



HIGHLAND CITY COUNCIL MINUTES

Tuesday, April 21, 2026

Approved May 5, 2026

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

6:00 PM REGULAR SESSION

Call to Order: Mayor Brittney P. Bills

Invocation: Council Member Ron Campbell

Pledge of Allegiance: Council Member Doug Cortney

Respect Statement: Mayor Brittney P. Bills

The meeting was called to order by Mayor Brittney P. Bills as a regular session at 6:02 p.m. 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 Ron Campbell and those in attendance were led in the Pledge of Allegiance by Council Member Doug Cortney. The Respect Statement was read by Mayor Brittney P. Bills.

PRESIDING: Mayor Brittney P. Bills

COUNCIL MEMBERS:

Ron Campbell	Present
Doug Cortney	Present
Liz Rice	Present
Kim Rodela	Present
Scott L. Smith	Present

CITY STAFF PRESENT: City Administrator Erin Wells, Assistant City Administrator/Community Development Director Jay Baughman, City Attorney/Planning & Zoning Administrator Rob Patterson, City Recorder Stephannie Cottle, City Engineer/Public Works Director Chris Trusty, Police Chief Brian Gwilliam, Fire Chief Brian Patten, Civic Events Coordinator Brooke Boyd

OTHERS PRESENT: Jon Hart, Isaac Paxman, Kirk Beecher, Bruce Ward, Alexandra Gruenewald, Angee Tanner, Deborah Larsen, Ty & Amy Ricks, Wesley Warren, Christian Moore, Maya Myres

1. UNSCHEDULED PUBLIC APPEARANCES

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

Alexandra Gruenewald thanked the City Council and staff for voting to install the bollards and crosswalk on Canal Boulevard. She expressed appreciation for the safety improvements, especially with warmer months approaching and children riding bikes, and noted that attending meetings has given her greater insight into the challenges the Council faces.

Isaac Paxman introduced himself as a candidate running for County Commissioner, Seat B. He explained his background serving as Deputy Mayor of Provo for eight years and his current position at the Utah Attorney General's office. Mr. Paxman noted he was encouraged to run by Commissioner Brandon Gordon, who asked him to replace him and pledged full support. He emphasized his desire to make Utah County the most respected county organization in the state.

Angee Tanner spoke on behalf of three property owners on Alpine Highway, expressing concerns about how new development is impacting existing neighborhoods. She questioned why developers aren't being required to pay for protective measures like sound barriers for longtime residents, noting that Fox Hollow has soundproofing fences for golfers while highway residents lack similar protection. Ms. Tanner highlighted safety concerns about increased traffic from new restaurants drawing visitors from neighboring cities, and requested that developers contribute to protection costs for existing residents, many of whom are on fixed incomes and have lived there over 30 years.

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. Youth Council Report - Easter Egg Hunt

Christian Moore and Maya Myres, members of the Youth Council along with Brooke Boyd, Civic Events Coordinator, will report to the City Council on the Easter Egg Hunt.

Maya Myres, Service/Events Chair for the Youth Council, reported on the Easter egg hunt planning process. She explained that the Youth Council incorporated ideas from all members through voting rather than executive decisions, which made the event planning collaborative and successful.

Christian Moore, Youth Council Member, discussed the event execution, noting there were some scheduling hiccups that resulted in two Easter egg hunts instead of one, but the turnout was good and people enjoyed the event overall.

Mayor Bills thanked the Youth Council for their service and planning/administration of the event; she agreed it was great to have two hunts.

b. Central Utah Water - Gravel Pit & Aquifer Recharge

Bruce Ward, Kirk Beecher, and Derek Bruton from Central Utah Water will provide an update to the City Council on the status of the Gravel Pit & Aquifer Recharge west of the public works facility along Timpanogos Highway.

Kirk Beecher, Lands Manager with Central Utah Water District, provided an update on the gravel pit and aquifer recharge project west of the public works facility. The district owns most of the gravel pit property except for three parcels, having purchased it for potential aquifer recharge and other uses. Mr. Beecher explained that three groundwater monitoring wells have been drilled to study recharge potential. During a six-week test period in late winter/spring, they successfully put water into a test area and recorded water movement in a well half a mile downstream. The wells are between 450-650 feet deep, and they observed minor but measurable increases in groundwater levels. The district has discussed a potential land trade with the City, where Central Utah Water would acquire the City's six-acre parcel in the middle of the pit in exchange for property along Highway 92 that could be better utilized by the City.

Council Member Smith raised concerns about the potential flooding impacts that might affect nearby neighborhoods as a result of the aquifer recharge project. He questioned how the recharge process could be conducted safely without compromising the integrity of residents' basements. In response, Mr. Beecher clarified that the recharge areas were strategically chosen to be at lower elevations than the surrounding neighborhoods.

This placement helps mitigate the risk of flooding residential basements. Additionally, Mr. Beecher explained that a comprehensive monitoring system is in place to continuously check for any issues that might arise from the project. The wells used for monitoring groundwater levels are situated between 450 to 650 feet deep, allowing for precise tracking of groundwater changes and ensuring minimal risk to nearby homes. The discussion further highlighted that only minor increases in groundwater levels were observed when water was introduced to the test recharge area during the six-week trial in late winter/spring. These findings suggest that the aquifer recharge was proceeding without significant issues.

Council Member Campbell asked about the monitoring well put on North County Boulevard just south of SR92. He praised the clean-up efforts at the site, asking if it was the City's or the district's responsibility to maintain it. Mr. Beecher affirmed it was the District's responsibility. Council Member Campbell also inquired about any increase recorded in the well. Beecher confirmed a small increase in groundwater was observed due to the trial. Council Member Campbell appreciated the report, considering it notable progress given recent challenges.

Council Member Rodela asked about next steps once Kilgore is done mining. Mr. Beecher explained the District would continue with engineering studies and hire experts to explore various uses for the site, such as groundwater recharge or a treatment plant for American Fork River water. This process, leading to potential new uses, would require years of engineering studies.

Council Member Smith inquired about beautification plans for the post-mining phase, expressing concerns about the future appearance of the gravel pit and how it would affect nearby neighborhoods. He mentioned constituents in the area are tired of looking at the gravel pit and asked how the area would be made presentable once mining was complete. Mr. Beecher responded that while the District does not have finalized plans at this moment, the intention is to collaborate with the City to ensure the rehabilitated area is aesthetically pleasing and suitable for community standards. Mayor Bills indicated the City would appreciate an update on that matter when more information is available.

Bruce Ward was also present to stress the importance of Highland City's involvement in the North County Water Supply Master Plan. He portrayed the plan as a pivotal long-term strategy designed to ensure water needs are met through the year 2100. The Plan involves a comprehensive review and futureproofing of water resources in the North County area, encompassing all aspects of water supply including surface water, groundwater, stormwater, and wastewater. Mr. Ward also extended an invitation to City officials to participate in the Plan's kickoff meeting scheduled for May 11, 2026 at 11:00 a.m. in the District's Orem office, emphasizing the critical role that strategic planning plays in securing future water resources.

c. New Employee Introduction

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

City Administrator Erin Wells introduced two new employees: Brooklyn Fillin, the new afternoon front desk attendant who is engaged to a police officer and getting married next month, and McKay Harley, who transferred from Parks to become the new Irrigation Technician. Ms. Wells noted that Mr. Harley has institutional knowledge from previous seasonal work with the City's irrigation system.

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 24, 2026
- b. Ratification of Large Purchases** *General City Management*
Erin Wells, City Administrator

The City Council will consider ratifying large purchases made in March 2026.

- c. **ACTION: Fire Station Driveway Change Order** *General City Management*
Chris Trusty, City Engineer/Public Works Director

The City Council will consider a change order for Concrete in the amount of \$12,106.50 for the fire station parking lot.

Council Member Smith requested to pull item 3c.

Council Member Kim Rodela MOVED that the City Council approve consent item 3a, the approval of meeting minutes from March 24, 2026; 3b, Ratification of Large Purchases.

Council Member Ron Campbell SECONDED the motion.

The vote was recorded as follows:

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

The motion carried 5:0

Regarding agenda item 3c, the change order for the Fire Station driveway project, Council Member Smith expressed frustration that the change order was necessary due to Rocky Mountain Power's delays in connecting utilities, which cost taxpayers an additional \$10,000. He questioned whether Rocky Mountain Power would reimburse the City for costs caused by their delays, noting similar issues occurred with the parks maintenance building.

City Engineer Chris Trusty explained that staff had contacted Rocky Mountain Power requesting reimbursement and received a commitment to submit a claim, though no response had been received yet. He noted they now have better communication channels with Rocky Mountain Power through a public relations liaison.

Council Member Scott L. Smith MOVED that the Highland City Council approve consent item 3c, Fire Station Driveway Change Order.

Council Member Doug Cortney SECONDED the motion.

Council Member Cortney noted he distributed a document to all Council Members regarding his thoughts on the proposed change order.

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

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

a. ORDINANCE: Business License and Home Occupation Standards Update - Allowing Daycares and In-Home Instruction in PDs *Development Code Update (Legislative)*

Municipal Code Update (Legislative)

City Staff

The City Council will hold a public hearing to consider proposed amendments regarding business license and home occupations standards, including daycares and in-home instruction.

City Attorney/ Planning & Zoning Administrator Rob Patterson provided an overview of the proposed comprehensive updates to business license and home occupation regulations. The amendments modernize 30-year-old City Code provisions and expand daycare and in-home instruction allowances from just R1-20, R1-30, and R1-40 zones to include planned developments with lots of at least 8,000 square feet and 80 feet of frontage. Key changes include:

- Updated business license processes and penalties
- Clearer home occupation definitions and traffic standards
- Enhanced parking and traffic plan requirements for daycares and in-home instruction
- Consolidation of regulations into one location
- Staff authority to approve/deny with Council appeal rights

Mr. Patterson noted the Planning Commission unanimously recommended the approach after extensive discussion.

Council Member Cortney introduced and distributed a series of proposed amendments concerning various facets of business license and home occupation regulations. The proposed amendments particularly focused on refining penalty structures, establishing clear appeal timeframes, and enhancing administrative procedures to align with current practices. In response, Mr. Patterson expressed his willingness to implement any or all of the suggested adjustments, stressing that these changes were mostly about updating outdated procedures.

The Council engaged in detailed discussions emphasizing the balance between facilitating reasonable home-based businesses and safeguarding neighborhood character. A significant part of the conversation revolved around ensuring that traffic impacts from home-based businesses were manageable and that clear enforcement mechanisms were in place. They discussed defining excessive traffic more clearly to prevent disputes, especially considering home occupations could generate additional traffic. The Council also deliberated on how to efficiently regulate and monitor these businesses, aiming to prevent any negative impacts on local residents while ensuring fair opportunities for small business owners operating from their homes.

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

There were no public comments.

Mayor Brittney P. Bills closed the public hearing at 7:07 pm.

Council Member Rice inquired about the City's ability to revoke a license if issues arise with a home-based business. Mr. Patterson explained the process, stating that while enforcement would largely be complaint-driven, the City staff has the authority to revoke a license if the business does not comply with its conditions. He further clarified that such a decision can be appealed to the Council; if the business continues to operate without a license, the City could take further legal action, involving the Police or going to court to obtain a shutdown order or enforcement actions.

Council Member Doug Cortney MOVED that City Council adopt the ordinance amending the municipal code regarding business license and home occupation regulations along with amendments 4A-2 through 4A-10 as distributed and adopt the ordinance amending the development code regarding home occupations, daycares, and in-home instruction along with amendment 4A-1 as distributed.

Council Member Liz Rice SECONDED the motion.

The vote was recorded as follows:

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

The motion carried 5:0

b. PUBLIC HEARING/ORDINANCE: Text Amendment - Rounding of Density Calculations in R-1-40 Development Code Update (Legislative)

Rob Patterson, City Attorney/Planning & Zoning Administrator

The City Council will hold a public hearing to consider amendments to the R-1-40 zone density calculation proposed by Ty Ricks.

City Attorney/Planning & Zoning Administrator Patterson explained that this item is an application for a text amendment submitted by resident Ty Ricks, who is advocating for a change in the zoning code related to R1-40 density calculations. Specifically, the current procedure involves dividing the total square footage by 40,000 and rounding down any resulting fraction, which in Mr. Ricks's case, rounds down 5.45 to 5 lots, rather than allowing for a sixth lot. Mr. Ricks's proposal is to amend the code to round up instead of down. Historically, Highland has approached rounding by generally rounding to the nearest whole number, with practices varying over the years. Ultimately, density calculation policies are a council's decision, aligned with Highland City's general plan which focuses on safeguarding the area's large lot format. The proposal could enable additional lots if frontage and other requirements are met. Concerns were raised at the Planning Commission over possible phased developments exploiting this change, but legally this would be improbable due to underlying code stipulations. The Planning Commission deliberated extensively, recognizing historical R1-40 conventions and offered varied support, voting five to two against the amendment. The Council is tasked with considering public opinion and whether such policy aligns with municipal goals.

Mayor Brittney P. Bills opened the public hearing at 7:12 p.m.

Mr. Ricks explained his request to change the R1-40 density calculation from always rounding down to rounding to the nearest whole number. His property calculates to 5.45 lots, which rounds down to 5 under current code, but he could accommodate 6 lots if allowed to round up at 5.5. He provided background on his property's history and emphasized the financial impact, noting that not getting the 6th lot would cost approximately \$165,000 per lot for the other purchasers. He indicated plots were sold to family and friends at cost rather than for profit; however, there was also a possibility of making a senior housing development.

Wesley Warren stated he is one of the Planning Commissioners who voted in favor of the amendment, arguing that the change would help with housing affordability, add taxpaying residents, and that there was no compelling reason to maintain the status quo. He reiterated the Planning Commission voted five to two to recommend denial of the amendment, though he supported it.

Mayor Brittney P. Bills closed the public hearing at 7:23 p.m.

Council discussion revealed varying perspectives; Council Member Campbell expressed opposition to the proposed changes for R1-40 density calculations, emphasizing his reluctance to alter the existing rounding rules. However, he showed interest in considering the proposal if the applicant pursued a senior housing development instead. He indicated an openness to discussing reasonable plans for senior-restricted smaller lots, suggesting that such an approach could lead to positive outcomes.

Council Member Smith suggested that Mr. Ricks acquire an additional 0.05 acres from neighboring properties. This acquisition would naturally bring the property to the required 5.5 threshold under existing rounding rules, allowing for an extra lot without necessitating a broader change to City code. This approach would enable the applicant to achieve his goals within the framework of the current regulations.

Council Member Rodela expressed her perspective, reiterating her support for implementing standard mathematical rounding rules for density calculations. This approach, she argued, would align the City's practices with conventional standards, offering a straightforward and equitable solution.

After extensive discussion involving the possibilities of obtaining additional property from neighbors or potentially negotiating with the City, the council ultimately decided to modify the rounding rule. This decision was influenced by the various considerations and suggestions made during the council meeting, balancing the applicant's needs with City policy and residents' interests.

Council Member Rodela MOVED to make a change to the code to go with rounding measures that are used in our schoolrooms with 5.5 round up and 5.49 round down.

Council Member Cortney asked if the intent of the motion would be for rounding to the next whole number.

There was no SECOND. The motion failed.

Following the failed motion, there was an extensive discussion among the Council Members about the implications of rounding rules on City density calculations. Council Member Smith stated he would like to find a way to work with Mr. Ricks to help him get six lots in his project. There was discussion about possibly continuing the item until a future date to give Mr. Ricks time to explore the option of acquiring additional property.

Council Member Scott L. Smith MOVED to continue the item.

Council Member Doug Cortney SECONDED the motion.

Council Member Cortney asked Mr. Ricks if continuation of the item will cause problems for him. Mr. Ricks stated 'time is money'; he was comfortable with the idea of continuing the item so long as he has support from the City to proceed with his preliminary plat application to the Planning Commission. He stated he will approach neighboring property owners to determine if he can acquire additional property.

Council Member Scott L. Smith AMENDED the motion to continue for 2 weeks.

Council Member Doug Cortney SECONDED the motion.

Council Member Liz Rice MOVED to AMEND that motion to continue for 2 weeks, with the understanding that Mr. Ricks is going to try to acquire an additional 2500 sq ft of property.

There was no SECOND. The motion failed.

The vote was recorded as follows:

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

The motion failed 3:2

Mayor Bills indicated the Council can entertain another motion because the motion to continue failed.

Following continued discussion of the matter, a consensus emerged to modify specific text in the Highland Development Code for greater clarity without fundamentally altering the zoning rule's rounding logic.

Council Member Doug Cortney MOVED that the Council adopt the ordinance amending exhibit A to add a change to Highland Development Code 3-613 to preface the existing text with “unless otherwise specified herein”, and to strike the existing word "down" and proposed word "up" in Highland Development Code 3-4103 exhibit A which would change it to “a fractional number shall be rounded to the nearest whole number”.

Council Member Kim Rodela SECONDED the motion.

Council Member Smith voiced concern regarding the proposed motion. He expressed hesitation to significantly change the City's zoning code in response to a single development issue and suggested that perhaps acquiring a small piece of land from neighboring properties could achieve the applicant's goals within the existing framework. Council Member Smith leaned toward maintaining the established standards while addressing the individual case differently. He emphasized the potential consequences of altering the code and preferred consideration of reasonable alternatives that do not entail a broader policy shift. Mr. Patterson stated that Mr. Ricks could explore acquiring additional land from neighboring properties to reach the necessary square footage to get 6 lots. Another option is the idea of the City selling land or offering an easement to facilitate Mr. Ricks in acquiring enough property to meet the square footage to get 6 lots. Such an approach could enable Mr. Ricks to add an extra lot without modifying the zoning code, beyond the change to round to the nearest whole number, thus retaining the current City regulations while enabling the applicant to meet his objectives.

Council Member Cortney restated his motion for the record. Mayor Bills called for a vote on 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: Highland Alpine Chamber of Commerce Memorandum of Understanding *General City Management*

Erin Wells, City Administrator

The City Council will consider approving the proposed Memorandum of Understanding (MOU) between Highland City and the Highland Alpine Chamber of Commerce (Chamber).

City Administrator Erin Wells presented the proposed memorandum of understanding (MOU) between Highland City and the Highland Alpine Chamber of Commerce. The agreement outlines the City's \$2,500 annual membership and mutual commitments, including welcome materials for new residents, active participation in Chamber-sponsored events, and business regulation education. Ms. Wells mentioned that the chamber would provide "welcome wagon" materials, brochures that the City would hand out to new residents when they sign up for utilities. In addition, the Chamber would advertise sponsorship opportunities from the City to their members and educate the business community about local regulations, aiming to foster a cooperative relationship between the business community and City governance.

Council Member Rice, who serves on the Chamber board, discussed some difficulties surrounding the welcome wagon program due to privacy restrictions on sharing new resident addresses. These complications stem from state regulations that prohibit the City from distributing personal information like addresses to external organizations without explicit consent. In seeking solutions, various options were explored, including potential consulting agreements or implementing opt-in systems for new residents during the utility signup process, where they could voluntarily request information from the Chamber.

Council Member Smith expressed concerns about the perceived limitations of the MOU. Specifically, he questioned the clause stating the Chamber cannot allocate City resources, fearing it might unnecessarily restrict collaborative efforts. Ms. Wells clarified that this clause prevents unauthorized use of City resources but still allows for coordinated efforts with City approval.

Council Member Cortney considered potential ways to integrate the Chamber's work more closely with City operations, such as shared staffing arrangements, while allowing the Chamber to maintain its autonomy and effectiveness in promoting local businesses.

Council members expressed strong support for the Chamber while working through operational details about resource sharing and event coordination. They emphasized their commitment to fostering a vibrant business community through collaboration with the Chamber of Commerce, intending to generate new opportunities and grow the local economy.

Council Member Liz Rice MOVED that the City Council approve the Memorandum of Understanding between the Highland City and the Highland Alpine Chamber of Commerce.

Council Member Ron Campbell SECONDED the motion.

The vote was recorded as follows:

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

The motion carried 5:0

d. ACTION: Solicitor License Appeal - Ludwig General City Management
Rob Patterson, City Attorney/Planning & Zoning Administrator

The City Council, as the appeal body, will consider an appeal by Scott Ludwig of City staff's denial of his application for a solicitor's license.

The appellant did not appear for the scheduled hearing regarding the solicitation license appeal. Without the appellant present to provide any new information or argument to counter the denial, City Attorney/Planning & Zoning Administrator Patterson advised the Council to affirm the decision made by staff, noting that the Highland City Code requirements had not been satisfied, and thus the solicitation license should not be granted.

Council Member Scott L. Smith MOVED that the City Council affirm the decision of staff and uphold the denial of a solicitor's license to Mr. Ludwig, finding that Mr. Ludwig has a disqualifying status under Highland City Code, as outlined in the letter of denial.

Council Member Doug Cortney SECONDED the motion.

Council Member Cortney asked if the Council's decision will be provided to the appellant in writing. Mr. Patterson answered yes.

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

e. ACTION: Lone Peak Public Safety District Fiscal Year 2026-2027 Tentative Budget *General City Management*

Erin Wells, City Administrator

The City Council will consider approval of the Lone Peak Public Safety District Fiscal Year 2026-2027 Tentative Budget that was adopted by the Lone Peak Public Safety District Board on April 1, 2026 and Alpine City on April 15, 2026.

City Administrator Erin Wells presented the Lone Peak Public Safety District (LPPSD) Fiscal Year 2026-2027 tentative budget. The budget for the District, which was approved by the District Board on April 1, 2026, constitutes a significant portion of the City's financial commitments, representing approximately 76% of Highland's property and sales tax revenue. The proposal projects an increase in spending necessary to maintain service levels and ensure competitive compensation for public safety staff. Key elements of the budget include a 5% wage adjustment aimed at enhancing market competitiveness for both the Police and Fire departments. This adjustment is designed to help retain staff and combat regional recruitment pressures from neighboring cities. In recent times, the District has experienced staffing challenges, such as the loss of a captain to Saratoga Springs, emphasizing the critical need for competitive compensation to attract and maintain talent within Lone Peak's ranks. The budget also allocates funds for the addition of a new police sergeant position. This move is aimed at addressing supervisory gaps identified by Chief Gwilliam. Further, the budget proposes vehicle purchases using fund balances. This approach departs from the traditional vehicle leasing agreements, allowing the district to leverage existing resources for capital acquisition, reducing long-term leasing costs. The shift to purchasing is facilitated by current fund balances and has been approved to streamline the department's vehicular needs more efficiently. Moreover, the budget introduces funding for artificial intelligence (AI) software intended to augment report writing. This technology is expected to significantly save time in the report-writing process, allowing officers to focus more on patrol duties.

Council Member Rice asked questions about the AI software, particularly whether such software was truly necessary, given that some AI tools are available at no cost. Ms. Wells explained that the AI software in question is designed to download body cam footage and generate initial police reports from it, which significantly aids in report writing. Additionally, Council Member Cortney provided input, noting that it incorporates different information sources to create comprehensive reports and thus seeks to reduce the time spent writing a report by nearly half, allowing officers to spend more time in the field.

Ms. Wells then noted Fire Department adjustments include updates to revenue projections and formula changes. Through these adjustments, the Fire Department aims to optimize its budget allocations and ensure that it aligns accurately with assessed needs and revenue-generating activities.

Council Member Smith raised significant concerns regarding the sustainability of maintaining 11% annual increases in the budget. He pointed out that over four years, the budget has expanded by \$6 million, marking a 44% increase. He asked for information about the District’s long-term funding capabilities in the context of slowing growth, emphasizing the gap between increasing expenses and more modest gains in sales and property tax revenues. City Administrator Wells recognized these financial pressures but reiterated the priority of staying competitive with neighborhood agencies to retain staff. She acknowledged the complexities of maintaining balanced budgets without compromising essential public safety services and stated she feels that it is appropriate for the City to strive to pay its public safety officials an ‘average’ wage when considering the other entities that have been used for benchmarking purposes. Staff will continue to propose budgets that allow for average pay rates and whether to fund those proposals will be a policy decision for the City Council. Council Member Smith stated he understands the position the City is in but reiterated he does not believe annual increases of 11 percent are sustainable.

Council Member Rice stated it is her opinion that Police Officers can never be paid enough; they consistently show up at the worst times in people's lives, and often, some officers do not go home at the end of the day. She emphasized that even though some might hesitate at the idea of a property tax increase, doing so is worthwhile as a means to ensure fair compensation for the officers who serve the community. She expressed her genuine appreciation for public safety personnel, highlighting their invaluable role in community welfare. Even with her typical resistance to property tax increases, she would consider it worth an increase if directed at ensuring adequate support and compensation for police officers and firefighters.

Through continued high-level discussion, Mayor Bills and the Council Members expressed general support for the budget, understanding the critical nature of public safety. They acknowledged the pressures of creating balanced budgets while simultaneously meeting the needs of public safety services. The Council reinforced the sentiment that ensuring competitive compensation and adequately staffing public safety departments remains a primary priority, preparing for potentially complex fiscal strategies ahead.

Council Member Liz Rice MOVED that City Council approve the Lone Peak Public Safety District Fiscal Year 2026-2027 Tentative Budget that was adopted by the Lone Peak Public Safety District Board on April 1, 2026.

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

Chief Gwilliam expressed his appreciation for the Council's support and emphasized the challenging nature of funding decisions for public safety. He shared that both he and Chief Patten had lost close friends in the line of duty, highlighting the personal impact and risks associated with public safety work. He concluded by again thanking the Council and reinforcing the importance of community support, understanding the financial pressure points, and valuing the sacrifice and dedication of officers and their families.

Council Member Smith expressed a desire for more regular reports on call volume and other statistics from the public safety departments. He mentioned the utility of having comparative data with neighboring cities to better understand and justify public safety expenditures, suggesting it would be beneficial for Councils to receive detailed reports.

Council Member Campbell acknowledged the significant achievements that funding public safety has brought to the City, notably being recognized as one of the safest cities in the U.S. He argued that reaching this status is directly tied to prioritizing public safety in the City's financial plan and recognized that maintaining it would require continued commitment to public safety funding.

5. DISCUSSION ITEMS

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

a. Cemetery Perpetual Care Fund *General City Management*

Jay Baughman, Assistant City Administrator/Community Development Director

Stephannie Cottle, City Recorder

The City Council will discuss options for cemetery plot fees in order to ensure the long-term viability of the Cemetery Perpetual Care fund, as well as options for plot buybacks and plot transfers.

Assistant City Administrator Jay Baughman and City Recorder Stephannie Cottle presented options for cemetery fee adjustments based on Zions Public Finance study recommendations. The presentation focused on Scenario 2, which had council support from previous discussions. Key proposals included:

- Resident plot rate: \$1,520 (18.5% increase from current \$1,283)
- Non-resident rate: \$2,130 (from current \$1,793)
- Annual 3.5% increases thereafter
- Transfer fee increase from \$25 to \$100 per plot
- New transfer policies to prevent gaming the system
- Plot buy back rate

Ms. Cottle detailed current problems with residents purchasing multiple plots at resident rates then immediately transferring them to non-resident family members, creating excessive administrative work and revenue loss. Discussion revealed philosophical differences among Council Members:

- Council Member Smith preferred incremental increases over large jumps
- Council Member Campbell supported the increases to achieve self-sufficiency
- Council Member Rice suggested eliminating resident/non-resident distinctions for administrative simplicity
- Mayor Bills expressed discomfort treating the cemetery as a revenue generator.

The Council provided direction to implement Scenario 2 with an effective date of May 6, Option 2A for transfers (charging difference only for plots purchased after effective date), and Option 1 for buybacks (paying current market rate).

6. COMMUNICATION ITEMS

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

a. Potential Text Amendment - Requiring Development to Bury Power Lines

Liz Rice, Council Member

Council Member Rice provided the Council with information about the benefits of underground power lines. She focused on aspects related to emergency preparedness, wildfire mitigation, and improving overall safety. She emphasized that this presentation was informative in nature and not tied to any immediate budgetary decisions. Instead, it was aimed at raising awareness about the potential benefits of such projects, especially if opportunities to partner with Rocky Mountain Power or receive funding arise in the future. Discussion of Council Member Rice's recommendation delved into various safety concerns and historical incidents. For example, Council Member Rice highlighted a tragic incident that occurred in Logan a few years ago when extreme weather caused lines to fall, resulting in fatalities when Utah State students accidentally came into contact with them.

Council Member Rodela questioned the practicality of discussing items that did not have immediate actionable outcomes, expressing concerns about the effectiveness of dedicating time to such topics without a clear path forward.

Council Member Smith underscored the aesthetic and safety advantages of buried power lines, noting that underground lines can significantly enhance the visual appeal of neighborhoods while also reducing the risk of outages and accidents during severe weather conditions.

The Council concluded that while the topic may not lead to immediate action, the discussion opened up various points of consideration that could be relevant for future planning and collaboration with utility providers such as Rocky Mountain Power, particularly if funding opportunities become available.

b. Central Utah 911 Update

Doug Cortney, Council Member

Council Member Cortney provided a comprehensive budget analysis for the Central Utah 911 District; this included insights into revenue sources, staffing challenges, and assessment calculations. He highlighted concerns about the current staffing situation, noting that the agency is budgeting based on full staffing levels, yet they are operating with 43 filled positions out of 51 authorized. Despite this, there is a proposal to expand to 55 full time employment (FTE) positions for the next Fiscal Year (FY). Council Member Cortney expressed skepticism about the necessity of increasing the workforce, considering the agency has not yet reached full staffing of the positions currently approved. He questioned the rationale behind the push for additional FTEs when the agency is already functioning below its authorized capacity. He noted he has questions about the strategic planning and resource allocation in the District's budgeting practices, as it indicates potential inefficiencies or misalignments in staffing strategies in relation to actual needs and operational realities.

c. Potential UDOT Construction of Timpanogos Highway Trail

Chris Trusty, City Engineer/Public Works Director

City Engineer Trusty reported that the Utah Department of Transportation (UDOT) approached the City about funding a trail along SR-92 as part of the Utah Trail Network master plan. The 10–12-foot asphalt trail would replace existing sidewalks and connect to existing trail systems.

Council members expressed interest while raising questions about property acquisition and coordinating the schedule for the trail project with City utility projects. A broader discussion emerged around the condition of UDOT-owned properties along the SR-92 corridor, which currently presents a blighted appearance along part of the City's entrance. Council members voiced concerns about improving this area to create a more welcoming and aesthetically pleasing gateway into Highland. They suggested exploring discussions with UDOT to address this longstanding issue, expressing a desire for these properties to reflect positively on the community.

d. Pressurized Irrigation Water & City Property Watering Update

Chris Trusty, City Engineer/Public Works Director

City Engineer/Public Works Director Trusty provided an update on water conditions, showing snowpack declined from 58% on March 1 to just 13% currently - the lowest on record. The state peak occurred three weeks early at 8.4 inches, about half of normal April levels. The City began irrigating ball fields only, with other areas remaining unwatered until May as previously directed. Educational outreach was implemented, and usage has remained relatively low due to cool temperatures.

Council discussion centered on balancing water conservation with protecting stressed vegetation from the dry winter. Council members agreed to continue the conservative approach while allowing targeted watering for critical areas and trees.

e. Community Development Update (Current Projects)

Jay Baughman, Assistant City Administrator/Community Development Director
Rob Patterson, City Attorney/Planning & Zoning Administrator

City Attorney/Planning & Zoning Administrator Patterson briefly noted that a daycare on Highland Boulevard received site plan approval, 10700 North Commercial is about to receive site plan approval for retail/office space, and neither requires Council review due to development agreement provisions.

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.

There was no closed meeting.

ADJOURNMENT

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

The meeting adjourned at 10:18 p.m.

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 April 21, 2026. This document constitutes the official minutes for the Highland City Council Meeting.



Stephannie B. Cottle, CMC, UCC
City Recorder

Welcome to the Highland City Council Meeting

April 21, 2026

Please Sign the Attendance Sheet

Scan for Agenda





6:00 PM REGULAR SESSION

Call to Order – Mayor Brittney P. Bills

Invocation – Council Member Ron Campbell

Pledge of Allegiance – Council Member Doug Cortney

Respect Statement – Mayor Brittney P. Bills



UNSCHEDULED PUBLIC APPEARANCES

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

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

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



PRESENTATIONS

- a. Youth Council Report – Easter Egg Hunt – *Christian Moore, Maya Myers and members of the Youth Council, Brooke Boyd, Civic Events Coordinator*
- b. Central Utah Water – Gravel Pit & Aquifer Recharge – *Bruce Ward, Kirk Beecher, Derek Burton*
- c. New Employee Introduction – *Erin Wells, City Administrator*



New Employee Introduction

- Brooklyn Fillin,
Front Desk Attendant



- McKay Harley,
Irrigation Technician



CONSENT ITEMS *(5 minutes)*

- 3a. Approval of Meeting Minutes: March 24, 2026
General City Management

- 3b. Ratification of Large Purchases
General City Management

- 3c. Fire Station Driveway Change Order
General City Management

Motion to Approve

I move that the City Council approve consent item 2a, the approval of meeting minutes from March 24, 2026; 2b, Ratification of Large Purchases; and 2c, Fire Station Driveway Change Order.



BUSINESS LICENSE AND HOME OCCUPATION STANDARDS UPDATE - ALLOWING DAYCARES AND IN-HOME INSTRUCTION IN PD

Development Code Update (Legislative)

Municipal Code Update (Legislative)

Item 4a - Public Hearing/Ordinance

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

Background

- 2022 – Council adopts ordinance to allow daycares, preschools, and in-home instruction as home occupations, allowing non-resident employees and additional traffic pursuant to traffic plan that is reviewed by staff. These are generally not permitted in planned developments, especially Ridgeview
- September 2025 – Council indicates support to look at the regulations and whether to allow in planned developments

Summary of Amendments

- As staff reviewed the daycare and in-home instruction regulations, staff realized there were discrepancies between municipal code licensing regulations and development code use regulations for home occupations and business licenses
- Business license code has not been significantly updated in 30 years
- Staff has proposed numerous amendments, most of which do not substantively change anything about how the city is currently operating, but rather align the code with current practices

Municipal Code Amendments - General

- Update definitions and clean up language
- Designate the business license official to process license applications
- Allow temporary licenses in limited circumstances
- Allow conditions of approval on licenses
- Allow civil and criminal penalties
- Update temporary use permits per development code
- Regulate and allow mobile businesses per state law
 - Cannot operate on public property with city approval

Municipal Code – License Exemptions

- Minor-operated businesses (state law)
- Sellers of agricultural products on their property (current exception)
- Home occupations with home occupation license
- Solicitors with solicitor's license
- Businesses without a fixed location in Highland
 - Contractors, deliveries, online sales, in-home services, mobile businesses (food trucks) with current licenses from other cities

Municipal Code – Process Updates

- Renewal and delinquency process updated to match current practice (notice sent out on or before June 1, follow ups, penalty on Aug 1, referred to city attorney after Aug 15)
- Staff can deny or revoke a license
- City Council hears appeals of denials, revocations, and conditional approval of license

Municipal Code – Home Occupations

- Move use regulations to development code and process and license regulations in municipal code, including 300' radius notice requirement
- Home occupations with outside employees/clients must post license and comply with business regulations for hours of operation
- Updated review, denial, revocation, and appeal process to match business licenses, except if a home occupation is not renewed, it is deemed voluntarily terminated without further penalty or action

Municipal Code - Summary

- Clearer definitions and process
- Substantive code changes (current practice):
 - Classification and exemptions clarified
 - Mobile businesses regulated
 - Staff can deny applications and revoke licenses without council approval, but council remains appeal body. If appealed, revocation of a license is stayed until council decides. End result is the same, but helps uncontested issues be resolved faster

Development Code – Home Occupations

- Clarify definition of home occupations so any business on a residential property not otherwise permitted must meet home occupation standards
- Consolidate daycare/in-home instruction regulation
- Standardize rule that up to 25% of dwelling unit allowed to be used for home occupation
- Allow one commercial vehicle to be visibly parked, rest screened, as per municipal code

Development Code – Home Occupations

- Clarify excessive or unusual traffic – “safe harbor” if do not do any of the following:
 - Doubles normal trip generation of residential use
 - Parking needs cannot be met on-site or on frontage
 - Regular deliveries/shipments from large trucks
 - Parking for occupation violates City standards (obstructing hydrants, driveways, intersections, etc)

Development Code – HO – Daycare/IHI

- Make daycare and IHI home occupation regulations general regulations, rather than zone-specific
- Clarify requirements for parking/traffic flow plan
 - Number of employees and times of arrival/departure
 - Number of students and times of arrival/departure
 - Site plan showing parking, driveways, intersections, trails, hydrants, and proposed traffic circulation
- Subject to approval of parking/traffic plan and applicant's demonstration of mitigation of traffic impacts, daycares and IHI allowed to have more traffic than usual

Development Code – HO – Daycare/IHI

- Allowed to use accessory structures and yard
- Planning Commission's recommendation: Allowed on any residential property (including planned developments) over 8,000 SF (slightly more than 1/6 acre) with 80 feet of frontage
 - Remains subject to traffic and parking plan, and can be denied if traffic/parking impacts are not mitigated
 - Remains subject to 300' radius notification

Development Code - Summary

- Clearer definitions and process
- Substantive code changes:
 - Clarify what is allowed for parking and traffic with typical home occupation
 - Require additional information with parking plan
 - Expressly allow additional traffic and use of yard/accessory buildings for daycares/IHI
 - Allow daycares/IHI on any residential lot 8,000 SF, 80' frontage

Planning Commission Action

- Public hearing held March 31, no comments received
- Debated options for residential lots allowed to have daycares/IHI, but opted to impose less restrictive regulation due to enhanced parking and traffic regulations
 - 8,000 SF & 80' frontage (recommended)
 - 11,000 SF & 90' frontage (most open space neighborhoods)
 - 20,000 SF & 115' frontage (R-1-20 standard)
- Unanimously voted to recommend adoption with less restrictive regulation

Staff Review

- Notice published April 9, no comments received
- Staff recommends Council hold a public hearing and adopt the amendments, as majority of amendments address gaps in regulation or update regulations to meet current practices
- Staff supports allowing daycares/IHI on smaller lots, as that seems to treat planned developments and open space neighborhoods fairly, and staff still has ability to review parking and traffic issues and deny, limit, or revoke license if parking and traffic is an issue

Motion to Approve

I move that City Council adopt the ordinance amending the municipal code regarding business license and home occupation regulations and adopt the ordinance amending the development code regarding home occupations, daycares, and in-home instruction.

[Council may adopt additional or different amendments to either code]



TEXT AMENDMENT – ROUNDING OF DENSITY CALCULATIONS

Development Code Update (Legislative)

Item 4b – Public Hearing/Ordinance

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

Background to Request

- Mr. Ricks is seeking to develop property on 6800 West
- Property is approximately 5 acres, or 218,113 SF
- R-1-40 density calculation results in a fractional lot
 - $218,113 \text{ SF} / 40,000 = 5.45$ lots
 - R-1-40 requires that “a fractional number shall be rounded down to the nearest whole number” allowing only 5 lots
- The property could be subdivided into 6 lots that meet R-1-40 standards (30,000 SF, 1 could be 20,000-30,000 SF) if allowed to round up
- Mr. Ricks has applied to amend R-1-40 zoning code to round up, rather than down

Request from Applicant

- Amend 3-4103(1):
 - “The maximum number of lots to be permitted on a subdivided property is determined by dividing the total square footage, less any area used as an existing prescriptive easement or roadway, by 40,000 square feet. Churches and other public buildings and grounds shall not be used in calculating the number of allowable lots. Lots in the R-1-40 Zone may not be smaller than 20,000 square feet with not more than 25% of the lots being 30,000 square feet or less. In determining number of lots, a fractional number shall be rounded **down up** to the nearest whole number.”

History of R-1-40 Density Calculations

- **1978:** Lots 40,000 SF, with minor flexibility of 10%
 - General rule of rounding to nearest whole number
- **1981:** Lots 40,000 SF, with 25% allowed to be 20,000 SF. R-1-40 PUDs were also allowed where all lots could be 20,000 SF if density was 1 per 40,000 SF
 - General rule of rounding to nearest whole number
- **1998-2022:** Density calculated by dividing by property by 40,000 and rounded to nearest whole number
- **2022-Present:** Same as before, but always round down
- **Proposal:** Change to always round up for R-1-40

Staff Review

- Density calculations are policy choice
- General Plan directs City to evaluate Code to ensure development aligns with established character of large lots and abundant open spaces.
 - Proposed amendment would allow one additional lot in most R-1-40 developments, so long as developer could meet all frontage (130'), setback, and size requirements (75% lots 30,000+ SF, 25% lots 20,000-30,000 SF)
 - Developers could not phase developments to increase density, as code calculates density based on original subdivision
 - Because other requirements still restrict lots, and historically city allowed some rounding up, it appears that always rounding up would not significantly change character of R-1-40 neighborhoods

Planning Commission Action

- Public hearing held March 31, no comments received
- Planning Commission debated impacts to R-1-40 zoning goals and neighborhoods.
- Some preferred to keep the code as-is, some supported changing back to rounding to the closest whole number, others saw little impact from proposed change and thought the change would be helpful to facilitate the proposed development and other complicated/limited infill developments
- Vote 5-2 against changing code (keep as-is)

Staff Recommendation

- Public notice posted April 9, no comments received
- Staff has no recommendation on the policy.
- Staff has no concern with text of proposed amendment.
- Staff has no concern with implementing the proposed amendment or continuing with current code. Allowing, at most, one additional lot in R-1-40 subdivisions will not be an administrative burden
- Staff recommends that the Council hold a public hearing, hear from the applicant, and determine whether to approve or deny Mr. Ricks's proposed amendment or take other action

Motion

I move that the City Council [ADOPT or REJECT] the amendments to section 3-4103 as proposed by the applicant.

[Council may adopt different or additional amendments separate from what the applicant proposed]



HIGHLAND ALPINE CHAMBER OF COMMERCE MEMORANDUM OF UNDERSTANDING

General City Management

Item 4c – Action

Presented by – Erin Wells, City Administrator

Background

- On March 3, Council approved Highland joining the Chamber if an MOU outlining expectations between the two bodies was created
- Staff is supportive of the content of the MOU
- \$2,500 membership fee budgeted in FY26 budget and FY27 draft budget. MOU doesn't require any additional expense.

Chamber Commitments

- Provides materials with business information to the City to give to new residents
- Allows City participation in luncheons and events and mentions the City at events and on publications
- Provides a city-appointed board seat
- Advertises City sponsorship opportunities to chamber members
- Educates businesses on City business regulations
- Provides feedback to City on needs of businesses

City Commitments

- \$2,500 annual fee
- Space in newsletter as space is available
- Hands out materials from Chamber to new residents
- Provides information to Chamber on business regulations and sponsorship opportunities

Limitations

- Chamber can't use City resources including buildings, staff, and volunteers, unless mutually agreed upon.
- Chamber does not officially represent the City.

Motion to Approve

I move that the City Council approve the Memorandum of Understanding between the Highland City and the Highland Alpine Chamber of Commerce.



SOLICITOR LICENSE APPEAL - LUDWIG

General City Management

Item 4d - Action

Appellant: Scott Ludwig

Appellee: Highland City, Rob Patterson, City Attorney

Motion to Affirm

I move that the City Council affirm the decision of staff and uphold the denial of a solicitor's license to Mr. Ludwig, finding that Mr. Ludwig has a disqualifying status under Highland City Code, as outlined in the letter of denial.

Motion to Reverse

I move that City Council reverse the decision of staff and direct that staff issue a solicitor's license to Mr. Ludwig. [Council would need to specify the findings to support this decision]



LONE PEAK PUBLIC SAFETY DISTRICT FISCAL YEAR 2026-2027 TENTATIVE BUDGET

General City Management

Item 4e - Action

Presented by - Erin Wells, City Administrator

Background

- If the Lone Peak Budget increase exceeds the average property tax revenue increase between the two cities, each City has to approve the budget.
 - Lone Peak Board approved – April 1
 - Alpine City Council approved – April 15

Public Safety Proposed Budget

- Admin
 - New contract attorney
 - Increases from Dispatch
 - Refunds from Lone Peak fund balance/ formula change to both cities

Public Safety Proposed Budget

- Police
 - 5% wage adjustment
 - Added Sergeant position to address supervision gaps
 - Use of fund balance to purchase vehicles
 - Report writing software to improve officer efficiency

Public Safety Proposed Budget

- Fire/EMS
 - Revenue increase from increased call volume and county response
 - New financing formula based on market value of each City
 - 5% wage adjustment (market and merit)

Impact to Highland Budget

- \$3,342,158 – Police
- \$282,375 – Administration
- \$2,689,615 – Fire/EMS

- Total City Assessment Increase = \$74,871

Impact to Highland Budget

Fiscal Year	Public Safety Fee Total	LPPSD Assessment	Portion of Assessment Covered by Sales & Property Tax	Percent of Public Safety Fee	Percent of Tax Subsidy	Total Sales Tax	Total Property Tax	Total Taxes	Percentage of Taxes Used for Public Safety	Percentage of Taxes Used for Public Safety if No Public Safety Fee is Collected
2020	648,941	4,186,949	3,538,009	15%	85%	2,742,113	1,873,264	4,615,377	76.66%	90.72%
2021	653,689	4,198,443	3,544,754	16%	84%	3,245,412	1,994,840	5,240,252	67.64%	80.12%
2022	672,560	4,268,098	3,595,538	16%	84%	3,662,461	1,980,461	5,642,922	63.72%	75.64%
2023	933,764	4,987,575	4,053,811	19%	81%	3,937,400	2,130,936	6,068,336	66.80%	82.19%
2024	974,625	5,361,339	4,386,714	18%	82%	4,039,906	2,150,745	6,190,651	70.86%	86.60%
2025	990,000	5,689,853	4,699,853	17%	83%	4,280,627	2,258,406	6,539,033	71.87%	87.01%
2026	1,020,000	6,239,277	5,219,277	16%	84%	4,140,000	2,264,168	6,404,168	81.50%	97.43%
2027	1,052,971	6,314,148	5,261,177	17%	83%	4,737,716	2,203,343	6,941,059	75.80%	90.97%

Motion to Approve

I move that City Council approve the Lone Peak Public Safety District Fiscal Year 2026-2027 Tentative Budget that was adopted by the Lone Peak Public Safety District Board on April 1, 2026.



CEMETERY PERPETUAL CARE FUND

General City Management

Item 5a – Discussion

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

Scenario 2 from ZPFI Study

Repayment to General Fund	All Land and Capital Expenses
Rate Increase	18.5%
New Resident Rate	\$1,520*
New Non-resident Rate	\$2,130*
Annual Increase Thereafter	3.5%

*Plot prices have been rounded up to the nearest \$10.

When would Council like the price increase to go into effect?

Plot Transfer Fee

- Current fee is \$25/plot to transfer
- Recommended fee increase to \$100/plot

Why? (Approx. 1 hour staff time)

- Meeting with families
 - Verifying ownership
 - Completing transfer paperwork including notarization
 - Updating records and cemetery software system
 - Creating new certificate(s)
 - Cost of mailing certificate(s)
-
- American Fork: \$75
 - Lehi: \$75
 - Pleasant Grove: \$50/\$500
 - Alpine: \$50

Plot Transfers

- Option 1: Keep current practice and transfer only to family members. Transfer fee \$25/plot.
- Option 2: Allow transfers to anyone but charge the difference between the resident and non-resident rate, if transferring to a non-resident. (Difference to be calculated using the current rates). Transfer fee \$100/plot regardless of resident or non-resident status.
- Option 2a: Variation of Option 2 but allows for an effective date for the fee to transfer between resident and non-resident. Transfer fee \$100/plot.

Plot Transfer Examples for Option 2a

- John Doe purchased 10 plots for his family in 2006. All his children live outside Highland City. Because he purchased these plots prior to the effective date, if he chooses to transfer the plots to his children, it will cost \$100/plot.
- John Doe purchases 10 plots for his family after effective date. John is told at the time of sale that if he transfers to anyone living outside of Highland City, they will be charged the difference between the current resident and non-resident rate plus \$100 transfer fee/plot.
- *In either example, John may direct in his trust or will that a trustee or executor has the authority to administer these plots. No transfer is necessary as long as trustee or executor can authorize burials, etc.

Plot Buybacks

- Option 1: Keep current practice and buy back plots at the going rate.
- Option 2: Buy back plots at the rate they were originally purchased.
- Option 3: Buy back plots at the going rate minus a determined amount for perpetual care.



POTENTIAL TEXT AMENDMENT – REQUIRING DEVELOPMENT TO BURY POWER LINES

Item 6a – Communication

Presented by – Liz Rice, Council Member

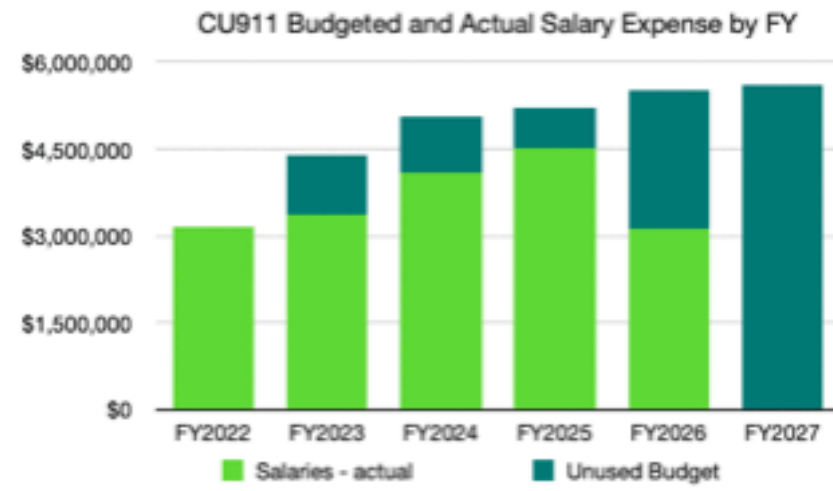
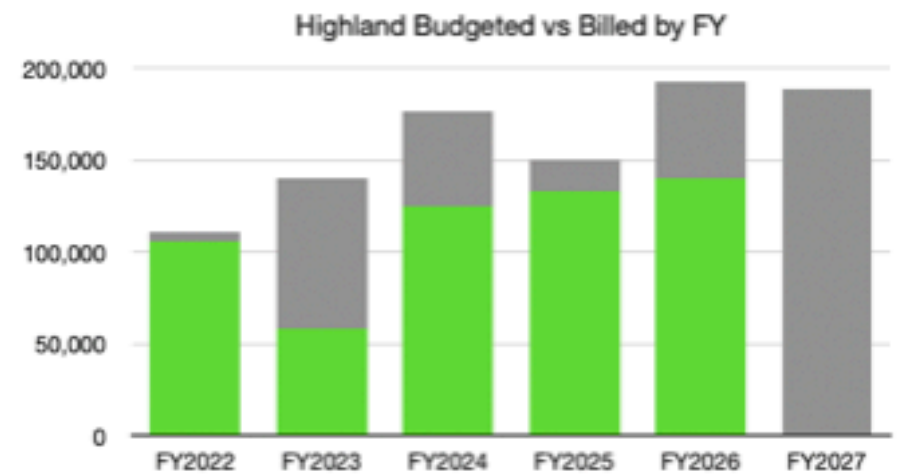
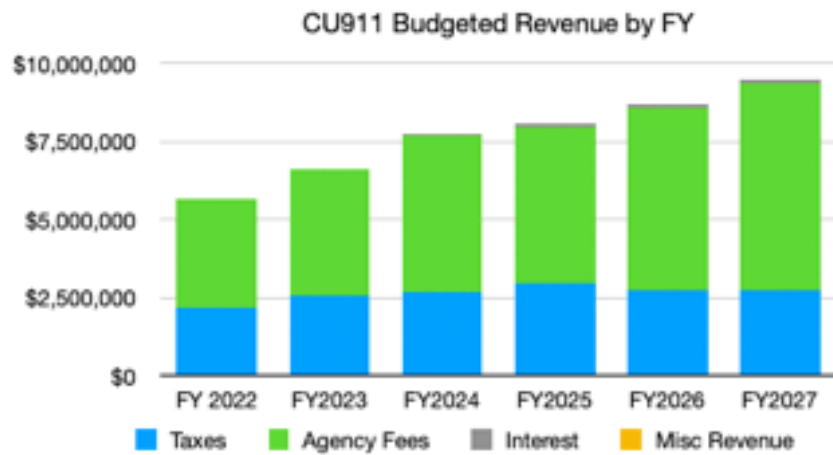


CENTRAL UTAH 911 UPDATE

Item 6b – Communication

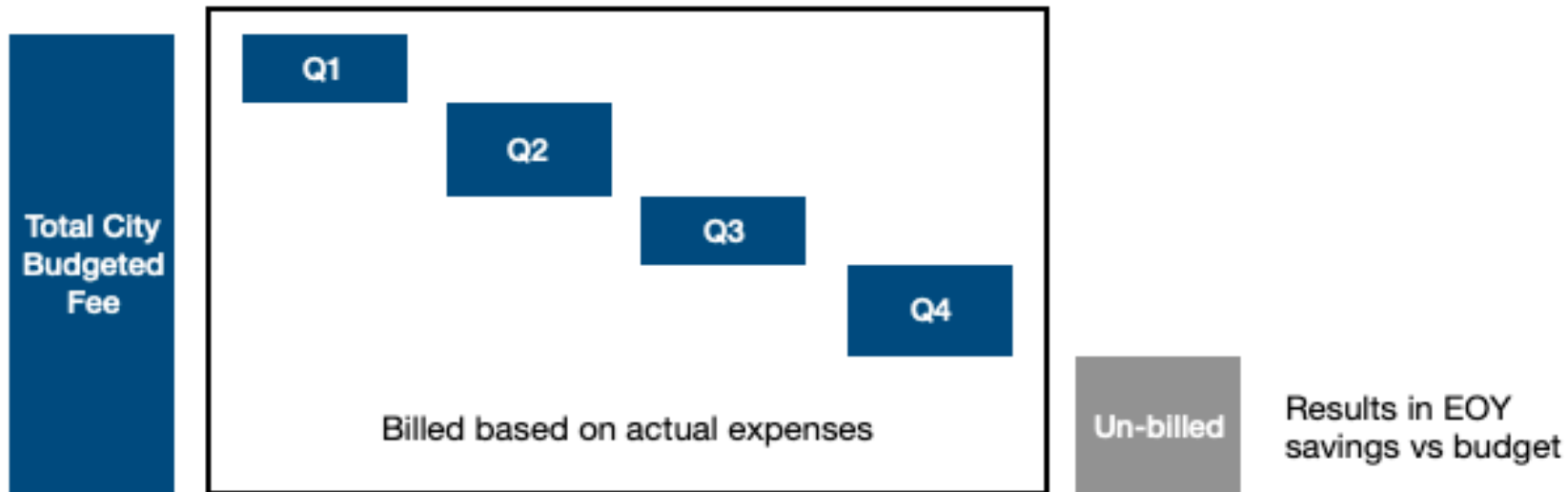
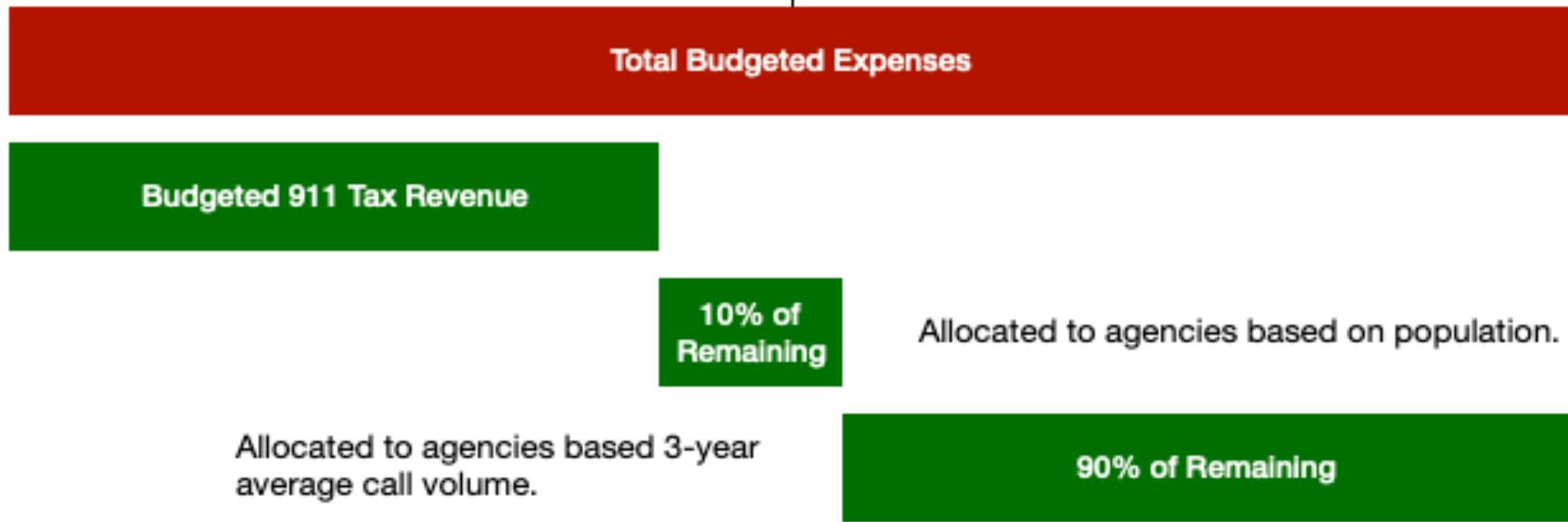
Presented by – Doug Cortney, Council Member

CU911 Proposed FY2027 Budget Highlights



- Salaries and benefits are the key driver of CU911 budget growth.
- Budgeting is done anticipating full staffing.
- Current staffing is 43 / 51 approved FTE.
- Anticipate asking for growth to 55 FTE next year.
- Will need to expand out number of consoles soon.

CU911 Agency Fee Calculation



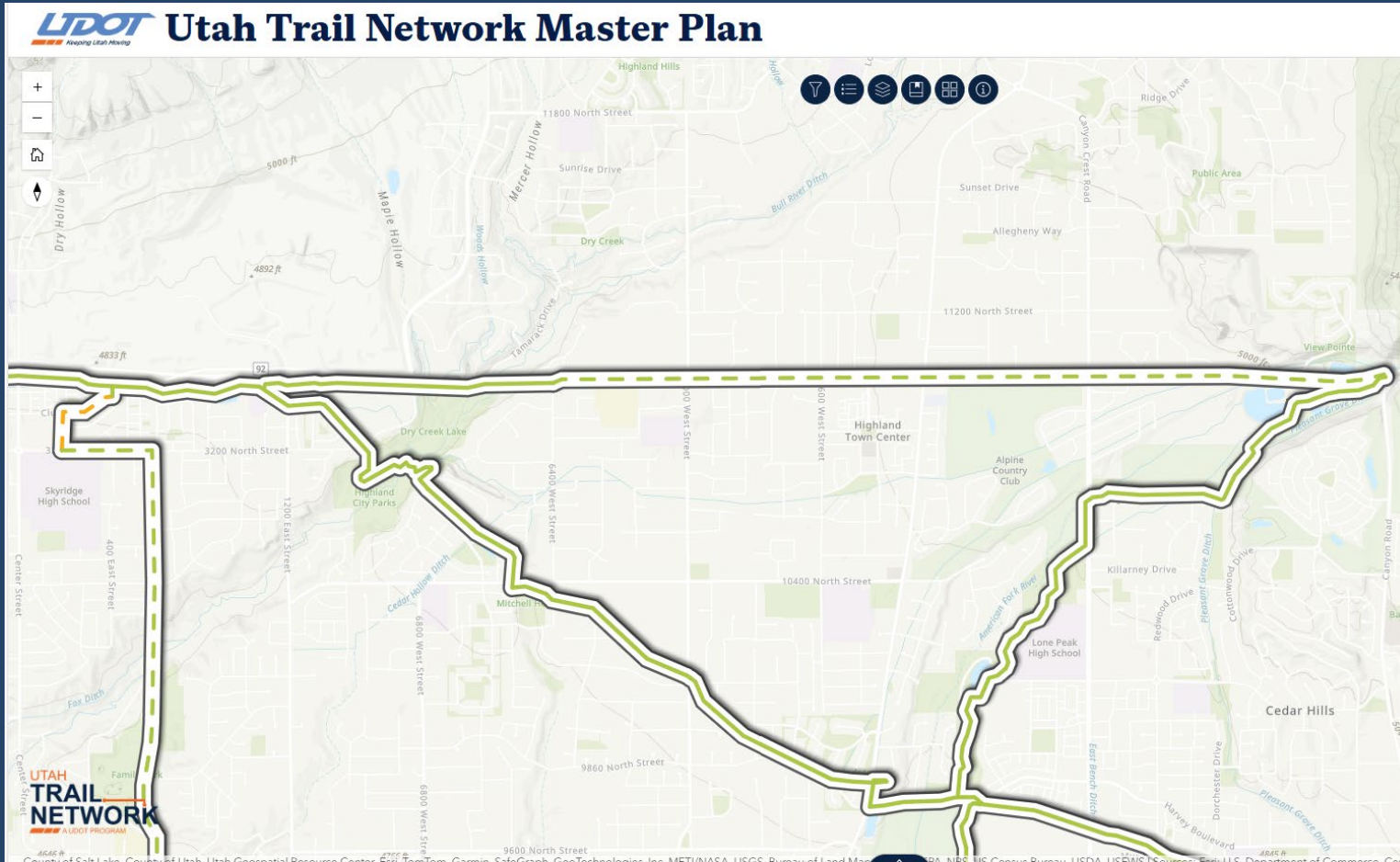


POTENTIAL UDOT CONSTRUCTION OF TIMPANOGOS HIGHWAY TRAIL

Item 6c – Communication

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

SR 92 Timpanogos Highway Trail



UDOT seeking funding for trailway along SR 92

Highland would be asked to maintain trail if constructed

Looking for letter of support from the city



PRESSURIZED IRRIGATION WATER & CITY PROPERTY WATERING UPDATE

Item 6d – Communication

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

PI Water and City Open Space update

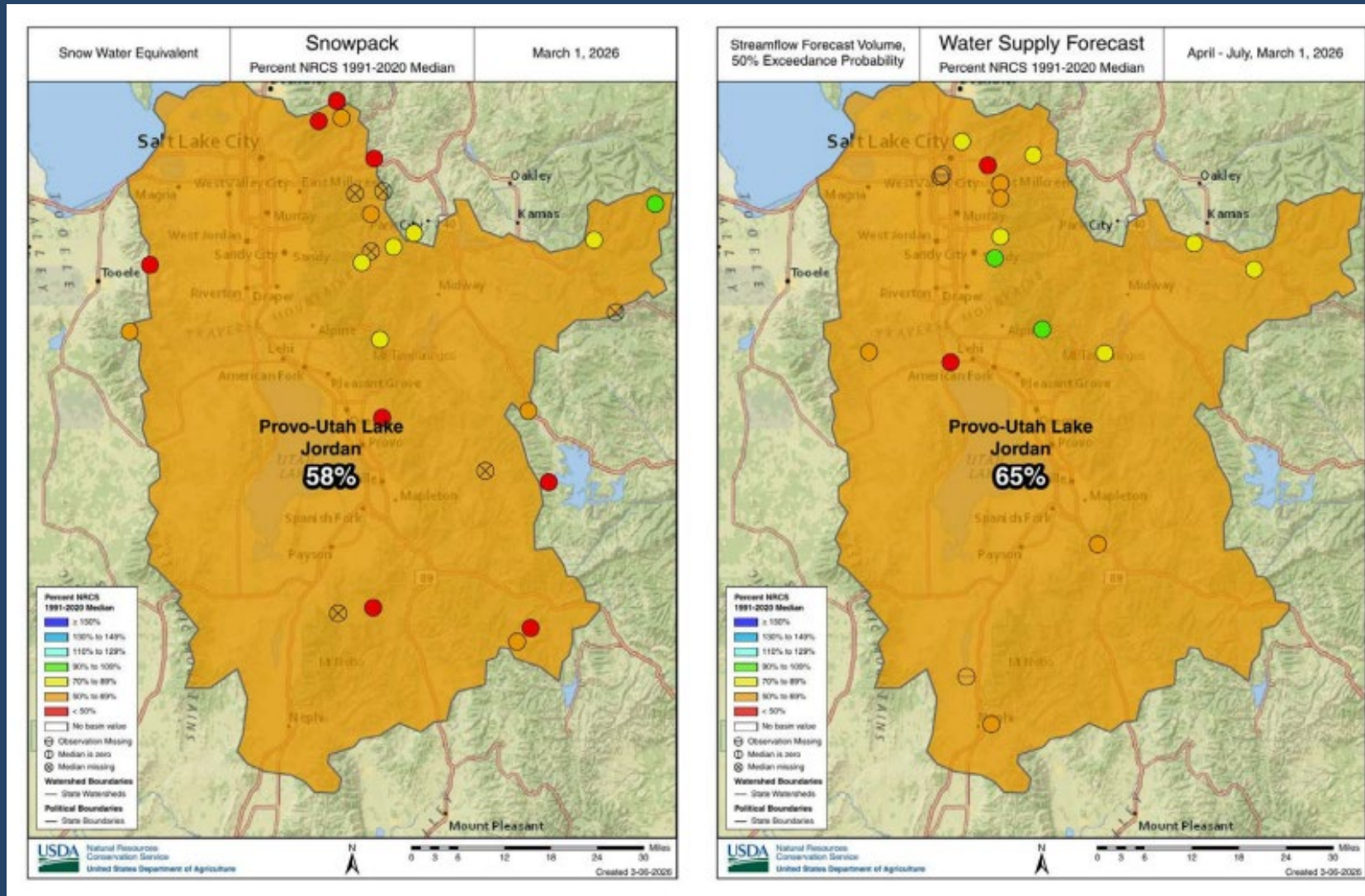
Pressurized Irrigation began charging system beginning of April

Used mostly surface flows from AF. Charging the system went well this year.

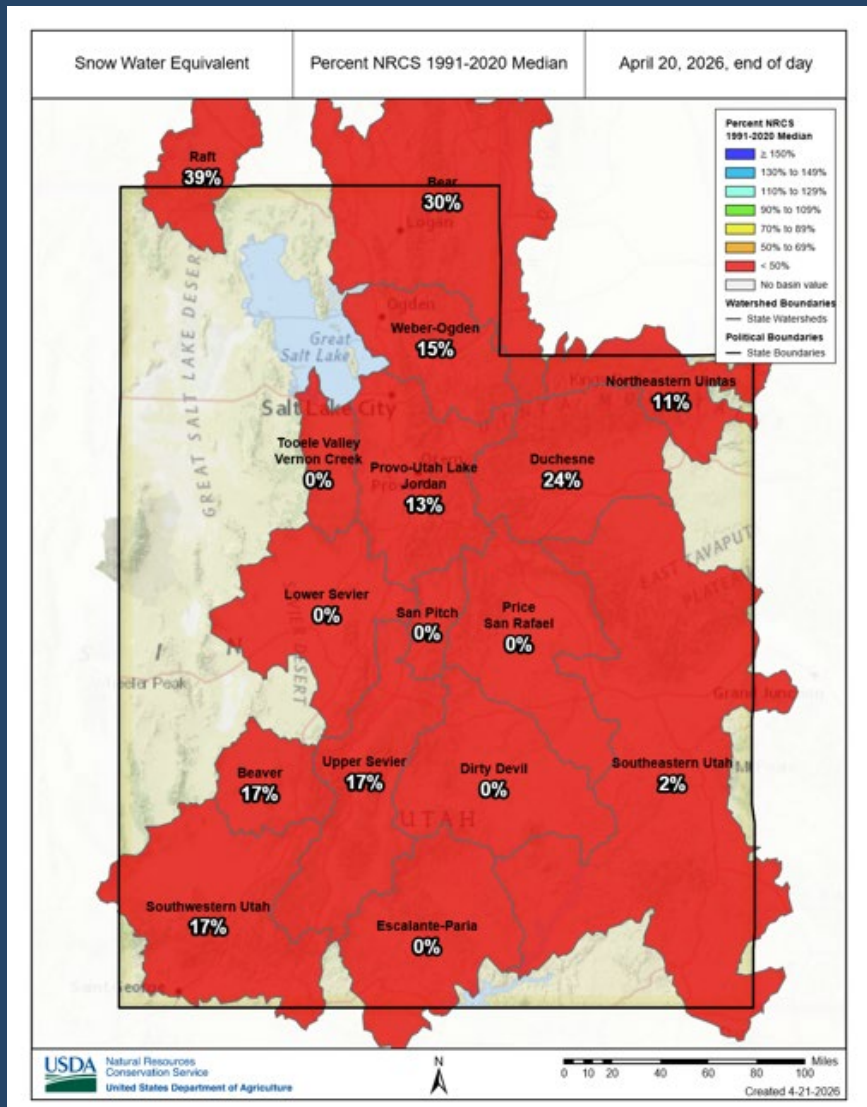
Pond is currently at half capacity with reduced inflow. Working with PG irrigation to get more water. Also hoping to get extra water from Provo River if possible



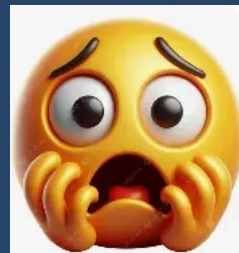
PI Water and City Open Space update



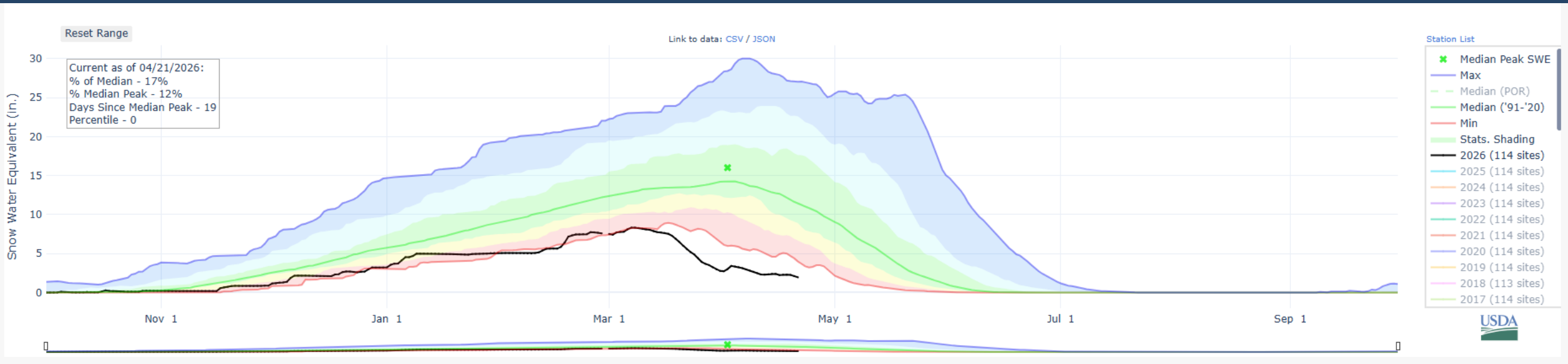
PI Water and City Open Space update



Utah's snowpack is the lowest on record and peaked 3 weeks early. The state's peak was on March 9 at 8.4 inches, which is about half of what the state typically receives by the beginning of April.



PI Water and City Open Space update



PI and City Open Space update

Option 1

Start irrigation
April 15 with
conservation

- Some brown areas
- Voluntary reduction in use

Option 2

Water play fields
only until May

- Likely to see brown grass
- May see increased use once watering is allowed

Option 3

No watering until
May

- Brown areas
- Increased grubs
- Hard to recover

PI Water and City Open Space update



- City began mowing grass @ city facilities
- City will begin to irrigate play fields this week
- Not currently watering open space
- Freezing temps caused concern of damage to system if lines were charged too early

PI and City Open Space update



HIGHLAND CITY

2026 WATER CONSERVATION

WATER ONLY AS NEEDED

The State of Utah is encouraging residents to delay lawn watering until Mother's Day and conserve water wherever possible. This is due to extremely low snowpack, which may cut the City's irrigation supply by up to 50%. Spot watering is recommended as needed. Without early conservation, supply could run out quickly and lead to restrictions later in the season or an early irrigation shutdown. Please help us extend our limited supply by using water wisely and note that while water usage is being monitored this year, metered billing will not begin until 2027.

When you do water, remember to follow the following water schedule:

1. Even numbered street addresses: Monday, Wednesday, and Friday
2. Odd numbered street addresses: Tuesday, Thursday, and Saturday

Helpful Links: highlandut.gov/199/Water-Conservation,
conservewater.utah.gov/weekly-lawn-watering-guide/, slowtheflow.org/indoor-tips/.

Educational Outreach

- Newsletter
- Postcard
- Social Media

HOW TO VIEW YOUR WATER USAGE

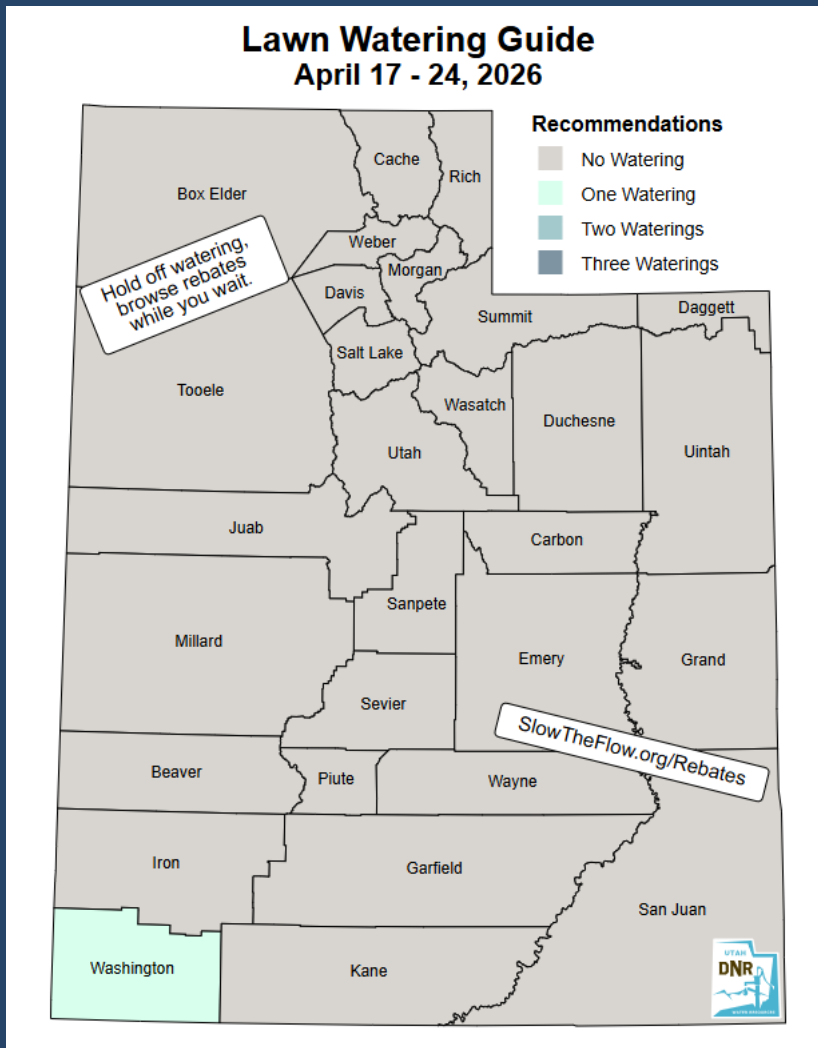


Visit our website at highlandpimeters.com or scan the QR code.

1. Use QR Code to Login.
2. At the bottom of the Customer Portal site click - Need to set up an account?
3. Add your email address to the field.
4. An invitation will be sent to the email address provided, click on the link to open the Customer Portal set up page.
5. Insert 10 Digit Account Number without any periods. Account Number can be found on City Utility Bill.
6. Insert Name as it appears on your bill, Last Name then comma and then First Names.
7. Insert Cell Phone for Optional Text Messages.
8. Set your password, click on Rules for specific requirements.
9. Confirm Password.
10. Click on Submit.
11. You will now be able to login to the Customer Portal to view Meter information. See PI Meter Website for helpful hints and a training video to customize your customer portal.

For additional information email us at pimeters@highlandcity.org.

PI and City Open Space update



Conservation Education

- Residents signed up to view their usage
- City Newsletter/ flyers
- Pressure regulating sprinkler heads
- Time of day vs windy irrigation
- City website with links to State Website
- Conserwater.utah.gov/weekly-lawn-watering-guide

PI and City Open Space update

COUNCIL DIRECTION?

Stay the course

- Only irrigate ball fields until May 1

Begin irrigating select parks/ open spaces

- Heritage
- Highland Family Park
- Viewpoint
- Alpine Highway

Begin watering all open spaces

Cross fingers and hope for rain





COMMUNITY DEVELOPMENT UPDATE

Item 6e – Communication

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

Rob Patterson, City Attorney/Planning & Zoning Administrator



FUTURE MEETINGS

- April 28, Planning Commission Meeting, 7:00 pm, City Hall
- April 29, City Council Work Session, 6:00 pm, City Hall
- May 5, City Council Meeting, 6:00 pm, City Hall
- May 13, Lone Peak Public Safety District Meeting, 7:30 am, City Hall
- May 13, City Open House, 5:00 pm, City Hall
- May 19, City Council Meeting, 7:00 pm, City Hall
- May 26, Planning Commission Meeting, 7:00 pm, City Hall

Highland City Council

April 21, 2026

Doug Cortney

Items Related to Agenda Item #3c: Fire Department Lot Change Order

Summary

I had initially planned to pull agenda item #3c from Consent to discuss these two items; I thought there was a possibility one or the other might require additional changes and wondered if it would be better to approve this change order now — with the possibility of one or more additional change orders in the future — or to hold off until we'd identified anything that might be needed with these (and perhaps other) items.

After an email exchange with Chris Trusty, though, I concluded that these shouldn't hold up the current change order and that I could simply distribute this and make it available to attendees instead of pulling the item from Consent. Thus the document you're reading...

Electrical Box Bollards

I am concerned about the physical security of the Rocky Mountain Power electrical box given its close proximity to the parking lot. I wondered if bollards would be desirable and still possible to install. Here is Chris' response.

"I like the idea of the bollards, but we have also been talking with the chief about a fence along the property line and possibly some landscaping that it makes more sense to me to figure out what we want to do along that whole edge rather than to add the bollards to the current contract that we have. Even if we don't end up doing any other sort of improvements along the property line, city staff could add the bollards ourselves at a future date."

Sump Access

I wanted to be sure no work was needed to allow access to the sump by our newly purchased vac truck so that we could clean it out on a regular schedule. Here is Chris' response.

"Concerning accessing the sump, we absolutely should not have any hinderance to accessing for cleaning purposes. We may need to coordinate with the fire department to make sure we aren't blocking any of their vehicles from accessing the station but I wouldn't anticipate this as being much of an issue."

Highland City Council

April 21, 2026

Doug Cortney

Proposed Amendments to Agenda Item #4a

Amendment 4A-1: HDC 3-614(5)

While there is no legal issue with the text as written, I think it's jarring to read "Home occupations shall be permitted only subject to and in compliance with the following conditions" and then in the next subsection to read that there are a bunch of cases where home occupations will be permitted that are not in compliance with those conditions. I think this makes it harder for non-lawyers to understand the code.

I propose amending HDC 3-614(5) as follows. (For clarity, I've listed the text as if the changes proposed in the agenda packet have already been adopted.)

Except as specially authorized herein, home occupations shall be permitted only subject to and in compliance with the following conditions:

...

b. ~~Except as specifically authorized herein, t~~The home occupation shall be conducted entirely within the main dwelling, including an attached garage, and shall not involve the use of any accessory building or yard space for storage or business activity.

c. ~~Except as specifically authorized herein, t~~The home occupation shall not display nor create outside the building any external evidence of the operation of the home occupation, including signs.

...

Amendment 4A-2: HMC 5.04.020

While the term "home occupation" is only used twice in Chapter 5.04 of HMC, it is used twice without definition. For clarity, I'd like to include the same definition used in Chapter 5.08 of HMC.

I propose inserting the following text immediately after HMC 5.04.020(F) and renumbering accordingly.

G. "Home occupation" shall have the same definition as provided in Section 10-102 of the Development Code.

Amendment 4-A3: HMC 5.04.030(B)

I think a class B misdemeanor is too steep a penalty for operating a business without a license. I propose making it a misdemeanor that is elevated to a class C misdemeanor for flagrantly doing so.

I propose amending HMC 5.04.030(B) as follows. (For clarity, I've listed the text as if the changes proposed in the agenda packet have already been adopted.)

B. Any person who shall fail to procure a business license or comply with governing law applicable to such a license or business, either by an act of omission or commission, shall be deemed guilty of an infraction ~~misdemeanor~~. Each day during on or which a violation occurs or continues shall constitute a separate offense and shall be punished by a fine in an amount not to exceed seven hundred fifty dollars ~~two~~

~~hundred ninety-nine dollars or by imprisonment for a term not to exceed six months, or both.~~

i. Any person who has been notified of failure to procure a business license or comply with governing law applicable to such a license or business and who fails to procure a business license or comply with governing law applicable to such a license or business within 30 days of notification shall be deemed guilty of a class C misdemeanor. Each day during on or which a violation occurs or continues after 30 days shall constitute a separate offense and shall be punished by a fine in an amount not to exceed seven hundred fifty dollars or by imprisonment for a term not to exceed 90 days, or both.

Amendment 4-A4: HMC 5.04.060(B)

The definition of “business” seems to be repeated in this subsection with minor differences from the definition found in HMC 5.04.020. I worry that using slightly different language suggests a different meaning where we do not intend any such difference in meaning.

I propose amending HMC 5.04.060(B) as follows. (For clarity, I’ve listed the text as if the changes proposed in the agenda packet have already been adopted.)

B. Each business license shall authorize the ~~party~~person obtaining it to engage in only that business ~~carry on, pursue, or conduct only that business, trade, calling, profession or occupation~~ described in such license, and only at the place of business indicated thereon.

Amendment 4-A5: HMC 5.04.070(A)

The proposed text only gives permission for the business license official to approve a business license if all parts of governing law are followed. I think this should be obligatory.

I propose amending HMC 5.05.070(A) as follows. (For clarity, I’ve listed the text as if the changes proposed in the agenda packet have already been adopted.)

A. The business license official ~~may~~shall approve a business license and issue a business license certificate if the licensee and business license comply with governing law.

Amendment 4-A6: HMC 5.08.040(A)

The proposed text only gives permission for the business license official to approve a business license if all parts of governing law are followed. I think this should be obligatory.

I propose amending HMC 5.08.040(A) as follows. (For clarity, I’ve listed the text as if the changes proposed in the agenda packet have already been adopted.)

A. The business license official ~~may~~shall, upon application, approve a home occupation and issue a home occupation license certificate if the licensee and license comply with governing law.

Amendment 4-A7: HMC 5.04.090

Just a couple of changes to maintain consistency in language.

I propose amending HMC 5.04.090 as follows. (For clarity, I’ve listed the text as if the changes proposed in the agenda packet have already been adopted.)

A business license granted or issued under this chapter shall not be in any manner assignable or transferable. It shall not be deemed to authorize any person other than

therein named to ~~de~~engage in business or to authorize any other business, ~~calling, trade, or profession~~ than is therein named.

Amendment 4-A8: HMC 5.04.160(D)

At least in the case of denial or imposition of conditions on a new license application, I think we should add a deadline by which the appeal hearing will be held. This assures an applicant they won't have to wait in limbo forever. Although I don't think there's such a strong need in case of revocation — since the license remains in place once the appeal is filed — it seems easier and clearer to include a deadline in all cases.

I propose amending HMC 5.04.160(D) as follows. (For clarity, I've listed the text as if the changes proposed in the agenda packet have already been adopted.)

D. The city council shall hold a hearing on the appeal within 45 days, at which hearing the licensee or applicant shall be given an opportunity to be heard and to present evidence. The licensee or applicant shall be given a fourteen-day written notice of the hearing by mail sent to the licensee's or applicant's address as shown on the application.

Amendment 4-A9: HMC 5.04.070(E) and HMC 5.04.200(E)

Neither of these subsections lists imposed conditions as needing to be contained on the certificate of license. Current practice is to include this information, and I think it should be required.

I propose amending HMC 5.04.070(E) to insert the following text immediately after paragraph (3), and renumbering accordingly.

4. Conditions of approval:

I further propose amending HMC 5.04.200(E) to insert the following text immediately after paragraph (3), and renumbering accordingly.

4. Conditions of approval:

Amendment 4-A10: 5.08.020(D)

Similar to HMC 5.04.030(B), I think that a class B misdemeanor is too steep a punishment for failing to obtain a home occupation license.

I propose amending 5.08.020(D) as follows. (For clarity, I've listed the text as if the changes proposed in the agenda packet have already been adopted.)

D. Any person who fails to obtain a home occupation license for a home occupation, either by an act of omission or commission, shall be deemed guilty of an infraction ~~misdemeanor and upon conviction thereof shall be liable to punishment.~~ Each day during on or which a violation occurs or continues shall constitute a separate offense and shall be punished by a fine in an amount not to exceed seven hundred fifty dollars ~~two hundred ninety-nine dollars or by imprisonment for a term not to exceed six months, or by both such fine and imprisonment.~~

i. Any person who has been notified of failure to procure a home occupation license or comply with governing law applicable to such a license or business and who fails to procure a home occupation license or comply with governing law applicable to such a license or business within 30 days of notification shall be deemed guilty of a class C misdemeanor. Each day during on or which a violation occurs or continues after 30 days shall constitute a separate offense

and shall be punished by a fine in an amount not to exceed seven hundred fifty dollars or by imprisonment for a term not to exceed 90 days, or both.

Proposed Motion

Instead of the motion in the agenda packet, I propose the following motion:

I move that City Council adopt the ordinance amending the municipal code regarding business license and home occupation regulations along with amendments 4A-2 through 4A-10 as distributed and adopt the ordinance amending the development code regarding home occupations, daycares, and in-home instruction along with amendment 4A-1 as distributed.

Alternative Motion #1

If Council is generally in favor of these amendments but does not want to change the penalty from a class B misdemeanor, I propose the following motion:

I move that City Council adopt the ordinance amending the municipal code regarding business license and home occupation regulations along with amendments 4A-2 and 4A-4 through 4A-9 as distributed and adopt the ordinance amending the development code regarding home occupations, daycares, and in-home instruction along with amendment 4A-1 as distributed.

Alternative Motion #2

If Council wants to incorporate some of these amendments but there are changes to some of them, I propose the following motion:

I move that City Council

adopt the ordinance amending the municipal code regarding business license and home occupation regulations along with amendments

4A-2 [optionally list amendments to 4A-2]

4A-3 [optionally list amendments to 4A-3]

4A-4 [optionally list amendments to 4A-4]

4A-5 [optionally list amendments to 4A-5]

4A-6 [optionally list amendments to 4A-6]

4A-7 [optionally list amendments to 4A-7]

4A-8 [optionally list amendments to 4A-8]

4A-9 [optionally list amendments to 4A-9]

4A-10 [optionally list amendments to 4A-10]

and adopt the ordinance amending the development code regarding home occupations, daycares, and in-home instruction along with amendment

4A-1 [optionally list amendments to 4A-1]

Burying Power Lines: Pros and Cons

“Burying power lines in Utah including Utah County is primarily driven by efforts to reduce wildfire risks caused by equipment, enhance service reliability by reducing outages from high winds, and improve aesthetics. Rocky Mountain Power often initiates these projects as part of long-term system hardening in high-risk areas, often involving significant multi-year projects.” Deseret News

Pros:

1. Wildfire Mitigation
2. Reduces outages
3. Improved safety — Undergrounding eliminates the risk of downed power lines in storms protecting residents and utility crews.
 - 3a. Prevents downed lines in an earthquake.
4. System Hardening: In addition to burial, crews may cover conductors with protective coatings to minimize risk.
5. Undergrounding is sometimes pursued to improve views as overhead lines can negatively impact neighborhood aesthetics and lower property values. Reduces visual clutter and actually increases property values.
6. We would have to work with Rocky Mt Power/PacifiCorp and developers.

Cons:

1. Projects are often complex and costly, involving trenching that must consider other underground utilities as detailed by Blue Stakes of Utah 811.
2. We would have to work with Rocky Mt Power/PacifiCorp and developers.