suggested posting information about these services on the City website. Council Member Campbell noted pending state legislation (Senate Bill 201) that would require shelters to consider TNR options before euthanization and expressed concerns about Utah County's

high cat euthanization rates compared to other areas of the state.

c. Federal Lead Copper Rule Program

David Griffin, Water Superintendent

Water Superintendent David Griffin explained new federal requirements for lead and copper service line inventories. Highland has submitted documentation showing no lead service lines, but new regulations require two-point verification for 20% of services by 2034. The City has sent approximately 800 letters to residents requesting information about their service line materials. Mr. Griffin emphasized that Highland's water is not corrosive and testing has consistently shown very low lead and copper levels.

d. Parks and Open Space Watering Plans 2026

Chris Trusty, City Engineer/Public Works Director

City Engineer Chris Trusty discussed various concerns regarding the upcoming irrigation season. With the prevailing drought conditions and the recent loss of the city's most experienced irrigation technician, these challenges have raised questions about how best to manage Highland City's parks and open space watering plans. Discussions have been held with neighboring American Fork regarding the idea of potentially delaying the startup of the irrigation system. This consideration stems from the need to conserve water, given the current conditions, but there are concerns regarding whether delaying would be counterproductive by resulting in residents using more water once the system is turned on to compensate for the dry period. Mr. Trusty also pointed out potential complications such as an increased likelihood of pest issues if watering were delayed. However, despite these challenges, Council Member Smith emphasized the importance of ensuring readiness and proactiveness in system maintenance and preparation. He suggested that prior cleaning and checking of sprinkler heads could prevent issues that were encountered last year, such as dry conditions persisting before full intervention could occur. This proactive approach could help maintain parks' aesthetics and functionality, even under limited water application. The Council discussed broader impacts on City systems and properties, including the importance of crucial gateways like Alpine Highway and the need to maintain the appearance of these areas. Mr. Trusty asked Council Members to consider whether prioritizing using stored water from locations like Deer Creek for park irrigation during the summer months is appropriate in order to balance aesthetics with water conservation. The Council engaged in discussion exploring how best to approach communication strategies and educational outreach to residents about water conservation efforts and system changes, reflecting ongoing discussions about balancing resources and community needs effectively.

e. Software Consideration for Speed and Traffic Count Monitoring

Chris Trusty, City Engineer/Public Works Director

City Engineer/Public Works Director Trusty presented information about software that could provide comprehensive traffic data using GPS vehicle tracking information, eliminating the need for manual traffic counters. The system would cost \$25,000-30,000 annually and provide historical data as well as ongoing monitoring. Council Members expressed interest in learning more about the system, with several noting the value of data-driven decision making while others wanted more information about privacy protections and the specific company providing the service.

6. WORK SESSION

a. Pressurized Irrigation (PI) Meters & Usage Rates

City staff will update the Council on the status of the PI Meter Project and discuss next steps in setting rates.

City Engineer/Public Works Director Trusty presented information about developing tiered rate structures for pressurized irrigation based on usage data from the new metering system. He shared examples from other cities,

such as Alpine and Cedar Hills, to illustrate how tiered rate systems can encourage water conservation. He mentioned the potential for lower rates for efficient users and higher penalties for those who use water excessively. These tier systems are often based on lot size, and they reward residents who use less water than their allotments. He noted that despite the higher initial cost, excessive water users substantially tax the system, highlighting the unsustainable impact on resources. Mr. Trusty emphasized the importance of transparency in rate development and recommended using the first year of metering data for educational purposes before implementing more punitive rates. He advised that residents would be better poised to understand how the new rates affect them, thereby encouraging a gradual approach to adopting new rate structures. The intention is to ensure clarity and provide a period of adjustment for all stakeholders involved.

During the discussion, Council Member Smith noted that since the City was historically rooted in agriculture, some residents were promised unlimited water when they surrendered their water rights to join the PI system. This promise would necessitate thorough communication to set expectations as the city transitions to metered billing. Council Member Smith suggested learning from Cedar Hills, which received a grant for implementing a tiered system, asking Mr. Trusty if similar opportunities exist for Highland. Council members also explored the feasibility of grants and partnerships with organizations like the Central Utah Water Conservancy District to facilitate conservation programs and education efforts. For example, Council Member Rodela recommended pursuing collaborative opportunities with the Division of Water Rights for guidance and support. The goal is to involve residents thoroughly and prepare them for upcoming changes, reducing potential backlash from expectations clash. There was also a suggestion to increase resident awareness about the metering system and how much water each household uses. Council Members Rice and Cortney proposed placing QR codes in public spaces like parks and public-facing buildings, allowing easy access to usage data. They stressed the importance of communicating both usage and conservation strategies through platforms like newsletters and the City's website. As Highland City moves towards metered irrigation, the Council agreed to prioritize transparent communication, education, and collaborative efforts to ensure residents are informed and actively involved throughout the process; the aim is to balance fiscal responsibility with the community's needs and expectations, fostering a sustainable and conservation-focused water management system.

7. CLOSED MEETING

The City Council may recess to convene in a closed meeting to discuss items, as provided by Utah Code Annotated §52-4-205.

At 10:12 pm Council Member Liz Rice MOVED that the City Council recess the regular meeting to convene in a closed meeting in the Executive Conference Room to discuss pending or reasonably imminent litigation, and the purchase, exchange, or lease of real property, as provided by Utah Code Annotated §52-4-205.

Council Member 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

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

The CLOSED MEETING adjourned at 11:04 pm.

ADJOURNMENT

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

The meeting adjourned at 11:06 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 March 3, 2026. This document constitutes the official minutes for the Highland City Council Meeting.

Stephannie B. Cottle, CMC, UCC
City Recorder

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

Fiscal Year: 2025-2026

Month: February 2026

Date	Vendor	Check #	GL Account	Amount	Description
2/4/2026	Stratton & Bratt Landscape	38114	40-40-78	\$ 200,000.00	Mountain Ridge (Highland Family) Park Payment Application #19
2/11/2026	Lone Peak Public Safety District	38163	10-54-31, 10-57-11, 10-57-31	\$ 519,939.74	February 2026 Public Safety Assessments
2/11/2026	Timpanogos Special Service District	38177	52-40-42	\$ 163,367.15	Jan 2026 Sewer Treatment User Fees
2/11/2026	Central Utah Water Conservation	38139	53-40-74	\$ 109,259.42	2025 Assessment CUPMI Highland City PI Allotment # 1 & 2025 Interference with Power Generation at the Olmsted Power Plant
2/11/2026	WM Corporate Services, Inc	38189	10-73-50	\$ 85,776.77	Solid Waste Hauling Contract
2/17/2026	S&L Landscaping & Excavation	38202	40-40-78	\$ 128,211.30	Mountain Ridge (Highland Family) Fields
2/24/2026	Provo Reservoir Water Users	38241	53-40-74	\$ 29,336.71	2026 Special Assessment for Piping Canal, 2026 Late Contained Special for Piping Canal
2/24/2026	Complete Contracting	38218	42-40-67	\$ 157,432.57	Parks Building Draw #13
2/24/2026	Boyer Ridgeview Commercial	38214	70-23-02	\$ 50,000.00	Ridgeview Plat H Sidewalk Refund for Building



CITY COUNCIL AGENDA REPORT

ITEM #3c

DATE: March 24, 2026
TO: Honorable Mayor and Members of the City Council
PREPARED BY: Stephannie Cottle, City Recorder
SPONSORED BY: Brittney Bills, Mayor
SUBJECT: Planning Commission Appointment
TYPE: General City Management

PURPOSE:

The City Council will consider the Mayor’s request to ratify the appointment of Steve Scharmann and Liam Thrailkill as Alternates on the Planning Commission.

STAFF RECOMMENDATION:

Staff recommends ratifying the Mayor’s request to appoint Steve Scharmann and Liam Thrailkill as Alternates on the Planning Commission.

PRIOR COUNCIL DIRECTION:

N/A

BACKGROUND:

The Planning Commission addresses land use issues as set forth in the Highland City Development Code. The Commission is made of seven members appointed by the Mayor with the advice and consent of the City Council. Alternate Commissioners may also be appointed, which helps to ensure a quorum can be seated for each meeting. A Commissioner's term begins February first of the year in which they are appointed and ends on January 31, four years later. Alternate Commissioners' terms are for one year.

The regular Planning Commission seats were filled on March 24, 2026. However, at that time there were no alternates appointed. Mayor Brittney P. Bills has met with several applicants and is recommending that Steve Scharmann and Liam Thrailkill be appointed as Alternate Commissioners on the Planning Commission.

Below is a summary of the Planning Commission seats, including the proposed appointments for Alternate Commissioners.

Seat	Name	Term Expiration
1	Audrey Moore	2027
2	Sherry Kramer	2027
3	Jerry Abbott	2028

4	Trent Thayn	2028	
5	Christopher Howden	2029	
6	Debra Maughan	2029	Commission Chair
7	Wesley Warren	2030	
Alternate	Steve Scharmann	2027	
Alternate	Liam Thrailkill	2027	

FISCAL IMPACT:

N/A

MOTION:

I move that City Council ratify the Mayor’s appointment of Steve Scharmann and Liam Thrailkill as Alternate Commissioners on the Planning Commissioner to serve a 1-year term.

ATTACHMENTS:

1. Steve Scharmann - Volunteer Statement of Interest_Redacted
2. Liam Thrailkill - Volunteer Statement of Interest_Redacted



5400 W. Civic Center Dr., Suite 1 • Highland, UT 84003
(801) 756-5751 • Fax (801) 756-6903

Highland City Volunteer Statement of Interest

The residents of Highland have great pride in their City. The City utilizes many volunteers in numerous capacities to improve the overall quality of life in our town. In order to encourage this participation, the Mayor is requesting statement of interests from those who are willing to serve. As vacancies or needs arise within the City, the Mayor will review the statements, conduct interviews and make selections. If you are interested in serving as a volunteer within Highland City, please submit this statement of interest to the City Offices.

Name: Steve Scharmann Date: Feb 2, 2026

Residence address: [REDACTED]

Phone number: [REDACTED] Email: [REDACTED]

Please fill out the following or attach a resume listing expertise, experience, interests, etc.

How long have you resided in Highland City? 5.5 years

Occupation: Healthcare Administrator

Education: Bachelor Degree - BYU; Master of Healthcare Admin - Des Moines University

Are you able to meet in the evenings? Yes Semi-monthly: Yes Monthly: Yes

List any background and experience you have that you think would be helpful to the Committee or Commission you would like to serve: See attached

Please state why you would like to serve: See attached

If not selected for an immediate opening, do you wish to be considered for the next opening? Yes

Additional comments: _____

Please select which committee(s) you are interested in serving on: *(submittal of this form does not guarantee an appointment)*

Standing Committees

- Arts Council
- Friends of the Library
- Highland Fling
- Historical Society
- Library
- Library Board
- Parks, Trails & Tree Commission
- Planning Commission
- Youth Council

Ad Hoc Committees

- Beautification Committee
- Inclusivity Committee

List any background and experience you have that you think would be helpful to the Committee or Commission you would like to serve:

My professional background in healthcare leadership offers several skills directly transferable to serving on the Highland City Planning Commission:

- Over 20 years of executive experience leading large-scale operational and strategic initiatives across multi-state organizations, including aligning policies, processes, and teams to achieve long-term goals—similar to guiding thoughtful community growth while implementing the General Plan.
- Extensive expertise in regulatory compliance, policy authoring/updating, audit readiness, and standards enforcement (e.g., coding/HIM oversight, charge capture governance, revenue integrity programs)—valuable for reviewing zoning, land use applications, and ensuring developments meet city codes and standards.
- Strong analytical and performance management skills, including KPI tracking, data-driven decision-making, and optimizing outcomes under complex constraints—helpful in evaluating development proposals' impacts on infrastructure, safety, aesthetics, and community character.
- Proven ability to collaborate cross-functionally (with finance, IT, clinical operations, vendors) and build high-performing teams—essential for working effectively with city staff, fellow commissioners, residents, and stakeholders during public hearings and deliberations.
- Leadership in major transformations (e.g., system integrations, centralization of services, merger alignments) that balanced growth with preservation of core values—parallels preserving Highland's small-town atmosphere amid responsible expansion.

As a 5½-year resident of Highland who values our education, safety, and beauty, I am eager to apply these experiences to support balanced, sustainable decisions for our community.

Please state why you would like to serve: I have lived in Highland for over five and a half years and deeply love this community. Its excellent schools, strong sense of safety, and natural beauty are qualities that make it special and draw families here. As a concerned resident, I want to contribute meaningfully to how our city grows in the coming years. I would like to serve on the Planning Commission to help ensure that new housing, commercial development, and industry align with Highland's character, supporting smart, sustainable expansion while preserving the welcoming small-town atmosphere that has endeared so many to our area. I am eager to bring my perspective to collaborate with fellow commissioners in making decisions that benefit current and future generations.



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HIGHLAND CITY

Highland City Volunteer Statement of Interest

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Name: Liam Thrailkill Date: 03/03/2026

Residence address: [REDACTED]

Phone number: [REDACTED] Email: [REDACTED]

Please fill out the following or attach a resume listing expertise, experience, interests, etc.

How long have you resided in Highland City? 2 years

Occupation: Government Affairs

Education: Masters in Public Administration, Bachelors Political Science, Minor Economics

Are you able to meet in the evenings? Yes Semi-monthly: Monthly:

List any background and experience you have that you think would be helpful to the Committee or Commission you would like to serve: I worked for 3+ years at The Utah League of Cities and Towns as a Policy Analyst and Program Manager. Helped run Local Administrative Advisor Program to help small cities without professional staff. Served on Highland General Plan Advisory Committee and previously on subcommittee for Cedar Hills.

Please state why you would like to serve: I love living in Highland and raising my family here, and I want others to have that same great experience. Public Service is important for all communities.

If not selected for an immediate opening, do you wish to be considered for the next opening? Yes

Additional comments: I appreciate the consideration.

Please select which committee(s) you are interested in serving on: (submittal of this form does not guarantee an appointment)

Standing Committees

- Arts Council
- Friends of the Library
- Highland Fling
- Historical Society
- Library
- Library Board
- Parks, Trails & Tree Commission
- Planning Commission
- Youth Council

Ad Hoc Committees

- Beautification Committee
- Inclusivity Committee



CITY COUNCIL AGENDA REPORT

ITEM #4a

DATE: March 24, 2026
TO: Honorable Mayor and Members of the City Council
PREPARED BY: Rob Patterson, City Attorney/Planning & Zoning Administrator
SPONSORED BY: Brent Murdock
SUBJECT: Plat Amendment: Highland Heights Lots 18 & 19
TYPE: Land Use (Administrative)

PURPOSE:

The City Council will consider a request from Brent Murdock to approve a plat amendment adjusting the lot line between his and his neighbor's properties.

STAFF RECOMMENDATION:

Staff recommends that the City Council adopt the findings and approve the proposed plat amendment subject to one stipulation: Prior to recording the plat, the applicant obtain all utility company approvals for adjusting the PUEs and record a deed transferring the property moved from lot 19 to lot 18.

PRIOR COUNCIL DIRECTION:

No prior review of the proposed plat amendment. The original Highland Heights Plat A subdivision was approved in 2001.

BACKGROUND:

Brent Murdock, the applicant, owner of lot 18 of Highland Heights Plat A, and his neighbor, Brian Powell, owner of lot 19 of Highland Heights Plat A, have mutually agreed to adjust the lot line between their properties. According to Mr. Murdock, when the two properties were landscaped in 2004 and 2005, the landscaping did not follow the actual property line. Later, in 2007, a fence was installed, at which time it was discovered that the landscaping did not follow the boundary line. The property owners agreed to install the fence along the landscaping line, rather than the actual property line. The property owners have generally treated the fence line as the property line since then. The proposed plat amendment shifts the property line to follow this historic line.

The original lot 18 is 29,380 SF, and lot 19 is 29,381 SF. The shift moves approximately 1,035 SF from lot 19 (becoming 28,346 SF) into lot 18 (becoming 30,415 SF). Staff could not determine why the original Highland Heights development was allowed to have multiple lots under 30,000 SF. City code previously allowed for PUDs in the R-1-40 zone that were more flexible on lot sizes so long as overall density remained at 1 unit per acre. This may be the reason why Highland Heights and several other subdivision from the same period have lot sizes under the standard 30,000 SF minimum. Regardless, the adjustment actually makes the overall subdivision more conforming, as it allows one lot to meet the 30,000 SF minimum, and the other lot remains between 20,000 and 30,000 SF.

The public utility easements (PUEs) are being adjusted to follow the new lot line. Utility company

approval has been obtained from all companies except Lumen, which the applicant has been working on. Staff sees no issue with Council approving the plat subject to the applicant obtaining that approval. The county also requires the owner of Lot 19 to record a deed transferring the property being moved from lot 19 to lot 18 prior to recording the amended plat. Therefore staff recommends approval subject to the stipulation that, prior to recording the plat, the applicant obtain all utility company approvals for adjusting the PUEs and record a deed transferring the property moved from lot 19 to lot 18.

ANALYSIS:

Under Highland Development Code 5-7-103(4), the City Council can approve a plat amendment if it finds:

1. Neither the public interest nor any person will be materially injured by the proposed amendment;
 2. There is good cause for the amendment;
 3. All easements for water and sewer facilities are preserved;
 4. No public right of way is being vacated; and
 5. The proposed amendment meets all requirements of the Development Code.
- Notice of the proposed amended plat was mailed to property owners within 500 feet on March 5, 2026. The deadline for any owner to object was March 18, 2026. No written objections or other communications were received.
 - No public hearing is required because the application and procedures satisfy all applicable aspects of Highland City Development Code 5-7-103 Full Boundary Adjustments And Plat Amendments, all owners are signing, and there are no objections.

PROPOSED FINDINGS:

1. Neither the public interest nor any person will be injured by the proposed plat amendment. There are no objections from any adjacent property owners, owners of the affected property, or city staff.
2. There is good cause for the amendment, because all requirements of the Development Code related to plat amendments are satisfied and the amendment will allow the owner of the lots to develop and use their property as they desire. No new lots are created, the density overall remains the same, and one lot will begin to conform to current City zoning standards.
3. The proposed amendment does not affect water or sewer easements. It does adjust public utility easements, but approval of the utility companies has been obtained, with one exception (Lumen) that the Applicant has been working on for several weeks. Staff's recommended stipulation is that this be resolved prior to recording.
4. No public right of way is affected.
5. The two proposed lots will meet frontage (130' minimum), setback (15' side setback minimum), and other zoning requirements set forth in the Development Code. While overall the Highland Heights subdivision has more 20,000-30,000 SF lots than is currently allowed, this amendment helps ameliorate this by increasing one lot to over 30,000 SF, whereas both lots were previously under 30,000 SF. The subdivision becomes more conforming, not less, with this amendment.

FISCAL IMPACT:

No fiscal impact.

MOTION:

I move that City Council accept the findings and APPROVE the proposed subdivision plat amendment subject to the one (1) stipulation recommended by staff.

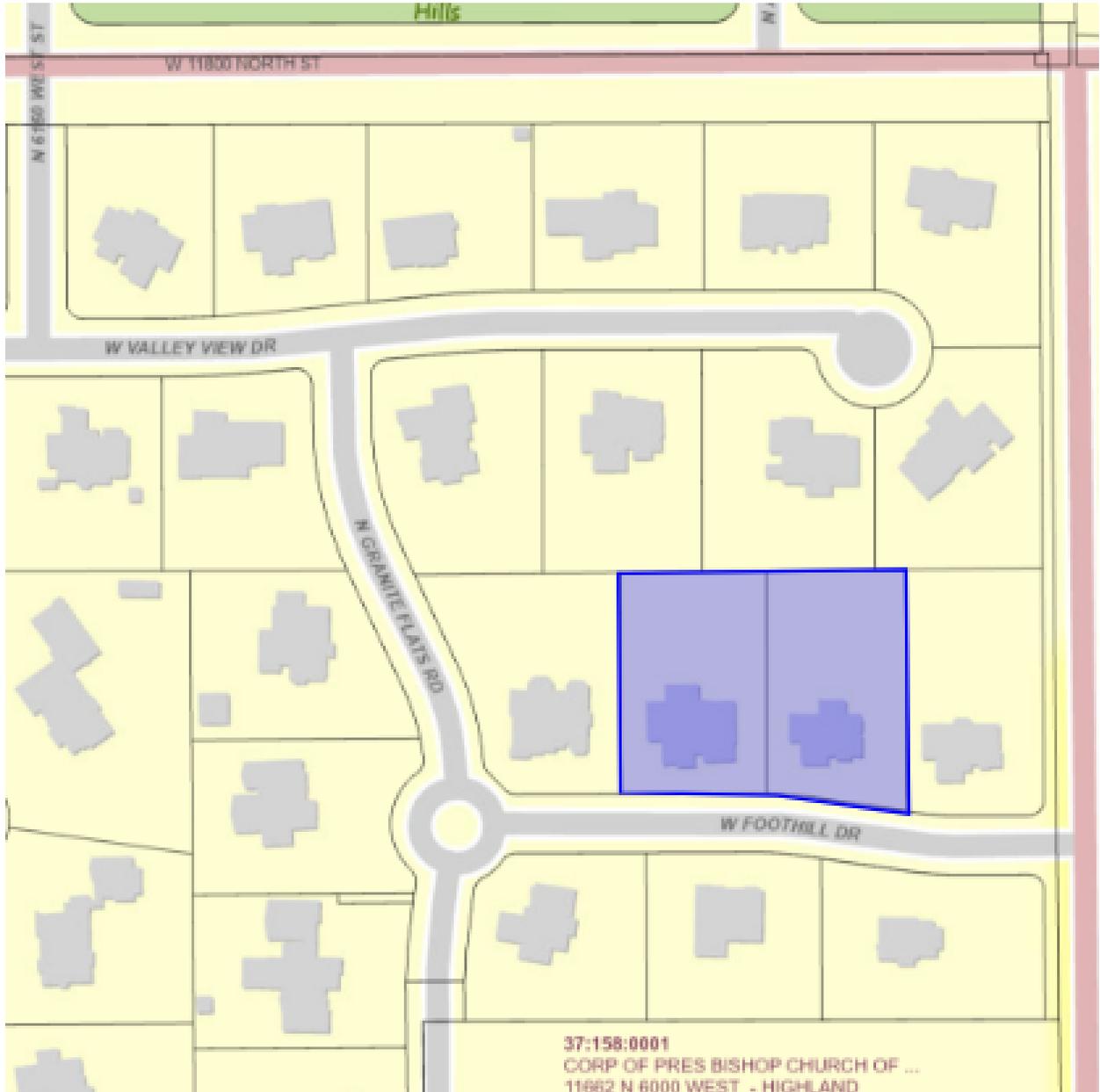
ATTACHMENTS:

1. VICINITY MAP
2. Applicant Narrative
3. Proposed Amended Plat

VICINITY MAP

6036 W and 6056 W Foothill Dr

Parcels 41-527-0018 & 41-527-0019



Proposal for Lot Line Adjustment

This proposal requests that Highland City approve a lot line adjustment between 6036 West Foothill Drive, Highland Utah and 6056 West Foothill Drive, Highland Utah. When these properties were landscaped in 2004 and 2005, the landscaping created a boundary between these two homes. Later, in 2007, when a fence was put in, it was discovered that the landscaping boundary did not follow the lot line between these homes. With the agreement of both owners, the fence was installed along the landscaped boundary line instead of the actual lot line. This fence/landscaped line has been recognized as the boundary between the homes since that time without objection.

The purpose of this request is to amend the Highland Heights Plat to adjust the lot line between 6036 West Foothill Drive, Highland Utah and 6056 West Foothill Drive, Highland Utah to the fence and landscaped boundary line that has been recognized by all owners of these properties since the boundary was created.

CONDITIONS OF APPROVAL

THERE ARE CONDITIONS OF APPROVAL ATTACHED TO THIS SUBDIVISION WHICH ARE INDICATED ON THIS PLAT. THESE CONDITIONS HAVE ALSO BEEN RECORDED WITH THIS SUBDIVISION. POTENTIAL BUYERS ARE REQUESTED TO READ THESE CONDITIONS CAREFULLY AND OBTAIN A COPY OF THESE CONDITIONS AND RESTRICTIONS PRIOR TO PURCHASING OR CONTRACTING TO PURCHASE ANY LOTS WITHIN THIS SUBDIVISION. THESE CONDITIONS ARE BINDING AND HAVE BEEN IMPOSED BY THE LEGISLATIVE BODY OF HIGHLAND CITY. A COPY OF THESE CONDITIONS MAY BE OBTAINED THROUGH THE UTAH COUNTY RECORDER'S OFFICE OR THE HIGHLAND CITY RECORDER'S OFFICE. IN ADDITION, HIGHLAND CITY HAS APPROVED BINDING ZONING LAWS THROUGH A LEGALLY BINDING DEVELOPMENT CODE. IT IS THE RESPONSIBILITY OF THE BUYER TO DO THEIR DUE DILIGENCE IN OBTAINING ALL ACCURATE INFORMATION AND/OR REGULATIONS THAT MAY DIRECTLY OR INDIRECTLY AFFECT THE USE OF PROPERTY PRIOR TO PURCHASING OR CONTRACTING TO PURCHASE ANY PROPERTY ANYWHERE. CONDITIONS OF APPROVAL CONVEYED ON THIS PROPERTY BY THE LEGISLATIVE BODY OF HIGHLAND CITY, WHICH ARE IN ADDITION TO THE DEVELOPMENT CODE, ARE AS FOLLOWS:

- 1) A FENCE THAT ABUTS OPEN SPACE OR A TRAIL HAS ADDITIONAL RESTRICTIONS OF SIZE AND OPACITY. FENCES ALONG OPEN SPACE OR A TRAIL MUST COMPLY WITH HIGHLAND CITY ORDINANCES. ALL FENCES REQUIRE A FENCE PERMIT PRIOR TO INSTALLATION.
- 2) 70% OF THE FRONT YARD LANDSCAPING SHALL BE INSTALLED BY THE HOMEOWNER WITHIN ONE YEAR AFTER RECEIVING A CERTIFICATE OF OCCUPANCY.
- 3) LANDSCAPING AND CONSTRUCTION MATERIALS OF ANY TYPE ARE NOT PERMITTED ON OR WITHIN THE STREET, CURB & GUTTER, PARK STRIP OR SIDEWALK.
- 4) NO BUILDINGS ARE ALLOWED TO BE BUILT UPON THE PUBLIC UTILITY AND DRAINAGE EASEMENTS.
- 5) HIGHLAND CITY ORDINANCES RESTRICT HEIGHT OF FOUNDATION ABOVE CURB.
- 6) PUBLIC ACCESS IS ALLOWED WITHIN OPEN AREA INDICATED ON THIS PLAT. ALL OPEN SPACE, WALKING PATHS AND TRAILS ARE DEDICATED FOR PUBLIC USE.
- 7) WHERE DITCHES CROSS THE OPEN SPACE AREAS ON THIS PLAT A 15' WIDE DITCH EASEMENT (7.5 FEET FROM CENTERLINE OF THE DITCH ON BOTH SIDES) IS HEREBY GRANTED TO THE IRRIGATION COMPANY WITH JURISDICTION OVER SAID DITCH.

PLAT "C" HIGHLAND HEIGHTS SUBDIVISION

BEING AN AMENDMENT OF LOT 18 AND LOT 19, PLAT "A", HIGHLAND HEIGHTS SUBDIVISION
BEING LOCATED WITHIN THE NORTHWEST QUARTER OF SECTION 26, TOWNSHIP 4 SOUTH, RANGE 1 EAST,
SALT LAKE BASE AND MERIDIAN, CITY OF HIGHLAND, UTAH COUNTY, UTAH
JANUARY - 2026

CURVE TABLE					
CURVE	LENGTH	RADIUS	CHORD DIST.	CHORD BRG.	DELTA
C1	48.28'	328.00'	48.24'	N85°46'59"W	8°26'02"

UTAH COUNTY MONUMENT
NORTH ONE-QUARTER CORNER OF
SECTION 26, T.4S., R.1E., SLB&M.
(FOUND BRASS CAP)



SURVEYOR'S CERTIFICATE

I, JAMES PATRICK FRONK, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR AND THAT I HOLD A LICENSE NO. 376079, IN ACCORDANCE WITH THE PROFESSIONAL ENGINEERS AND LAND SURVEYORS LICENSING ACT FOUND IN TITLE 58, CHAPTER 22 OF THE UTAH CODE. I FURTHER CERTIFY THAT BY AUTHORITY OF THE OWNERS, I HAVE MADE A SURVEY OF THE TRACT OF LAND SHOWN ON THIS PLAT AND DESCRIBED BELOW. HEREAFTER TO BE KNOWN AS "PLAT "C" HIGHLAND HEIGHTS SUBDIVISION", AND HAVE COMPLETED A SURVEY OF THE PROPERTY DESCRIBED ON THIS PLAT IN ACCORDANCE WITH UTAH CODE SECTION 17-73-504, HAVE VERIFIED ALL MEASUREMENTS, AND HAVE PLACED MONUMENTS AS REPRESENTED ON THE PLAT. I FURTHER CERTIFY THAT THIS PLAT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

1-2-26
DATE

James Patrick Fronk
JAMES PATRICK FRONK, PLS
(SEE SEAL BELOW)

BOUNDARY DESCRIPTION

A PARCEL OF LAND BEING LOCATED WITHIN THE NORTHWEST QUARTER OF SECTION 26, TOWNSHIP 4 SOUTH, RANGE 1 EAST, SALT LAKE BASE AND MERIDIAN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT MARKING THE NORTHEAST CORNER OF LOT 18, PLAT "A", HIGHLAND HEIGHTS SUBDIVISION, A RECORDED SUBDIVISION, SAID POINT BEING 1797.26 FEET S01°16'03"E ALONG THE ONE-QUARTER SECTION LINE AND 166.66 FEET S89°34'57"W FROM A FOUND BRASS CAP MONUMENT MARKING THE NORTH ONE-QUARTER CORNER OF SAID SECTION 26, SAID POINT BEING THE REAL POINT OF BEGINNING; THENCE FOLLOWING SIX (6) COURSES AND DISTANCES ALONG THE BOUNDARIES OF LOT 18 AND LOT 19, PLAT "A", HIGHLAND HEIGHTS SUBDIVISION: (1) THENCE SOUTH 229.90 FEET; (2) THENCE N81°33'58"W 95.40 FEET; (3) THENCE 48.28 FEET ALONG THE ARC OF A CURVE TO THE LEFT, HAVING A RADIUS OF 328.00 FEET, SUBTENDED BY A CHORD BEARING N85°46'59"W 48.24 FEET; (4) THENCE WEST 130.56 FEET; (5) THENCE NORTH 210.37 FEET; (6) THENCE N89°34'57"E 273.04 FEET TO THE POINT OF BEGINNING.

2 LOTS TOTAL - CONTAINING 1.349 ACRES OF LAND (58,761 SQ FT.).

BASIS OF BEARINGS: S0°16'03"E ALONG THE ONE-QUARTER SECTION LINE, AS SHOWN HEREON.

OWNER'S CERTIFICATE AND DEDICATION

KNOW ALL MEN BY THESE PRESENTS THAT WE, ALL OF THE UNDERSIGNED OWNERS OF ALL THE PROPERTY DESCRIBED IN THE SURVEYOR'S CERTIFICATE HEREON AND SHOWN ON THIS MAP, HAVE CAUSED THE SAME TO BE SUBDIVIDED INTO LOTS, BLOCKS, STREETS AND EASEMENTS AND DO HEREBY DEDICATE THE STREETS AND OTHER PUBLIC AREAS AS INDICATED HEREON FOR PERPETUAL USE OF THE PUBLIC.

IN WITNESS WHEREOF WE HAVE SET OUR HANDS THIS _____ DAY OF _____, A.D. 20__

LORI MURDOCK
BRIAN D. POWELL
BRENT J. MURDOCK
ANDREA L. POWELL

ACKNOWLEDGMENT

STATE OF UTAH
S.S.
COUNTY OF UTAH

ON THE _____ DAY OF _____, 20__ PERSONALLY APPEARED BEFORE ME THE SIGNERS OF THE FOREGOING DEDICATION WHO DULY-ACKNOWLEDGE TO ME THAT THEY DID EXECUTE THE SAME.

NOTARY'S FULL NAME & COMMISSION NUMBER _____

MY COMMISSION EXPIRES _____ NOTARY PUBLIC _____

ACCEPTANCE BY LEGISLATIVE BODY

THE _____ OF _____ HIGHLAND CITY COUNTY OF UTAH, APPROVES THIS SUBDIVISION AND HEREBY ACCEPTS THE DEDICATION OF ALL STREETS, EASEMENTS, AND OTHER PARCELS OF LAND INTENDED FOR PUBLIC PURPOSES FOR THE PERPETUAL USE OF THE PUBLIC THIS _____ DAY OF _____, 20__.

APPROVED BY MAYOR _____

APPROVED _____ ATTEST _____
CITY ENGINEER (SEE SEAL BELOW) CLERK-RECORDER (SEE SEAL BELOW)

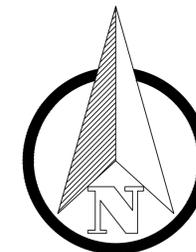
HIGHLAND CITY ATTORNEY

APPROVED AS TO FORM THIS _____ DAY OF _____, 20__ HIGHLAND CITY ATTORNEY _____

STATE PLANE COORDINATES - NAD27

TAG	NORTHING	EASTING
A	771109.90	1916113.66
B	769311.95	1915955.44
C	769082.11	1915955.44
D	769096.10	1915861.10
E	769099.65	1915813.00
F	769099.65	1915682.48
G	769309.96	1915682.48

"BASIS OF BEARINGS"
ONE-QUARTER SECTION LINE BEARING S0°16'03"E (RECORD/MEAS.)
5306.57' (MEASURED) 5306.61' (RECORD) MON. TO MON.



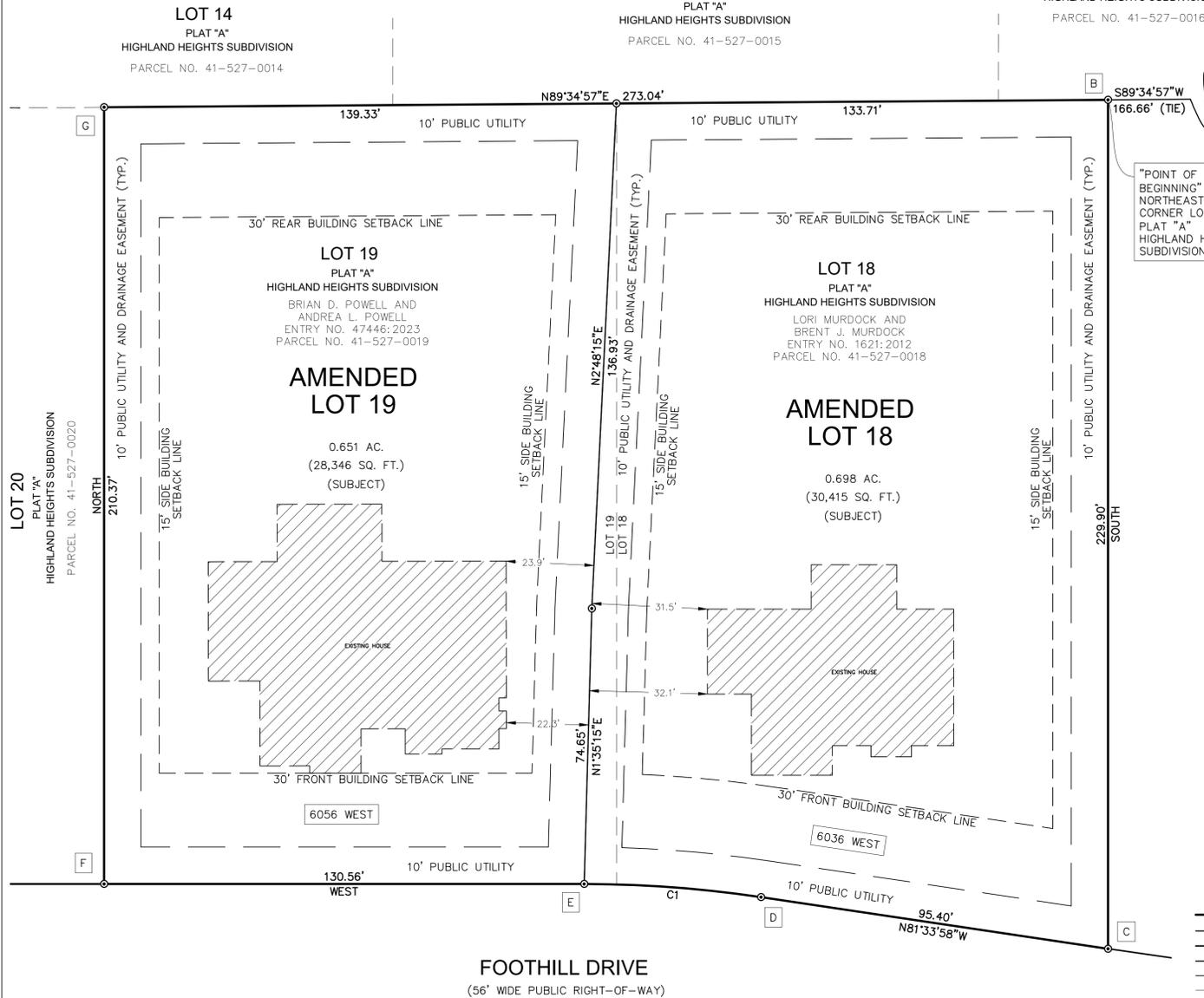
UTAH COUNTY MONUMENT
SOUTH ONE-QUARTER CORNER OF
SECTION 26, T.4S., R.1E., SLB&M.
(FOUND BRASS CAP)

LOT 17
PLAT "A"
HIGHLAND HEIGHTS SUBDIVISION
PARCEL NO. 41-527-0017

DEVELOPERS: BRENT AND LORI MURDOCK
ADDRESS: 6036 WEST FOOTHILL DRIVE, HIGHLAND, UTAH 84003
TELEPHONE: 801-885-2387
DATE: JANUARY 2, 2026

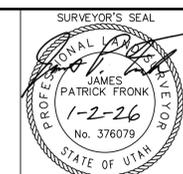
LEGEND:

- ⊕ SECTION CORNER/STREET MONUMENT - FOUND BRASS CAP
- ⊙ PROPERTY CORNER - SET 5/8" X 24" BAR & CAP (PLASTIC CAP STAMPED ALS, INC. PLS # 376079) (OR AS NOTED AND SHOWN HEREON)
- ▲ CALCULATED POINT - NOT SET/NOT FOUND
- () RECORD DATA
- _____ SUBJECT PROPERTY BOUNDARY
- _____ SECTION LINE/MONUMENT LINE/CENTERLINE
- _____ RIGHT-OF-WAY LINE
- _____ INTERIOR LOT LINE
- _____ EASEMENT LINE
- _____ DEED LINE/PLATTED LOT LINE
- (R/M) RECORD/MEASURED



PROFESSIONAL LAND CONSULTING SERVICES
PLANNING • LAND SURVEYING • DEVELOPMENT
P.O. BOX 425, LEHI CITY, UTAH 84043 • 801.380.6225

CITY UTILITIES APPROVAL
CULINARY WATER / PRESSURIZED IRRIGATION
SANITARY SEWER / STORM DRAIN
PUBLIC WORKS DIRECTOR _____ DATE _____



CITY ENGINEER SEAL
CLERK-RECORDER SEAL
UTAH COUNTY RECORDER

PLAT "C" HIGHLAND HEIGHTS SUBDIVISION
BEING AN AMENDMENT OF LOT 18 AND LOT 19, PLAT "A", HIGHLAND HEIGHTS SUBDIVISION
BEING LOCATED WITHIN THE NORTHWEST QUARTER OF SECTION 26, TOWNSHIP 4 SOUTH, RANGE 1 EAST,
SALT LAKE BASE AND MERIDIAN, CITY OF HIGHLAND, UTAH COUNTY, UTAH
JANUARY - 2026
HIGHLAND CITY _____ UTAH COUNTY, UTAH
SCALE: 1" = 20 FEET



CITY COUNCIL AGENDA REPORT

ITEM #4b

DATE: March 24, 2026
TO: Honorable Mayor and Members of the City Council
PREPARED BY: Jay Baughman, Assistant City Administrator/Community Development Director
SPONSORED BY: Jay Baughman, Assistant City Administrator/Community Development Director
SUBJECT: Fling Fees Update
TYPE: General City Management

PURPOSE:

The City Council will consider a request to approve an increase to the fees related to the Highland Fling summer celebration.

STAFF RECOMMENDATION:

Staff recommends that the City Council approve a **10% increase** to the general fee schedule for the Highland Fling summer celebration, effective for the 2026 event season. This increase applies to all standard participation and vendor fees.

PRIOR COUNCIL DIRECTION:

The City Council has given no recent specific direction on fees for the Fling, though the City Council has expressed a commitment to fiscal sustainability for community events. Staff believe that this action will help them to ensure that the Highland Fling's reliance on the General Fund remains within sustainable limits.

BACKGROUND:

The Highland Fling is the city's primary annual community celebration. In recent years, the cost of hosting large-scale public events has risen significantly due to external economic pressures. The current fee structure has remained static while the primary expenses associated with the event have shifted.

The necessity for this fee adjustment is driven by three primary cost categories:

- **Vendor and Service Contracts:** Contracts for professional services, including security, specialized entertainment, and technical support, have seen market-wide price increases.
- **Equipment and Infrastructure:** The rental costs for essential equipment—such as tents, staging, portable sanitation, and power distribution—have risen as suppliers pass on higher maintenance and transportation costs.
- **Consumable Supplies:** The cost of materials required for event logistics, safety, and sanitation has increased due to ongoing supply chain and inflationary factors.

By implementing a 10% increase, the City aims to mitigate these rising overhead costs. Staff are still in the planning phase of the Fling and some of the event fees, such as the Kid's Zone, may be subject to change based on agreements with vendors, which cannot be accounted for until that partnership selection has been made. Staff will continue to keep the Council apprised of necessary changes to the fee schedule as the preparations for the Fling continue.

FISCAL IMPACT:

The Highland Fling has generated roughly \$30,000 in revenue for the last few years. Staff estimate a \$3,000 increase in revenue due to this proposed increase.

MOTION:

I move that City Council adopt a resolution authorizing the proposed changes to the Highland City Fee Schedule regarding the Highland Fling.

ATTACHMENTS:

1. R-2026-00 Approving Fee Schedule Changes for Fiscal Year 2025-2026 (Fling Fees)
2. Fling Fee Schedule 03.24.26

RESOLUTION NO: R-2026-00

A RESOLUTION OF THE HIGHLAND CITY COUNCIL, HIGHLAND CITY, UTAH APPROVING FEE SCHEDULE CHANGES FOR FISCAL YEAR 2025-2026

WHEREAS, Highland City hosts the annual Highland Fling summer celebration to provide community engagement and recreational opportunities for its residents; and

WHEREAS, the City currently collects various participation and vendor fees for the Highland Fling to help offset the operational costs of the event; and

WHEREAS, the costs associated with event production—including vendor contracts, equipment rentals, and essential supplies—have increased significantly due to inflationary pressures and market shifts; and

WHEREAS, the City Council believes it is in the best interest of the City to adjust the fee schedule to reflect these rising costs and ensure the continued delivery of the Highland Fling; and

WHEREAS, the Council believes that it is in the best interest of the City to amend the fiscal year 2025-2026 Highland City Comprehensive Fee Schedule.

NOW THEREFORE, BE IT RESOLVED by the Highland City Council as follows:

1. The City Council hereby adopts the following changes to the fiscal year 2025-2026 Highland City Comprehensive Fee Schedule:
 - a. Increase the current fees for the Highland Fling by 10% (see attached fee schedule).
2. The City Recorder, under the supervision of the City Administrator and City Attorney, may make non-substantive corrections to any portion of this resolution and to the City codes referenced herein for grammatical, typographical, numbering, and consistency purposes in accordance with the expressed intent of the City Council.
3. This Resolution shall become effective immediately upon its passage.

PASSED and ADOPTED by Highland City Council this 24th day of March, 2026.

HIGHLAND CITY, UTAH

Brittney P. Bills, Mayor

ATTESTED:

Stephannie Cottle, City Recorder

Highland Fling Entry Fees FY 2026			Current Fee	10% Increase
Events	5K Run	Early Registration \$15.00	\$15.00	\$16.50
		Late Registration \$25.00	\$25.00	\$27.50
		On-site Registration (no shirt guaranteed)	\$30.00	\$33.00
	Fun Run	Early Registration	\$10.00	\$11.00
		Late Registration & On-site Registration	\$15.00	\$16.50
	Car Show	With Shirt	\$20.00	\$22.00
		Without Shirt	\$10.00	\$11.00
	Disc Golf Tournament	Without Trilogy Set	\$15.00	\$16.50
		With Trilogy Set	\$35.00	\$38.50
		Youth Without Trilogy Set	\$35.00	\$38.50
		Youth With Trilogy Set	\$15.00	\$16.50
	Kid's Zone	Pre-registration	\$20.00	\$22.00
		On-site Registration	\$22.00	\$24.20
		Per Ride	\$1.00 - \$5.00	
	Parade	Highland Business	\$100.00	\$110.00
		Non-Highland Business	\$200.00	\$220.00
		Non-Parade - handing out flyers along the parade route	\$25.00	\$27.50
		Non-resident	\$100.00	\$110.00
		Politicians	\$25.00	\$27.50
		Sports/Cheerleading Teams	\$25.00	\$27.50
		Sponsor, Church Group, School Group, Non-profit, Government, Highland Resident	\$0.00	\$0.00
	Pickleball	Registration for players under 17	\$5.00	\$5.50
		Registration for players 17+	\$30.00	\$33.00
	Strong Man Competition	Registration	\$43.00	\$47.30
	Hammer Championship & Highland Games	Registration	\$48.00	\$52.80
	Events Combination (for the above two)	Strong Man Competition & Utah State Hammer Championship & Highland Games	\$76.00	\$83.60
	Sponsorships	Diamond Sponsor	\$4,000.00	\$4,400.00
		Gold Sponsor	\$2,500.00	\$2,750.00
		Silver Sponsor	\$1,500.00	\$1,650.00
		Bronze Sponsor	\$750.00	\$825.00
Friend of Highland Fling		In-kind Donations	In-kind Donations	
Vendors	Highland City Resident	Food Vendor	\$175.00	\$192.50
		Non-Food Vendor	\$125.00	\$137.50
		Electrical Access	\$0.00	\$0.00
	Non-Resident	Food Vendor	\$175.00	\$192.50
		Non-Food Vendor	\$125.00	\$137.50
		Electrical Access	\$25.00	\$27.50
Art Showcase	Adult Entries	\$10.00	\$11.00	
	Youth Entries	\$6.00	\$6.60	



CITY COUNCIL AGENDA REPORT

ITEM #5a

DATE: March 24, 2026
TO: Honorable Mayor and Members of the City Council
PREPARED BY: Chris Trusty, City Engineer/Public Works Director
SPONSORED BY: City Staff
SUBJECT: Highland Boulevard Roundabout MAG Grant Memorandum of Understanding
TYPE: General City Management

PURPOSE:

The City Council will consider approving a Memorandum of Understanding (MOU) with Mountainland Association of Governments related to improvements along Highland Boulevard.

STAFF RECOMMENDATION:

Staff recommends approval of this memorandum of understanding between Mountainland Association of Governments and Highland City to fund Highland's portion of the roundabout and median improvements along Highland Boulevard.

PRIOR COUNCIL DIRECTION:

On October 5, 2021, Highland City entered into an agreement with DR Horton and Lehi City setting the conditions to which each party would participate in the the construction of a roundabout and medians along Highland Boulevard at 11800 North as part of the development of a new subdivision in Lehi city adjacent to Highland Boulevard.

On August 19, 2025, when the City Council approved the contract with DLS consulting for lobbyist and grant services, the City asked David Stewart to target potential funding for the City for this project.

BACKGROUND:

On October 5, 2021, Highland City entered into an agreement with DR Horton and Lehi City to participate in the costs of installing a round-about on Highland Boulevard and 11800 North Street. Both cities in this agreement would assume 33% of the financial responsibility for this project, with DR Horton assuming 34% of the project costs. Should Highland wish to have medians installed, this agreement provided that Highland and DR Horton would split these costs 50% each. Estimated costs for those items have now been obtained and a breakdown of those is below.

	DR Horton	Highland City	Lehi City	Total Cost
Round About	\$282,905.85	\$274,585.08	\$274,585.08	\$832,076.00
Median	\$175,945.50	\$175,945.50	\$0	\$351,891.00
Total	\$458,851.34	\$450,530.58	\$274,585.08	\$1,183,967

David Stewart was able to help the City obtain funding for Highland's portion of this project through

MAG. The provided funding was for up to \$1,000,000, which per staff's conversations with MAG, will enable the City to use the remaining portion on another project within the city. The agreement provides that MAG will provide to Highland City our portion of the project, plus allows the City to request additional funds (up to a total of \$1,000,000) if costs exceed the estimate. This is in place of the usual 10% contingency.

FISCAL IMPACT:

The total project portion, estimated at \$450,530.58, will be provided by MAG for the Highland Boulevard round-about and medians. The difference between the final cost on this project, including amounts over \$450,530.58, and \$1,000,000 will be able to be used by the City for other road projects.

MOTION:

I move that the City Council approve the Memorandum of Understanding between Mountainland Association of Governments and Highland City for the funding of improvements along Highland Boulevard.

ATTACHMENTS:

1. Resolution
2. 2026 MOU MAG and Highland
3. Tri-Party Agreement (Highland-Lehi-DR Horton)

**A RESOLUTION OF THE HIGHLAND CITY COUNCIL, HIGHLAND CITY, UTAH
APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN HIGHLAND CITY AND
MOUNTAINLAND ASSOCIATION OF GOVERNMENTS**

WHEREAS, Highland City, as a Utah Municipality, is authorized to enter into contracts for the benefit and welfare of Highland City and its residents, including pursuant to Utah Code § 10-1-202; and

WHEREAS, the Utah Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code, as amended, (“Act”) permits local governmental units including cities, counties, interlocal agencies, and other political subdivision of the State of Utah to enter into agreements for mutual advantage and to exercise joint cooperative action; and

WHEREAS, Mountainland Association of Governments and Highland City desire to establish the terms and conditions by which the parties would cooperate in the facilitation of a road widening and improvement project for a road known as Highland Boulevard; and

WHEREAS, Mountainland Association of Governments ah County will fund up to \$1,000,000 toward the completion of this project;

WHEREAS, Mountainland Association of Governments desires to support and participate in the costs of the road improvement projects;

WHEREAS, the parties desire to establish the terms and conditions by which Mountainland Association of Governments will participate in the costs of the described road projects by reimbursing Highland City the costs of the projects;

NOW THEREFORE, BE IT RESOLVED by the Highland City Council as follows:

1. The City Council authorizes the Mayor and City Staff, as necessary, to execute and carry out the Memorandum of Understanding according to the terms set forth therein.
2. The City Recorder, under the supervision of the City Administrator and City Attorney, may make non-substantive corrections to any portion of this resolution and to the City codes referenced herein for grammatical, typographical, numbering, and consistency purposes in accordance with the expressed intent of the City Council.
3. This resolution shall take effect on March 24, 2026.

PASSED and ADOPTED by Highland City Council this 24th day of March, 2025.

HIGHLAND CITY, UTAH

Brittney P. Bills
Mayor

ATTESTED:

Stephannie B. Cottle
City Recorder



Memorandum of Understanding between Highland City and Mountainland Association of Governments (MAG)

I Purpose of this Agreement

The purpose of this MOU is to ensure that Highland City can use up to \$1,000,000 for the Highland Boulevard Improvements

II Project Description

The project will consist of a Highland Boulevard Round-About and Medians. The round-about will be at the intersection of Highland Boulevard and 11800 North with new landscape medians continuing north from the intersection to the Highland City limits, approximately 2,600 linear feet.

III Payment for Services

Upon the signing of this MOU, MAG will pay Highland City a one-time payment of \$450,530.58 which represents the estimated construction cost. Any additional costs related to the project will be paid by MAG to Highland City if invoiced by Highland City up to a total dollar amount of \$1,000,000.

IV Agency Signatures

We commit that our agencies will adhere to the specific agreements outlined in this MOU.

Mayor Brittney Bills
Highland City

Date

Michelle Carroll

Date

Executive Director

Mountainland Association of Governments

TRI-PARTY AGREEMENT

This TRI-PARTY AGREEMENT (this "*Agreement*"), dated to be effective as of Oct. 5, 2021 (the "*Effective Date*"), is entered into by and between the CITY OF HIGHLAND, a Utah municipal corporation (the "*Highland*"), the CITY OF LEHI, a Utah municipal corporation ("*Lehi*"), and D.R. HORTON, INC., a Delaware corporation ("*Horton*"). Highland, Lehi, and Horton are referred to herein individually as a "*Party*" and together as the "*Parties*."

RECITALS

A. Horton owns some parcels of land located in unincorporated Utah County, as depicted on the map attached as Exhibit A (the "*Horton Property*"), which Horton intends to develop as part of a larger master planned residential community with certain other property of Horton's located within the City of Lehi

B. Highland Boulevard is a public street owned and/or maintained by Highland located adjacent to the Horton Property (the "*Highland Boulevard Section*"), as generally shown on conceptual site plan attached as Exhibit B (the "*Concept Plan*").

C. In connection with the development of the Horton Property, Horton intends to file a petition to annex the Horton Property to Lehi (the "*Annexation Petition*").

D. The Parties desire to set forth certain agreements and obligations concerning the Annexation and the ongoing maintenance and other obligations relating to the Highland Boulevard Section following approval of the Annexation Petition, subject to the terms and conditions set forth below.

NOW, THEREFORE, to these ends and in consideration of the mutual covenants and the agreements set forth below, as well as the mutual benefits to be derived from this Agreement, the Parties agree as follows:

AGREEMENT

1. Consent to Annexation. Highland hereby consents to the filing of the Annexation Petition and Lehi's approval of the proposed annexation to Lehi (the "*Annexation*"), and agrees to reasonably cooperate with Horton and Lehi, at no out-of-pocket cost to Highland, to effectuate the Annexation as contemplated by this Agreement. Highland acknowledges and agrees that Lehi and Horton may provide an executed copy of this Agreement to Utah County to demonstrate evidence of Highland's consent to the Annexation.

2. Maintenance Obligations. Highland shall continue to own and maintain the Highland Boulevard Section, and Lehi shall be responsible for fifty percent (50%) of the cost (the "*Lehi Maintenance Contribution*") incurred by Highland to maintain and repair the Highland Boulevard Section in accordance with Highland's roadway standards and requirements (as the same may be modified from time to time) and Highland's bidding and contracting procedures. Highland staff shall coordinate with Lehi staff as part of any planned maintenance, improvement,

repair, or other construction project involving the Highland Boulevard Section, and Highland and Lehi may as part of such coordination agree on bidding processes, construction timing and procedures, payment schedules, and other terms regarding work on the Highland Boulevard Section and payment of the Lehi Maintenance Contribution. Highland and Lehi will agree to an estimated cost based on construction submittals from both cities, if necessary. Once Highland has completed all required work according to Highland standards and procedures, it shall submit an invoice to Lehi for the Lehi Maintenance Contribution within 60 days of completion of the maintenance or repair work on the Highland Boulevard Section. Lehi shall pay such invoice within 30 days after receipt of the invoice.

3. Public Services. The parties acknowledge that from and after final approval of the Annexation Petition, Lehi shall be solely responsible for the provision of all public services, including, without limitation, police and fire protection services, for the area incorporated pursuant to the Annexation.

4. Highland Boulevard Section Improvements/Annexation.

a. As part of the development of the Horton Property following final approval of the Annexation Petition, Horton shall install an additional traffic light or other traffic control measure along the Highland Boulevard Section at the intersection 11800 North (the "Additional Traffic Control"). The total cost for the Additional Traffic Control shall be shared by the Parties as follows: (a) Lehi and Highland shall each be responsible for thirty-three percent (33%) of such costs; and (b) Horton shall be responsible for thirty-four percent (34%) of such costs. The Parties shall coordinate and agree in writing on the type, timing, costs, and other details of the Additional Traffic Control at such time as Horton begins to develop the Horton Property adjacent to the Highland Boulevard Section.

b. As part of the development of the Horton Property following final approval of the Annexation Petition, Horton shall be responsible for 50% of the costs associated with the installation of medians within the Highland Boulevard Section, if Highland requests the installation of medians. Highland shall make the request as part of the Parties' coordination of the Additional Traffic Control, and Highland may not request Horton contribute to the cost of medians after the Parties have agreed on the details of the Additional Traffic Control.

c. Within 45 days of the execution of this Agreement, Highland City will file a petition to annex those portions of Highland Boulevard that are owned by Highland City but are currently unincorporated.

5. Development of the Horton Property. As part of the development of the Horton Property following final approval of the Annexation Petition, Horton agrees to do each of the following:

a. Develop the Horton Property substantially in accordance with the Concept Plan, subject to the following density limitations for each pod of development shown on the Concept Plan (each, a "Pod"): (which Horton may increase by no more than ten percent (10%) depending on the final location and layout of proposed open spaces and roads):

i. No more than seventy-seven (77) single family lots located the forty-five (45)-acre Pod designated on the Concept Plan as "Estate";

ii. No more than ninety-five (95) single family lots located on the thirty-six (36)-acre Pod designated on the Concept Plan as "Emerald";

iii. No more than one hundred seventy-four (174) single family lots located on the forty (40)-acre Pod designated on the Concept Plan as "Horton Plus";

iv. No more than two hundred forty-nine (249) units located on the thirty-nine (39)-acre Pod designated on the Concept Plan as "Active Adult"; and

v. No more than two (2) total clubhouses (one for the single-family residences and one for the active adult units).

Notwithstanding the foregoing, Horton may increase the total number of lots or units permitted in any Pod by up to ten percent (10%) so long as the total density of the Horton Property as a whole does not exceed five hundred ninety-seven (597) units.

b. Incorporate Highland's standard Parkway Detail along the west side of the Highland Boulevard Section, provided that Horton shall be permitted to use xeriscape or other waterwise landscaping in accordance with Highland's standards.

c. Address stormwater runoff generated by the development of the Horton Property in accordance with applicable law.

d. Incorporate the recommendations set forth in that certain Traffic Study, dated Aug 18, 2021, prepared by Horrocks Engineers, with respect to Highland Boulevard.

e. Set the minimum lot size of any subdivision of the Horton Property directly adjacent to the boundary with Highland shown on the Concept Plan to be no less than one-half (1/2) an acre.

f. Include a trail connection to the Dry Creek area of Highland as part of the development of the Horton Property so long as the intervening landowner(s) have granted an easement to Highland for trail purposes prior to the date on which Horton obtains Area Plan Approval from the Lehi City Council for the Horton Property.

g. Install monument signage on the northeast and southeast corners of the Horton Property that includes both the name of the proposed Horton subdivision and jurisdiction.

6. No Requirement to Develop. Nothing in this Agreement shall require the continued efforts of Horton to process the Annexation Petition and/or develop the Horton Property. Horton may, at any time and for any reason, elect to abandon such efforts, in which event Horton may elect to terminate this Agreement upon providing written notice to Lehi and Highland.

7. Further Assurances. Each Party shall do and perform, or cause to be done and performed, all such further acts and things, and shall execute and deliver all such other agreements,

certificates, instruments and documents, as any other Party may reasonably request in order to carry out the intent and accomplish the purposes of this Agreement and the Annexation Petition.

8. Notices. All notices, requests, demands, and other communications required under this Agreement, except for normal, daily business communications, shall be in writing. Such written communication shall be effective upon personal delivery to any party or upon being sent by overnight mail service, by electronic email (with confirmation of receipt), or by certified mail, return receipt requested, postage prepaid, and addressed to the respective parties as follows:

If to the Developer: D.R. Horton, Inc.
Attn: Boyd Martin & Rob Hartshorn
12351 South Gateway Park Place
Suite D-100
Draper, UT 84020
email: RBHartshorn@drhorton.com
[]

With a copy to: D. R. Horton, Inc., West Region
1081 Whitney Ranch Drive, Suite 141
Henderson, NV 89014
Attn: David Jennings, Region Counsel
E-mail: DSJennings@drhorton.com

If to the Highland: City of Highland
5400 Civic Ctr. Dr. Ste 1
Highland UT 84003
Attn: City Recorder

If to Lehi: City of Lehi
153 North 100 East
Lehi Utah 84043
Attn: City Recorder

9. No Partnership or Joint Venture; Nonliability of Individuals. Nothing contained in this Agreement shall be construed to make, or is intended to create, any partnership or joint venture between Horton, Lehi, or Highland. In no event shall any shareholder, officer, director, member, partner, affiliate, agent or employee of Horton or any of Horton's affiliates be or be held liable or responsible in any way for the obligations or liabilities of Horton under this Agreement.

10. Severance; Survival; Further Assurance. This Agreement contains the entire agreement between the Parties relating to the subject matter hereof, and neither Party shall be bound by any verbal statement or agreement made heretofore. This Agreement cannot be modified or amended except by written agreement executed by the Parties. If any term in this Agreement or part hereof is ever held invalid or unenforceable by any court or is otherwise not in compliance with any law, such term, or part shall be deemed severed and the remainder of this Agreement and applications thereof shall not be affected thereby. This Agreement shall be binding upon the Parties, their successors and assigns.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement by and through their respective duly authorized representatives to be effective as of the Effective Date.

CITY OF HIGHLAND, a Utah municipal corporation

By: [Signature]
Name: Redney W Mann
Its: Mayor

ATTEST:

[Signature]
City Recorder



CITY OF LEHI, a Utah municipal corporation

By: [Signature]
Name: MARK JOHNSON
Title: MAYOR

ATTEST:

[Signature]
City Recorder

D.R. HORTON, INC., a Delaware corporation

By: [Signature]
Name: Adam B. Loser
Title: Vice President

EXHIBIT A

Depiction of the Horton Property

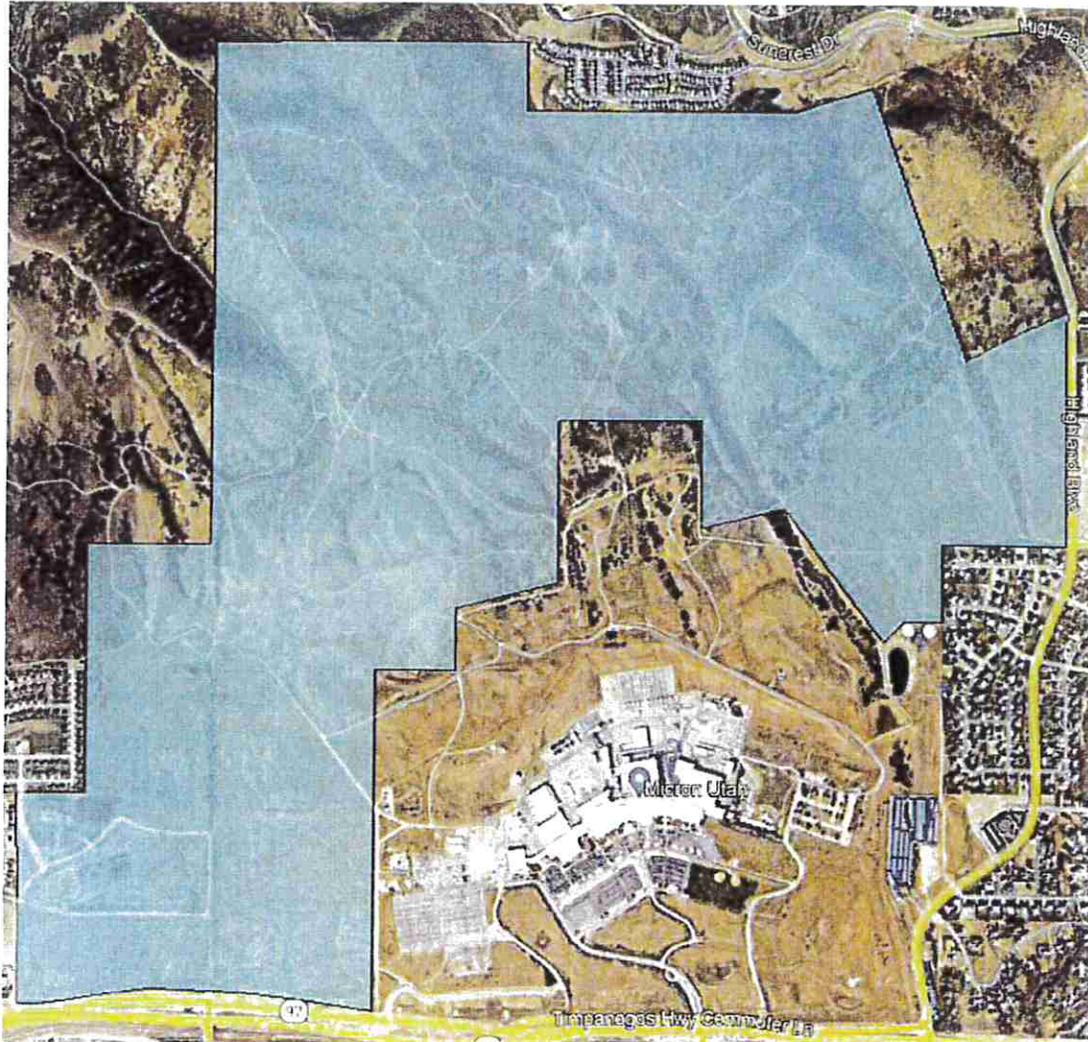
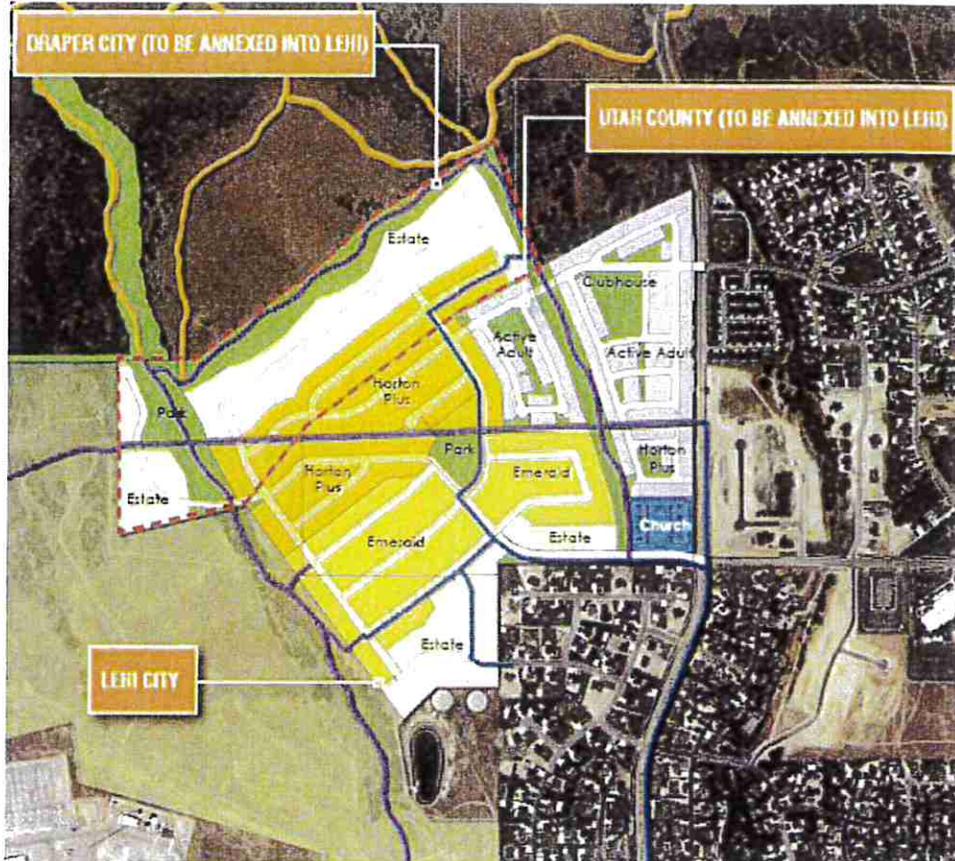


EXHIBIT B

Concept Plan





CITY COUNCIL AGENDA REPORT

ITEM #6a

DATE: March 24, 2026
TO: Honorable Mayor and Members of the City Council
PREPARED BY: Jess Andra, Human Resources Generalist
SPONSORED BY: City staff
SUBJECT: Potential Personnel Policy Change - Automatic Retirement Contribution Amounts for Employees
TYPE: General City Management

PURPOSE:

The City Council will consider a possible adjustment to city personnel policies regarding retirement contributions for staff.

STAFF RECOMMENDATION:

Staff recommends the Council provide direction on the potential adjustment to the retirement policy contribution for staff.

PRIOR COUNCIL DIRECTION:

Council has not made any recent amendments to the retirement policy for City employees. In December 2025, the Council addressed City policy regarding retirement contributions for elected officials, which is not affected by the policy being discussed in this item. Retirement contributions and salaries for elected officials will be discussed separately as part of the budget process this year.

BACKGROUND:

Highland City personnel policies provide that the City participates in the Utah State Retirement System (URS), with costs of participation (contribution) paid by the City and employees in percentages set by action of the City Council. In 2013, the City Council adopted Resolution 2013-16 establishing that the City will automatically deposit 2.2% of an employee's salary into a 401k plan and offer an additional, matching contribution of up to 4% if the employee also contributes 4%.

The 2.2% is provided as a contribution in-lieu of social security contributions. With the 4% matching contribution, it is an opt-in program, where employees must affirmatively act to contribute 4% of their salary to obtain the matching contribution from the City. City administrative staff would like to change the program to an opt-out program, where all employees automatically contribute 4% of their salary to a URS 401k/457b plan unless they act to decline participation. It is proposed this change would take July 1 with the new fiscal year and in connection with any raise or cost of living adjustment, to minimize impacts to employees and provide them time to opt-out if they do not wish to participate.

Making the program opt-out helps the long-term financial health of employees by reducing the effort employees need to take to take advantage of the matching contribution.

Currently, 8 of 34 employees either do not contribute anything or do not contribute the full 4%.

Even if the City Council does not desire to make match contributions an opt-out program, staff would still recommend adopting the remainder of the proposed policy, as it clarifies contribution amounts and expectations.

FISCAL IMPACT:

The City already budgets as if all employees contribute the 4% and receive the matching contribution, so increasing rates of participation would not affect the budget. However, when employees do not take advantage of the 4% match, the saved funds go into fund balance at the end of the fiscal year, so this change would likely result in less going into fund balance at the end of the fiscal year.

MOTION:

Not applicable as this item is for discussion purposes. If Council is amenable to the change, it will be brought back to the Council for approval in April.

ATTACHMENTS:

1. Proposed Policy - Opt-Out Contribution
2. Disclosure Form for Opt-Out Contribution Plan Certification

FULL-TIME BENEFITED EMPLOYEES

In place of Social Security, Highland City has elected to participate in the retirement program offered by the Utah Retirement Systems (URS). In addition to state-required URS benefits, Highland City automatically contributes 2.2% of an employee's gross salary into a 401k retirement program for a benefited employee working at least 20 hours a week. The City will also contribute up to an additional 4% of an employee's gross salary as a matching contribution. To receive 100% of the 4% matching contribution, employees must contribute 4% into any URS retirement plan. If an employee contributes less than 4%, the City's matching contribution will be similarly reduced.

On July 1, 2026, all employees will have 4% of their gross salary automatically deferred into the employee's URS 457b Plan. This will qualify the employee for the full 4% match. An employee may elect to stop, decrease, or increase these deferrals at any time. These deferrals and employer matching contributions are vested immediately and may only be withdrawn according to plan provisions.

However, an employee automatically enrolled in the 457b plan may elect to opt out of the automatic arrangement and choose to make an in-service withdrawal of the elective deferral amounts (with related earnings). Such an election must be made no later than 90 days after the date of the Participant's first elective deferral contribution. Any related matching contributions from the employer will be forfeited by the employee.

If an employee has been automatically enrolled in the Plan and has not made an investment election prior to contributions being allocated to his/her vested account, such amounts shall be invested in the age-related Target Date Fund, as outlined in the URS Summary Plan Description (SPD).

All employees will be required to sign a disclosure that they have received information about how to access, enroll in, and change their eligible retirement plans and systems, prior to or on their first day of employment.

Highland City will follow the Utah State requirements for employees that have opted out of the system or are post-retired.

NON-BENEFITED EMPLOYEES

Non-benefited employees will have an amount equal to 7.5% of the employees' gross wage paid into a 401k plan for the employees, which is managed by URS. For purposes of URS coverage, Highland City classifies all elected officials as part-time. Eligibility for retirement coverage under Utah Retirement Systems shall be administered in accordance with the statutory rules governing Utah Retirement Systems. For more details on this, or any other benefit, please see Human Resources.



Highland City Human Resources Department
5400 West Civic Center Drive ~ Suite 1
Highland, UT 84003
Phone 801- 756-5751 | Fax 801-756-6903

DISCLOSURE FORM: Employee Defined Contribution Plan Certification

By signing below, I _____ (Print Name) certify that I have read and understand the policies and procedures defining retirement savings plan contributions.

In particular, I certify that I understand:

- I will have 4% of my gross salary automatically deferred into my Utah Retirement Systems 457b Plan.
- If I want to stop, decrease, or increase this automatic deferral now or any time in the future, I must change or opt out of the deferral by accessing my URS account online or by submitting an investment contract to URS.
- I understand that during the 90 days after the automatic contributions are first taken from my pay, I may request a taxable withdrawal of my contributions (with related earnings) from URS. However, if I choose to take a distribution of the funds within the first 90 days, I will forfeit any related employer matching contributions.
- I understand that I may choose how my funds are invested by accessing my URS account online or by submitting an investment contract. However, if I do not submit an investment election for my future allocations prior to contributions being made into my account, the funds will be invested into the age-related Target Date Fund, as outlined in the URS 401(k) Summary Plan Description (SPD).
- I understand that the Human Resources Department and URS are available to clarify information or answer my questions about the Defined Contribution Plans, including the automatic deferral. I also understand that I may access the SPD, and other 401(k) plan information online at www.urs.org.

Employee Signature

Date



CITY COUNCIL AGENDA REPORT

ITEM #6b

DATE: March 24, 2026
TO: Honorable Mayor and Members of the City Council
PREPARED BY: Jay Baughman, Assistant City Administrator/Community Development Director
SPONSORED BY: City Staff
SUBJECT: Open Space & Orphan Parcel Sale Application
TYPE: General City Management

PURPOSE:

The City Council will discuss the Open Space & Orphan Parcel Sale Application and give feedback to staff.

STAFF RECOMMENDATION:

Staff recommends that the City Council review and be prepared to give feedback on the proposed **Open Space & Orphan Parcel Sale Application (attached)**. It has been drafted according to the criteria outlined in **Resolution No. R-2026-07**, as a tool to fairly and efficiently receive and evaluate requests for the disposal of City-owned real property. Applicants must submit a completed application, including a \$100.00 fee, a vicinity map, and a narrative justification for the purchase including their understanding of how their proposed sale of land abides by the criteria set forth by the City Council in **R-2026-07**. Staff will review any proposed sale against the specific restrictions in **Resolution No. R-2026-07**, which is designed to protect trail corridors, neighborhood character, and the City's pressurized irrigation system.

PRIOR COUNCIL DIRECTION:

On February 3, 2026, the Highland City Council passed **Resolution No. R-2026-07 revising the criteria for designating the value of City-owned orphan parcels**. This resolution also included a uniform policy drawn up by the Council for designating "orphan parcels"—public properties that are unsuitable for City purposes due to issues with access, connectivity, or usability. The Council directed that a formal application be drawn up so that parcels may be reviewed, evaluated, and sold, provided they meet specific non-exclusive criteria.

BACKGROUND:

Highland City owns various small or irregular parcels of land, often referred to as "orphan parcels," some of which are difficult to maintain or utilize for public purposes. Standard auction or appraisal efforts for these small lots are often disproportionately expensive relative to the property's value. To address this, City staff have developed a streamlined application and evaluation process.

Key Criteria for Property Disposal

Per the adopted policy, property should not be disposed of if it meets any of the conditions listed below. The full criteria is included as an attachment to the application:

- It is part of an active trail corridor; the City must maintain the trail plus a five-foot buffer on both sides.
- There is City infrastructure within the property.
- It contributes to the "open space feel" of an open space neighborhood.
- There are potential future City needs for the land.
- The transfer would increase irrigable acreage enough to strain the City's pressurized irrigation system.
- The transfer would result in the creation of new orphan parcels.

The City maintains a list of city-owned orphan parcels deemed suitable for sale by a former Public Works Director/City Engineer, based on these criteria. Any parcels that are found to qualify for sale will be brought to the City Council for review and approval or denial of the transaction.

As a part of the discussion at the meeting, staff will run through a test scenario with Council to ensure that staff has a clear understanding of Council's intent for the criteria for Open Space Sales and Maintenance Agreements.

FISCAL IMPACT:

The fiscal impact of the orphan parcel disposal policy can help ensure the City recovers administrative costs while receiving a fair market return on underutilized land:

- Application Revenue: Each request for the purchase of an orphan parcel requires a non-refundable application fee of \$100.00.
- Valuation Basis: Sale prices are determined by a standardized average per-square-foot valuation based on recent county-assessed values and orphan lot sales within the City.
- Appraisal Costs: If a potential buyer wishes to challenge the City's established valuation, the cost and expense of a professional appraisal are borne entirely by the applicant.
- Long-Term Savings: By disposing of parcels that are unsuitable for City purposes, Highland City reduces potential long-term maintenance costs and liability associated with these "orphan" properties.

MOTION:

N/A

ATTACHMENTS:

1. Open Space Sale Application 2026 Draft



HIGHLAND CITY

5400 West Civic Center Drive - Suite 1
Highland, UT 84003
Phone 772-4515 Fax 756-6903
Community Development Department

OPEN SPACE & ORPHAN PARCEL SALE APPLICATION

APPLICANT INFORMATION

Name: _____

Address: _____

Phone #: _____

Email Address: _____

CHECKLIST

The following is designed to assist you in applying for the purchase of open space and/or an orphan parcel of City-owned property:

_____ Serial # of the parcel in question per [Utah County Parcel Maps](#) (UCPM).

Parcel Serial: ____:____:_____

_____ Vicinity Map: Provide an aerial view map from UCPM indicating the parcel of property.

_____ Narrative: Explain the reason for your request to purchase the parcel in question and address *each* of the criteria for sale on the attached page (a through h).

_____ Criteria & Restrictions: Review and sign the attached Criteria & Restrictions policy.

STAFF USE ONLY

Application Date: _____

Amount Owed: \$100.00 Amount Paid: \$ _____

Received By: _____ Receipt #: _____ Cash / Card / Check Application

City Council Meeting Date: _____

Application: Approved/Denied

Staff Comments: _____



5400 West Civic Center Drive ~ Suite 1
Highland, UT 84003
Phone 772-4515 Fax 756-6903
Community Development Department

Criteria & Restrictions

Per Resolution 2026-07 A RESOLUTION ADOPTING A POLICY REGARDING THE DESIGNATION AND VALUATION OF ORPHAN PARCELS OF PUBLIC REAL PROPERTY:

The City Council declares that is the policy of Highland City to review and potentially surplus and dispose of real public property owned by the City without the procedures required for significant parcels of real estate, when the property meets the following non-exclusive criteria:

- a) Property should not be disposed of if it is part of a trail corridor, meaning the normal width of the trail and any required buffer areas, unless the Council determines the trail is not used and does not have infrastructure in the ground below;
- b) Property should not be disposed of if it adds to the open space feel of an open space neighborhood;
- c) Property should not be disposed of if there are potential future City needs for the property;
- d) Property should not be disposed of if the transfer of property would result in an increase of irrigable acreage that would unduly strain or burden the City's pressurized irrigation system;
- e) Property should not be disposed of if the transfer of property would result in the creation of orphan parcels;
- f) If property adjacent to a trail is disposed of, the City must be able to maintain ownership of the trail with a five foot buffer on both sides of the trail;
- g) Property to be disposed of should otherwise have issues regarding access, connectivity, usability, and/or location that render the parcels unsuitable for City purposes.
- h) The City Council shall designate by separate resolution those specific properties that are surplus orphan parcels that may be sold in accordance with this resolution and policy.

Signature of Applicant

Date