HIGHLAND CITY COUNCIL AGENDA

TUESDAY, JULY 7, 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: Council Member Scott L. Smith
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. 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
June 2, 2026

b. **Approval of Meeting Minutes** *General City Management*
Stephannie Cottle, City Recorder
June 16, 2026

c. **Ratification of Large Purchases** *General City Management*
David Mortensen, Finance Director
The City Council will consider ratifying large purchases made during June 2026.

3. 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: Fire and Wildland-Urban Interface (WUI) Code Update and WUI Map** *Municipal Code Update (Legislative)*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will consider amending municipal code to reference the current the fire and wildland-urban codes and to adopt the state-approved wildland-urban interface map and designation of at-risk wildland-urban interface areas. Staff recommends adoption of the proposed ordinance and map.

b. **RESOLUTION: Declare Certain Property Adjacent to Jared Carmen as an Orphan Parcel** *General City Management*
Jay Baughman, Assistant City Administrator/Community Development Director
The City Council will consider declaring city-owned property adjacent to property owned by Jared Carman as an orphan parcel and directing staff to move forward with the sale of that property.

c. **RESOLUTION: Declare Certain Property Adjacent to Craig Johanson as an Orphan Parcel** *General City Management*
Jay Baughman, Assistant City Administrator/Community Development Director
The City Council will consider declaring city-owned property adjacent to property owned by Craig Johanson as an orphan parcel and directing staff to move forward with the sale of that property.

d. **RESOLUTION: Declare Certain Property Adjacent to Rick Louder as an Orphan Parcel** *General City Management*
Jay Baughman, Assistant City Administrator/Community Development Director
The City Council will consider declaring city-owned property adjacent to property owned by Rick Louder as an orphan parcel and directing staff to move forward with the sale of that property.

e. **ORDINANCE: Elected Officer Compensation Code** *Municipal Code Update (Legislative)*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will consider an ordinance proposed by Councilmembers Cortney and Rice regarding notice and hearing requirements related to potential increases in elected officer compensation.

4. 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. **PUBLIC HEARING/ORDINANCE: Approval of Business Use: Private Dog Park** *Land Use (Legislative)*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will consider a request from Kal Farr to allow private dog recreation and training as an allowed use within the R-1-40 zone, subject to certain conditions regarding preventing nuisances and impacts to adjacent properties. This is a continued item to allow for a public hearing. No comments have been received yet, and the Council is able to approve the use after holding a hearing if desired.

b. **ACTION: 10100 North Improvements Reimbursement Agreement** *General City Management*
Chris Trusty, City Engineer/Public Works Director
The City Council will consider a reimbursement agreement between Ivory Homes and Highland for roadway improvements along 10100 North near Lone Peak High School.

c. **RESOLUTION: Truth in Taxation - Property Tax Impact Schedule** *General City Management*
Jay Baughman, Assistant City Administrator/Community Development Director
Utah Code 59-2-924 requires that at any meeting where there is a public hearing about the City's budget, the Property Tax Impact Schedule must be presented. In addition, staff is seeking to have Council adopt an updated Impact Schedule that has changed with new average commercial property valuation from Utah County.

5. COMMUNICATION ITEMS

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

a. **Public Safety Report on Independence Day Holiday**
Brian Gwilliam, Police Chief
Brian Patten, Fire Chief

- **b. Property Sale Process and Notices**
  Rob Patterson, City Attorney/Planning & Zoning Administrator
- **c. Trail Plans in Canterbury & Foxwood Subdivision**
  Ron Campbell, Council Member
  Liz Rice, Council Member
- **d. Run Club - Canterbury Circle Park Usage**
  Scott Smith, Council Member
- **e. Meeder Investment Update**
  David Mortensen, Finance Director
- **f. Annual Resident Survey Topics**
  Jay Baughman, Assistant City Administrator/Community Development Director
- **g. Community Development Update (Current Projects)**
  Rob Patterson, City Attorney/Planning & Zoning Administrator

6. WORK SESSION

- **a. PI Rates**

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.

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 B. 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 2nd day of July, 2026 Stephannie B. Cottle, CMC|UCC, City Recorder

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

HIGHLAND CITY COUNCIL MINUTES

Tuesday, June 2, 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 Liz Rice
Pledge of Allegiance: Council Member Kim Rodela
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 Liz Rice and those in attendance were led in the Pledge of Allegiance by Council Member Scott L. Smith. 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 (arrived at 6:09 pm)
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, Assistant Public Works Director Jeff Murdoch, Police Chief Brian Gwilliam, Fire Chief Brian Patten, Public Works Administrative Assistant Gretchen Homer

OTHERS PRESENT: Jon Hart, Christine Broadbent, Chad Olson, Carrie Olson, David Spencer, Sharon Webb-Myler, Scott Myler, Gail Robley, Susan Remy, Holley Tolliver, Eric Tolliver, LaNiece Davenport, Paul Adams, Johanna Gneiting, Matthew Gneiting, Semiramis Kendall, Tyson Foster, Wesley Warren, Bob Allen, Dustin Kendall

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.

David Spencer introduced himself as a candidate for Utah County Commissioner Seat B and former Orem City

Council member. He expressed concern over the lack of coordination between county leadership and individual cities, stating that during his twelve years on the Orem City Council, no County Commissioner ever came to ask about the city's needs. He outlined his intention to visit every city in Utah County to identify local priorities, with a particular focus on infrastructure and transportation, citing the volume of permitted but unbuilt homes in Eagle Mountain as a pressing concern.

Council Member Kim Rodela arrived at 6:09 p.m.

Christine Broadbent spoke on behalf of herself and several neighbors regarding a detour through the neighborhood caused by construction of a new roundabout on Highland Boulevard. She described the detour as routing approximately 2,000 vehicles per day through residential streets for an estimated 40 days and expressed frustration over the complete lack of advance communication from either Highland City or the developer, DR Horton. She requested that the city establish a formal process to notify residents of significant road closures and detours in advance. She indicated that neighbors had ideas for improvement and offered to work with the Public Works Department and City Engineering. Mayor Bills agreed that connecting residents with Public Works staff was the appropriate next step.

Chad Olson echoed Ms. Broadbent's concerns, describing waking up to see dump trucks and semi-trucks lined up on his neighborhood street without any prior warning. He noted the danger posed to children playing in the area and specifically questioned why construction trucks from the DR Horton and Inverness developments could not be routed west through Inverness property to Timpanogos Highway rather than through the residential neighborhood.

Gail Robley described witnessing multiple near-miss incidents involving children in the roughly 30 hours since the detour began. She noted that police presence helped temporarily but that dangerous driving resumed after officers left. She also raised a specific concern about the intersection of Turnberry and Saltaire, where the absence of a stop sign was creating two simultaneous traffic flows near her driveway. She suggested that the city consider temporarily rerouting the detour to stagger stop signs along the corridor.

Wes Warren, speaking as both a resident and a member of the Highland Library Board, reported enthusiastically on the previous day's Summer Reading Program kickoff event at the library. He described an attendance of approximately 220 people in the council chambers alone, with an estimated 400 total attendees. He noted that while speaking with attendees about the upcoming potential library property tax increase, he did not encounter anyone who was opposed to paying somewhat more in property taxes to support the library's services.

Sharon Webb-Myler described a related problem caused by the detour: drivers attempting to use Sunset Drive as a cut-through and becoming trapped at its dead-end cul-de-sac, then speeding back out in frustration past children and pedestrians. She requested that a barricade or "Dead End – No Outlet" sign be placed at the entrance of Sunset Drive off Bull River Road to prevent drivers from entering.

Scott Myler, a retired contractor and developer, agreed with the concerns raised and urged the Council to take immediate action rather than waiting for scheduled meetings, stating that near-misses had already occurred and that the safety risk needs to be addressed immediately. He suggested temporary traffic calming measures such as rumble strips and stressed that the 40-day timeline did not allow for delays.

Council Member Cortney suggested adding a communication item to the agenda. Mayor Bills indicated that staff contacting the affected residents the following morning would be the more effective path, and asked City Administrator Erin Wells if that was feasible. Council Member Rice confirmed she wished to be part of that outreach.

Susan Remy reiterated positive feedback on the library's summer reading kickoff event, agreeing with Mr. Warren's assessment. She noted that approximately 220 people participated in the event, mostly children, with a total of around 400 in attendance. Susan emphasized the importance of the library to the Highland community and thanked the Council for their support. She concluded with a quote from Albert Einstein, "The only thing you absolutely have to know is the location of the library."

Eric Tolliver reiterated the communication concern, noting that he regularly receives text messages from the city but received nothing about the road closure. He suggested that major road construction notices be included in the city's regular text notification system.

Holley Tolliver shared additional accounts of dangerous situations she personally witnessed involving children and large trucks on Saltaire Drive and near the Bull River trail crossing. She noted that residents had been able to find information about the closure only through Alpine City's newsletter, not through any Highland City communication. She offered to share videos and photographs with the Council.

Mayor Bills asked whether residents could designate a single point of contact, and Ms. Broadbent was identified as that person. Mayor Bills confirmed contact information would be passed to Public Works and to Council Member Rice.

Dustin Kendall described a constant stream of vehicle traffic from approximately 7:00 a.m. to 7:00 p.m., with heavy trucks comprising a significant portion. He noted that the road closure sign only stated a start date of June 1 and contained no information about the duration, which he had only learned that evening was 40 days. He characterized the signage as somewhat deceptive and said the lack of information had eroded trust.

Paul Adams reported that during a Memorial Day adult baseball tournament, multiple baseballs were hit over the outfield fence and landed in neighboring yards, including his front yard. He noted the players were of near-professional caliber using aluminum bats on a field with only a 200-foot fence. He requested that the Council consider limiting the age groups permitted to play on the Highland Family Park field. Mayor Bills acknowledged the issue had already been brought to staff's attention and noted it would be addressed later in the meeting under the communication items.

Matthew Gneiting asked whether a traffic study had been conducted prior to the road closure plan. He argued that Highland Boulevard is a major north-south arterial and that closing it for 40 days should have required a formal traffic study and advance public notice comparable to what is required for development approvals. He also noted that Alpine School District had posted maps and information about the closure on their website while Highland City had not.

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. Mountainland Association of Governments Overview

LaNiece Davenport, MPO Director, will give a brief presentation regarding Mountainland Association of Governments.

LaNiece Davenport, MPO Director, and Bob Allen, Transportation Program Manager, representing the Mountainland Association of Governments (MAG), presented an overview of the organization's role and services. Ms. Davenport explained that MAG is a regional body representing Summit, Utah, and Wasatch counties and the communities within them, and that Mayor Bills serves on the MAG Metropolitan Planning Organization (MPO) Board. MAG's primary functions include developing the Regional Transportation Plan

(RTP), administering the Transportation Improvement Program (TIP), and providing technical assistance and funding to member communities.

Mr. Allen described the RTP as a long-range planning document extending to 2055, built upon local general plans and subject to fiscal constraint. He noted the RTP is currently being updated and is expected to be adopted approximately one year from the meeting date. He distinguished it from the TIP, which is the near-term funding program allocating real dollars to specific projects over a roughly five-year horizon. He described MAG's biennial project selection process and noted that MAG has approximately $60 million per year available for regionally selected projects.

In response to Council Member Smith's question about North County Boulevard, Mr. Allen confirmed that Highland City has a current application in the project selection process and expressed cautious optimism that it would receive funding, noting it was close to the funding threshold.

Council Member Smith raised broader concerns about transportation congestion in the northwest part of Utah County and the lack of viable transit alternatives, noting that I-15 is perpetually congested and that alternate routes such as Redwood Road are also heavily impacted. Mr. Allen acknowledged the explosive growth in that area and outlined significant investments in the pipeline, including conversion of 2100 North and Mountain View Corridor to freeways, Phase 1 of the Quarry Ridge Freeway, and flex lanes on Pioneer Crossing. He also described an ongoing planning and environmental study evaluating the feasibility of a crossing over Utah Lake.

Ms. Davenport noted that UDOT Executive Director Carlos Braceras serves on the MAG Board, and that UTA Executive Director Jay Fox will be added to the Board at the next meeting as a result of recent changes to UTA's governance structure. She also highlighted a new innovative mobility zone launching in August in northwest Utah County, offering on-demand transit service for $2.50 per ride. Both Ms. Davenport and Mr. Allen agreed with Council Member Smith's broader point that roads alone cannot solve the region's congestion challenges and that a multimodal approach is essential.

Council Member Cortney noted the corridor preservation funding program highlighted in the presentation and expressed interest in using it proactively, particularly given his previous reluctance to widen North County Boulevard before the need materialized. Ms. Davenport encouraged the city to apply for that program repeatedly if necessary. Mr. Allen noted the fund generates approximately $5.5 million per year statewide and that a competitive ranking process is now in place.

b. New Employee Introduction
Erin Wells, City Administrator, will introduce new employees to the City Council.

City Administrator Erin Wells introduced Pete Carolla as a newly hired part-time employee for the Highland City Cemetery, noting that he joined in time for Memorial Day. Ms. Wells noted that the cemetery also employs full-time sexton Joe Webb, and that a second part-time position is still being filled.

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
May 5, 2026

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

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

c. **Close Out and Dissolve Open Space Special Service District** *General City Management*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will consider adopting a resolution dissolving the Highland City Open Space Special Service District.

Council Member Liz Rice MOVED to approve the consent agenda.

Council Member Ron Campbell 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

4. ACTION ITEMS

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

a. **PUBLIC HEARING/ORDINANCE: Setbacks for Covered Patios and Decks** *Development Code Update (Legislative)*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will hold a public hearing to consider amending the Development Code to treat attached decks and covered patios as accessory structures in limited circumstances.

City Attorney/Planning & Zoning Administrator Patterson presented the proposed ordinance, which had been continued from a prior meeting. All decks and covered patios attached to a home are currently subject to the same setback requirements as the home itself. This has caused particular difficulty for residents in open space neighborhoods where lots are smaller. The proposal would treat attached decks and covered patios as accessory structures in limited circumstances, subjecting them to a 10-foot side and rear setback and counting them toward the lot coverage limit of 5% or 7%. The Planning Commission held a public hearing and recommended approval with two primary conditions: (1) the deck or patio may not extend higher than the main floor level of the home, and (2) the open sides of the deck or patio must maintain at least 66% openness (Option 2 of three proposed options). Mr. Patterson noted two minor staff-recommended clarifications: that the openness requirement applies only to sides not adjacent to the home, and that the ordinance applies only to decks and patios attached to a home. He reported no public comments had been received.

Mayor Brittney P. Bills opened the public hearing at 7:24 p.m.

Planning Commissioner Wes Warren addressed the Council to clarify the intent behind the Planning Commission's recommendation of Option 2, noting that his vote was not intended to prevent construction in the natural alcove of an L-shaped home where the walls of the home itself would count as two of the sides.

Mayor Brittney P. Bills closed the public hearing at 7:26 p.m.

Council Member Rice sought clarification regarding a specific constituent's case involving a pergola built off a deck on a rambler. Mr. Patterson clarified that the height restriction applies to the structure not extending above the main floor, but a deck that slopes downward off the back of a rambler would still qualify. He also confirmed that the resident in question would need to modify the existing structure for zoning compliance before building permit issues could be addressed.

Council Member Smith sought clarification on the difference between Options 2 and 3. Mr. Patterson explained that under Option 2, each non-home-adjacent side is evaluated individually and must remain at least 66% open, allowing for partial walls or lattice work; under Option 3, one full enclosed wall is permitted but the remaining sides must be open. Council Member Campbell confirmed that Option 2 would not penalize a structure built in the corner of an L-shaped home, since those walls are part of the home and would not count.

Council Member Cortney asked about the definition of "attached" and about the height restriction as it applies to a single-story home with a vaulted ceiling. Mr. Patterson confirmed that under a rambler, the structure could follow the roofline up to the accessory structure height limit of 25 feet, and that "attached" would apply in the common-sense understanding of physically connecting the structure to the home with ability to walk out from it.

Council Member Doug Cortney MOVED that City Council adopt the ordinance amending regulations related to setbacks for decks and covered patios, including the two changes recommended by staff.

Council Member Kim Rodela SECONDED the motion.

The vote was recorded as follows:

Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Yes*
Council Member Liz Rice	*No*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion carried 4:1

b. PUBLIC HEARING/ORDINANCE: Highland Mains Signage - Development Agreement Amendment *Land Use (Legislative)*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will hold a public hearing to consider a proposed amendment to the legislative development agreement for Highland Mains related to signage.

City Attorney/Planning & Zoning Administrator Patterson presented the proposed development agreement amendment for the Highland Mains project regarding signage. He explained that the project's signage is governed by its development agreement (originally entered in 2007, amended in 2022) and the underlying CR zone. The applicant had submitted a signage package that did not conform to the existing agreement and was seeking an amendment. Mr. Patterson walked through each proposed sign change. The most significant change was the request to replace two monument signs along SR-92 with one additional Commercial Center Freestanding (CCF) sign, for a total of two CCF signs along SR-92 and one along Alpine Highway—an increase of one tall sign. The applicant also proposed reducing the height of the CCF signs from 25 feet to 15 feet, removing the required 3-foot stone base, and changing the coloration of the shorter monument signs from a dark background with white lettering to a lighter, faux-wood appearance. The Planning Commission recommended approval with modifications: retaining the 3-foot stone base on the CCF signs, keeping the dark background with white lettering on the monument signs, and approving the additional CCF sign at the reduced 15-foot height. Mr. Patterson noted that despite being asked to attend, no representative of the applicant Midtown National Group (MNG) was present, and the applicant had not responded to the revised development agreement circulated the prior week.

Mayor Brittney P. Bills opened the public hearing at 7:47 p.m.

Planning Commissioner Wes Warren addressed the Council to confirm that the two-tone branding requirement for individual business panels on the CCF signs was explicitly included in the plans, a point he attributed to Council Member Cortney's review.

Mayor Brittney P. Bills closed the public hearing at 7:50 p.m.

Council Member Rodela expressed support for the amendment, noting the importance of visible signage for a commercial area tucked away from primary arterials. Council Members Smith, Campbell, and Rodela each expressed general support for the Planning Commission's recommendation. Council Members Cortney and Rice expressed reluctance to approve a development agreement amendment when the requesting party had not sent a representative to either the Council meeting or adequately communicated their acceptance of the proposed changes.

Council Member Doug Cortney MOVED that the City Council CONTINUE the proposed amendment to the 2007 Development Agreement for the Highland Mains project for 2 weeks.

Council Member Liz Rice SECONDED the motion.

The vote was recorded as follows:

Council Member Ron Campbell	*No*
Council Member Doug Cortney	*Yes*
Council Member Liz Rice	*Yes*
Council Member Kim Rodela	*No*
Council Member Scott L. Smith	*Yes*

The motion carried 3:2

Mr. Patterson confirmed he would notify the applicant immediately and urge attendance at the next meeting.

c. **PUBLIC HEARING/ORDINANCE: Amendments to Process for Approving New Business Use** *Development Code Update (Legislative)*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will hold a public hearing to consider amendments to the process by which a new business use may be permitted within a zone.

City Attorney/Planning & Zoning Administrator Patterson presented a code amendment required to conform to a 2025 state law change that mandated cities adopt a process for reviewing new business uses in zones. The amendment clarifies that decisions on whether to allow a new use in a zone are legislative in nature, appealable to district court rather than to the city's appeal authority, and that approvals must be enacted by ordinance designating the use as either permitted or conditional. The Planning Commission unanimously recommended approval; no public comments had been received.

Mayor Brittney P. Bills opened the public hearing at 8:04 p.m.

There were no public comments.

Mayor Brittney P. Bills closed the public hearing at 8:04 p.m.

Council Members Smith, Cortney, Campbell, Rice, and Rodela all expressed support. Council Member Cortney noted appreciation for the legislature clarifying the legislative nature of these decisions.

Council Member Liz Rice MOVED that the City Council adopt the ordinance amending the Highland City Development Code related to the process for approving new business uses.

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

d. **PUBLIC HEARING/ORDINANCE: Planning Commission Requirements Amendments** *Development Code Update (Legislative)*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will hold a public hearing to consider amendments to the regulations and requirements that govern the Planning Commission to conform to new state law.

City Attorney/Planning & Zoning Administrator Patterson presented amendments to the Development Code required by SB 284, a new state law mandating that cities adopt clearer procedures governing Planning Commissioners with respect to removal, recusal, and training requirements. The proposed ordinance specifies three state-required causes for removal—using public funds for political purposes, violating the Municipal Officers Ethics Act, and acting with intent to create impermissible bias in a land use decision—along with two additional staff-recommended causes: failure to recuse from a required situation, and repeated absence from meetings. Mr. Patterson also summarized the recusal requirements and annual training obligations, noting that staff needs to improve tracking of commissioner training hours.

Mayor Brittney P. Bills opened the public hearing at 8:14 p.m.

There were no public comments.

Mayor Brittney P. Bills closed the public hearing at 8:14 p.m.

Council Member Cortney distributed and proposed additional language to add a sixth cause for removal: failing to complete the required initial training on general powers and duties of the Planning Commission within three months of appointment, or failing to complete required annual training within three months of notification that it is past due. He explained this was intended to provide a clear safe harbor for justified removal while protecting against removal based on minor or technical training lapses.

Council Member Campbell asked for assurance that training would be made readily available within the three-month window. Mayor Bills confirmed it would be a staff priority. Council Member Campbell also noted what he described as a logical inconsistency in state law: Planning Commissioners, who make only recommendations, are subject to recusal requirements, while City Council members, who make final legislative decisions, are not.

Council Member Smith proposed amending the "repeated absence" language to be more precise, suggesting that missing three consecutive meetings without adequate explanation should trigger a conversation between the Planning Commission Chair and the commissioner. Council Member Cortney repeated that the causes for removal represent a "safe harbor" rather than automatic disqualification, and that the Council retains judgment in applying them.

Council Member Doug Cortney MOVED that the City Council adopt the ordinance amending Planning Commission requirements as distributed but with the insertion of the following text as HDC 2-202(4)(f): Failing to complete the required training on general powers and duties of the Planning Commission within three months of appointment to the Planning Commission or failing to complete required annual training within three months of notification that completion is past due.

Council Member Liz Rice SECONDED the motion.

Council Member Scott L. Smith AMENDED the motion to include that Planning Commissioners could be removed after missing 3 consecutive meetings.

Council Member Ron Campbell SECONDED the motion.

The vote on the amended motion 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

The vote on the original motion 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

Council Member Rodela also noted for the record that Planning Commissioner Claude Jones had recently passed away following a resignation due to health reasons.

5. EXPEDITED ITEMS

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

a. **ACTION: City Contribution for Twin Bridges Entrance** *General City Management*
Chris Trusty, City Engineer/Public Works Director
The City Council will consider approving a budget adjustment to fund up to $27,000 to cover the shortfall in donations to reconstruct the bridge on Beacon Hills Drive at the entrance to the Twin Bridges subdivision.

Assistant Public Works Director Murdoch presented the item. The total cost of the restoration project for the Twin Bridges subdivision entry features is $92,000. Neighborhood residents raised $65,000 in private donations, leaving an unfunded balance of $27,000. An insurance payout for damage to the entry features has not yet been received; the motion was structured to credit any insurance proceeds back to the general fund.

Council Members Smith, Campbell, and Cortney all expressed appreciation for the initiative demonstrated by the residents in raising the majority of the project cost. Council Member Rodela noted that the Council should examine its overall protocol for maintaining city structures, questioning why residents should need to fundraise for something that is city infrastructure.

Council Member Scott L. Smith MOVED that the City Council approve moving an amount not to exceed $27,000 from the General Fund to Parks Capital Outlay to fund a portion of the restoration improvements to the entry features for the Twin Bridges subdivision with the understanding that any insurance settlement received for damage to the entry features be credited to the General Fund.

Council Member Liz Rice SECONDED the motion.

The vote was recorded as follows:

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

The motion carried 5:0

b. **RESOLUTION: Cemetery Perpetual Care Fund - Update to Governing Resolution** *General City Management*
Jay Baughman, Assistant City Administrator/Community Development Director
Stephannie Cottle, City Recorder
The City Council will consider revising resolution R-2017-32, which established the Cemetery Perpetual Care Fund.

This item will be discussed at a future meeting.

c. **RESOLUTION: Annual Firework Restrictions Map & Open Burn Ban** *General City Management*
Brian Patten, Fire Chief
Erin Wells, City Administrator
City Council will consider reaffirming the areas restricted from fireworks in the City and the associated resolution.

Fire Chief Patten presented the annual fireworks restriction map, noting that the map is unchanged from prior years except for the addition of schools, churches, and the city office building as private properties where written approval would be required for fireworks use. Chief Patten noted that a determination on whether the city could obtain permission for its own fireworks display on city property was also raised. Chief Patten described the enforcement approach, which relies on targeted patrols of historically problematic areas and community awareness. He noted that residents in restricted zones have increasingly become self-enforcers. He also indicated that depending on drought conditions, the county or state may impose broader fire restrictions later in the summer, and that he anticipated this summer could be a candidate for such restrictions given current moisture levels.

Council Member Cortney noted a potential GIS discrepancy on the map where the depicted city boundary and the fire prohibition boundary did not align, and requested that this be reviewed.

Council Member Liz Rice MOVED that the City Council Approve Resolution Restricting Fireworks and Open Fires in Highland City.

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

6. DISCUSSION ITEMS

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

a. Updates to the Draft Interim Budget for FY 2026-2027 *General City Management*
Erin Wells, City Administrator
Staff will report to the City Council on the changes made to the draft interim budget since the Council approved the Tentative Budget on May 5, 2026 and seek input from the Council.

City Administrator Wells presented changes made to the draft interim budget since the Council approved the Tentative Budget on May 5, 2026. She reminded the Council that the next formal vote on the interim budget is scheduled for June 16, with a final budget vote anticipated on August 11, 2026. Key changes since the tentative budget include:

- The cemetery fund is now projected to repay nearly $50,000 to the general fund in the upcoming fiscal year.
- The Lone Peak Police budget increased by approximately $5,800 due to corrections in retirement calculations for non-sworn employees and increased billing costs from higher call volume.
- The pay plan is finalized: approximately two-thirds of staff will receive a 4% market adjustment, with the remaining one-third receiving a somewhat higher adjustment based on market study results.
- A federal ADA document accessibility mandate requires new software at an estimated cost of approximately $8,400 as a one-time expense plus a smaller ongoing annual cost.
- Minor supply and vendor adjustments across Public Works departments totaling approximately $2,000.
- $2,000 added for a dedicated City Open House budget line.
- The $2,100 annual payment under an interlocal agreement with Utah County for homeless services will be

restored to the budget.

North Point Waste Tipping Fees: Council Member Smith reported on an emergency meeting held the previous day at North Point Solid Waste, where the board had previously voted to increase tipping fees by $5 per ton. He noted that after objections from Highland, Vineyard, and other member cities, the board agreed to a revised increase of $2 per ton for the current fiscal year, representing $3 in savings to the city and its residents. Mayor Bills credited Council Member Smith for his leadership in achieving the compromise.

Elected Official Compensation: Ms. Wells presented a comparative salary study for elected officials in Utah County cities, noting that Highland's mayor and council compensation is significantly below the regional average. The last salary adjustment was in 2023, and the retirement benefit was recently removed. She sought Council direction on whether to include any salary adjustments in the interim budget. Council Members offered the following positions:

- **Council Member Cortney** did not support increasing council salaries and indicated any increase, if adopted, should not take effect until after the next municipal election. He expressed openness to discussing a mayor salary adjustment.
- **Council Member Campbell** agreed with not increasing council salaries at this time but supported an increase in the mayor's salary, citing the significant time demands of the position, and suggested Cedar Hills' mayor salary of $18,732 as a reference point. He agreed any increase should take effect only after the next election.
- **Council Member Rice** was not supportive of any salary increases, citing constituent sentiment and the context of a potential property tax increase. She noted she would consider a mayor's salary increase only if it did not contribute to a tax increase.
- **Council Member Rodela** advocated for setting both council and mayoral salaries at market average, arguing that below-market compensation limits who can realistically serve and reduces the diversity of candidates who are able to run.
- **Council Member Smith** expressed discomfort with raising council salaries while also raising property taxes but acknowledged that compensation has not kept pace with inflation and that the mayor's role has become close to full-time.

The Council reached informal consensus to explore an increase in the mayor's salary to approximately $18,900 (a 50% increase, as proposed by Council Member Cortney). Ms. Wells confirmed she would calculate the associated URS contribution impact and circulate that information by Sunday, with the expectation that Council members respond by Monday ahead of the June 16 meeting.

Trail Maintenance: Council Member Rice raised the issue of inadequate funding for trail corridor maintenance throughout the city, noting that current maintenance in practice means little more than weed removal. She expressed concern about building new trails when existing ones are not adequately maintained. She requested that the budget include dedicated resources for trail improvements, such as rock and barrier installation, and suggested a pilot program starting with a short, approximately 270-foot trail corridor.

Council Members Cortney, Smith, Rodela, and Campbell expressed general support for addressing trail maintenance, with most leaning toward a mid-year budget adjustment rather than including it in the current interim budget. Council Member Cortney preferred incorporating it into the approved budget before August rather than waiting for a mid-year adjustment. Ms. Wells indicated she would consult with Parks staff to determine what a pilot program would look like and what contractor capacity is available. Council Members Smith and Campbell each volunteered to donate their FY 2026-2027 council discretionary appropriation ($3,000 each) toward a trail maintenance project in the next fiscal year. Mayor Bills and Council Member Rice indicated they would also direct their remaining current-year appropriations toward the effort. Ms. Wells agreed to discuss options with Parks Director Josh Castleberry and report back.

The Council requested a recess at 9:43 p.m.

The meeting was reconvened at 9:48 p.m.

7. COMMUNICATION ITEMS

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

a. Trail Plans in Canterbury & Foxwood Subdivision
Ron Campbell, Council Member
Liz Rice, Council Member
Kim Rodela, Council Member

This item was postponed at the request of the Mayor due to the late hour of the meeting.

b. Work Order Process
Gretchen Homer, Public Works Executive Assistant

Public Works Executive Assistant Homer provided an overview of the current work order system and an update on the transition to a new platform. Ms. Homer reported that from July 1, 2025 through the meeting date, staff processed 515 public work orders, 144 cemetery work orders, and 158 PI text interactions, in addition to work orders submitted through the city's online Request Tracker (120 public works, 52 code compliance, 12 GRAMA requests). Work orders are received via phone, email, walk-in, and the online Request Tracker. Ms. Homer noted that the current system, iWork, is desktop-only and does not support field access, which limits the efficiency of closeout documentation by crew members in the field. The city is transitioning to a new platform, Atom AI, which is app-based and will allow field staff to photograph completed work, add comments, and close work orders from the field. Residents who submit requests will receive automated notifications upon completion. The target transition date is August or September 2026. In the interim, Ms. Homer and Communications staff plan to reduce and simplify the categories in the Request Tracker to prevent submissions from being routed incorrectly.

Council Member Cortney asked about a known issue of requests becoming stuck in the system and asked whether there was a way to monitor for those. Ms. Homer confirmed that simplifying categories and ultimately linking the public tracker directly to Atom AI would address this. The Council expressed appreciation for Ms. Homer's work and the volume of requests handled.

c. Highland Family Park Baseball Field Discussion
Erin Wells, City Administrator

City Administrator Wells provided context and options for the Council to consider following the earlier public comment from resident Paul Adams regarding baseballs clearing the outfield fence at Highland Family Park during an adult baseball tournament. She noted that the park has an existing 18-foot net on the foul ball side near pickleball courts and adjacent homes, but that balls are still clearing it. She described the following options: taking no action; amending the code to allow residents to install their own nets; purchasing and installing taller nets at city expense; requiring wooden bats for adult leagues; banning adult baseball leagues from the field; or banning all adult baseball (including softball). Ms. Wells noted that Highland Family Park is the city's only adult-capable field; the other two city fields at Heritage Park and Mitchell Hollow are designated for youth only. She reported that staff had spoken with the group that reserved the field for Memorial Day and that they had pushed back, asserting that it was a ball field and that home runs are simply part of the game.

Council Member Rodela argued that multiple balls landing in neighboring yards moved beyond accident into intentional conduct and constituted grounds for banning that group. She noted that taller nets would be difficult to size appropriately given that a ball had cleared a 35-foot house and landed in a front yard. She favored banning organized adult leagues as a first step, then revisiting the net question if problems persisted.

Council Members Smith and Cortney agreed with starting by banning adult leagues. Council Member Campbell noted that adults are already banned on the two other city fields and expressed support for the same policy here, while remaining open to taller nets if the adult league ban alone proved insufficient.

Council Member Rice concurred and added that in her experience with youth baseball leagues, adult leagues should not be using aluminum bats in any case, and that the conduct at the Memorial Day event appeared intentional given the number of balls hit over the fence. She favored banning the group rather than honoring their remaining reservations.

Residents Paul Adams and Wes Warren briefly addressed the Council. Mr. Adams agreed that an age or league-based restriction was the most practical solution and confirmed that safety was his primary concern. Mr. Warren concurred that banning adult leagues was the most straightforward approach and noted that difficulty of enforcement alone is not a sufficient reason to forgo a rule.

The Council reached consensus that adult leagues should no longer be permitted to reserve or use the Highland Family Park baseball field, effective immediately for new reservations, and that existing reservations from the group responsible for the Memorial Day incident should also be cancelled. Ms. Wells indicated she would have staff notify the group.

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

There was no discussion needed at this time.

8. CLOSED MEETING

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

At 10:21 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 the character, professional competence, or physical or mental health of an individual, as provided by Utah Code Annotated §52-4-205.

Council Member Doug Cortney 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

Council Member Scott L. Smith MOVED to adjourn the CLOSED MEETING and Council Member Doug

Cortney SECONDED the motion. All voted in favor and the motion passed unanimously.

The CLOSED MEETING adjourned at 11:02 pm.

ADJOURNMENT

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

The meeting adjourned at 11:02 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 June 2, 2026. This document constitutes the official minutes for the Highland City Council Meeting.

Stephannie B. Cottle, CMC, UCC
City Recorder

HIGHLAND CITY

HIGHLAND CITY COUNCIL MINUTES

Tuesday, June 16, 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 6:06 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. 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, Finance Director David Mortensen, City Engineer/Public Works Director Chris Trusty, Fire Chief Brian Patten, Library Director Karen Liu, City Treasurer/Business License Official Candice Linford

OTHERS PRESENT: Jon Hart, Josh Winn, Jeff Farr, Kal Farr, Joseph Higbee, Scott Oldroyd, Roma Jean Ockler, Rachel Farnsworth, Patty Royster, Chistian Holbrook (via Zoom)

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.

Joseph Higbee addressed the Council regarding Action Item 3H (Highland Mains Development Agreement Amendment), raising three concerns. First, he noted that a liquor license had recently been approved for Highland Mains and that the area in question is directly adjacent to a church and park where children play, arguing that no commercial fence between these uses was inappropriate. Second, he characterized the request not as a removal of burden from the developer, but as a transfer of burden to society through negative externalities. Third, he argued that the fence should have been installed four years prior at the start of construction, and that the Council should not repeat that oversight.

Rachel Farnsworth, a Highland resident and member of the Highland Library Board, spoke in support of the library and the proposed dedicated tax increase. She described the range of services the library provides—including physical and digital materials, software access, private room reservations, and programming for all ages—and argued that demand for the library has never been higher. She praised Library Director Karen Liu for her ability to deliver results on a limited budget.

Patty Royster, a member of the Friends of the Library Board, also spoke in support of the library tax increase. She spoke about her personal use of the Libby app, the rising costs associated with Libby, and the value libraries provide to communities across all demographics. She argued that the relatively small annual cost to households was well justified by the breadth of services provided

Josh Winn, representing The Church of Jesus Christ of Latter-day Saints, addressed Item 3H. He expressed support for the Highland Mains development generally but stated that the Church would prefer the perimeter fence requirement to be maintained and not deferred. He explained that the Church imposes deed restrictions when selling property, and that certain uses anticipated in Highland Mains would not be compatible with adjacent church-owned property. He asked that the development agreement's fence requirement be upheld.

2. 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
May 19, 2026

b. Ratification of Large Purchases *General City Management*
David Mortensen, Finance Director
The City Council will consider ratification of large purchases made during May 2026.

c. Baseball Field Use Policy Update *General City Management*
Jay Baughman, Assistant City Administrator/Community Development Director
The City Council will consider an update to the Baseball Field Use Policy.

Council Member Kim Rodela pulled item 2c

Council Member Doug Cortney MOVED to adopt the consent agenda (items 2a and 2b), as amended with 3 amendments to minutes as distributed.

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

Regarding agenda item 2c, Council Member Rodela raised a question about the league eligibility provision in the updated policy, which states that leagues are not eligible to reserve fields for practices—only individual teams may do so. She asked how this interacted with the existing Memorandum of Understanding (MOU) with Lone Peak Baseball for use of Heritage Park. City Administrator Erin Wells confirmed that the City does have an MOU with Lone Peak Baseball and directed the Council to the "in-kind services" provision on Page 20 of the policy document, which provides a mechanism for entities that have been trained by staff and have entered into separate agreements. Ms. Wells acknowledged that the language did not explicitly address the practice reservation scenario and agreed it should be clarified. Council Member Rodela indicated she was satisfied with a staff clarification rather than pulling the item back.

Council Member Kim Rodela MOVED to approve consent item 2c Baseball Field Use Policy Update with the clarification on field use policy for practices for leagues.

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

3. ACTION ITEMS

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

a. PUBLIC HEARING/ORDINANCE: Approval of FY2025-2026 Budget Adjustments *General City Management*
David Mortensen, Finance Director
The City Council will hold a public hearing and consider amending the fiscal year 2025-2026 budget for various items as shown in the attached exhibit.

Finance Director David Mortensen presented the year-end budget adjustments for FY2025-2026. He explained that the purpose of these amendments is to prevent audit findings resulting from expenditures exceeding appropriated amounts, and to formally appropriate items previously approved by the Council during the year. Adjustments were presented across multiple funds. In the General Fund, notable items included a $10,000 increase for an IT server upgrade and a $27,000 appropriation for the Twin Bridges entryway project, the latter expected to be partially offset by insurance proceeds in FY2027. In the Cemetery Fund, adjustments were made for building utilities and maintenance. In the Library Fund, adjustments addressed employee benefits related to the director transition, a $7,300 donation from the Friends of the Library, and grant expenditures. In the Parks Capital Improvement Fund, adjustments included $200,000 for the Mitchell Hollow Trail project and $330,000 to finish Phase 2 of Highland Family Park. In the Storm Sewer Fund, $480,000 was added to fund the previously approved VAC truck purchase (bringing the total to $620,000). In the Culinary Water Fund, adjustments included $310,000 for a chlorination upgrade, $53,000 for a backhoe, and $478,870 for the well 5 rehab and chlorination grant project.

Mayor Brittney P. Bills opened the public hearing at 6:44 pm.

There were no public comments.

Mayor Brittney P. Bills closed the public hearing at 6:44 pm.

Council Member Cortney asked whether the $27,000 in additional expenses for the Twin Bridges project would be offset by insurance revenue in the future. Mr. Mortensen confirmed that insurance revenue would come into the general fund in fiscal year 2027, though it's not expected by the end of the current month.

Council Member Campbell inquired about long-term budget implications related to purchasing a vac truck, questioning whether it would lead to cost savings by eliminating the need to contract that service out. Mr. Mortensen acknowledged that the vac truck purchase is designed to result in a long-term financial benefit for the city by reducing outsourcing costs.

Council Member Rice asked about her donation to the library from her discretionary fund and whether it was included in the library budget. Mr. Mortensen clarified that her donation went through a different fund and was not part of the library's budget. Ms. Wells noted that the library is aware of Council Member Rice's donation.

Council Member Smith sought clarification on the accounting specifics related to the $27,000 budgeted for the Twin Bridges project, noting that the expense was listed twice in separate fund categories. Mr. Mortensen explained that the duplicate listings are due to an internal transfer that facilitates the general fund's contribution to the project costs. Council Member Smith then noted that the aggregate adjustments, totaling approximately $3,830,000, appeared significant relative to the total budget, which, including all utility and enterprise funds, was approximately $31,000,000. He observed that this represented a change of about 13% to 14%. While acknowledging the necessity of adjustments, given council approvals and multi-year project overlap, he inquired whether better foresight could have preempted some items from emerging as budget adjustments rather than being incorporated in the original budget projections. He suggested exploring estimates for overlapping fiscal year projects in future budgets. Mr. Mortensen responded by acknowledging that multi-year capital projects are the primary driver for the adjustments. He offered to attempt earlier estimates in future budget cycles, while noting the inherent difficulties in achieving precision due to timing uncertainties.

Council Member Scott L. Smith MOVED that City Council adopt the ordinance amending the Highland City fiscal year 2025-2026 budget as shown in the included exhibit and as presented by staff.

Council Member Kim Rodela 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

b. RESOLUTION: Consolidated Fee Schedule for FY2027 *General City Management*

Candice Linford, Treasurer
The City Council will consider updates to the fee schedule to take effect July 1, 2026.

Treasurer Linford presented the Fiscal Year (FY) 2027 Consolidated Fee Schedule. Highlights of changes included: new categories in the building department for clarity; increased meter fees for ¾-inch and 1-inch meters; increased cemetery fees reflecting the cemetery fund study; a new $30 non-compliance fee for business licensing; removal of the $125 group solicitor fee in favor of per-person application fees; a clarification of the retaining wall community development fee; formal inclusion of a traffic calming application fee of $25 (which had been charged previously but was not in the schedule); and updates to events fees including a new half-mile kids' run entry fee. Ms. Linford also confirmed that the pickleball court rental fee of $10 per court applies to special events only, not general public reservations.

Council Member Cortney noted for the public record that the fee schedule contains a notice indicating that fees approved during the year remain legitimate even if not listed in the schedule, and that the traffic calming application fee had therefore been a valid charge.

Council Member Liz Rice MOVED that City Council adopt the Resolution adopting the FY2027 Fee Schedule, as outlined.

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

c. **PUBLIC HEARING/ORDINANCE: Pressurized Irrigation Fund Transfer** *General City Management*
David Mortensen, Finance Director
The City Council will hold a public hearing and consider a transfer of funds from the Pressurized Irrigation Fund to the General Fund.

Finance Director Mortensen presented the annual Pressurized Irrigation (PI) Fund transfer. He explained that for approximately six years, the City has transferred funds from the PI Fund back to the General Fund, representing reimbursement for the General Fund's payment of PI fees to water city parks and open space. The transfer for FY2026-2027 amounts to $108,000, approximately 3.5% of the PI Fund's proposed expenditures. Mr. Mortensen confirmed that after consultation with the State Auditor's Office, the City's noticing practices have been deemed compliant.

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

There were no public comments.

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

Council Member Rice expressed a preference for retaining the $108,000 in the PI Fund, citing anticipated investments in meters and potential rebate programs. Council Member Rodela stated she was comfortable with the transfer, noting that ARPA grants had substantially addressed meter needs. Council Member Cortney distributed a handout illustrating that the transfer is economically equivalent to a 4.167% surcharge on PI service fees and expressed concern that most residents are unaware of the practice. He emphasized that the transfer is legally permissible but characterized it as effectively a tax on PI users. He stated that despite his ongoing philosophical objection to the transfer, he would vote in favor of it this cycle because the budget had already been adopted with the transfer incorporated—drawing on an analogy to Council Member Smith's approach of supporting implementation of decisions already made by the Council.

Council Member Ron Campbell strongly disagreed with Council Member Doug Cortney's portrayal of the pressurized irrigation (PI) fund transfer as effectively a tax. He argued that unless it involves the schools or churches paying into the PI system, describing it as a tax is inaccurate. He stated that spreading the cost across the PI system is appropriate as the watering of city parks is a PI function, clarifying that the taxpayer would bear an unfair burden if the cost were only covered by the General Fund. Consequently, he views it as a transparent accounting measure to capture the full expense of PI activities, which justifies its allocation within the PI user fees.

Council Member Smith acknowledged both perspectives, noting the transfer originated as an accounting correction and that the General Fund's budget had been built around this recurring revenue. Mayor Bills suggested that any substantive policy change to eliminate the transfer would be better addressed in the January budget cycle planning.

Council Member Cortney expressed that he had always held some concerns regarding the transfer of funds from the Pressurized Irrigation (PI) system to the General Fund but noted he was grateful to Mr. Mortensen for confirming it was in compliance with statutory notification requirements, reinforcing his confidence in the City's procedures. Recognizing that the budget had already been approved with the transfer incorporated, Council Member Cortney stated he would vote in favor of the transfer action this fiscal year. He appreciated Council Member Smith's example of supporting such decisions that had been previously established by the Council, despite personal viewpoints, stressing the importance of consistency and follow-through in city governance.

Council Member Ron Campbell MOVED that City Council approve the resolution authorizing a transfer of $108,000 from the Pressurized Irrigation Fund to the General Fund for fiscal year 2026-2027.

Council Member Kim Rodela 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

d. PUBLIC HEARING/ORDINANCE: Officer Compensation *General City Management*
Erin Wells, City Administrator
The City Council will hold a public hearing and consider adopting an ordinance enacting budgeted

compensation increases for the Mayor and specific City officers for fiscal year 2026-2027.

City Administrator Wells presented the proposed compensation increases for City officers and elected officials for FY2026-2027. For appointed City officers (department heads and assistant department heads), the proposed increases range from 4% to 5.5% depending on applicable market adjustments and Tier 2 retirement reimbursements, consistent with the pay plan previously discussed by the Council. For the Mayor, a 50% increase was proposed, bringing the annual salary from $12,600 to $18,900—still well below the average of $29,400 for comparable part-time mayors in the region, but closer to neighboring Cedar Hills at approximately $18,900.

Mayor Brittney P. Bills opened the public hearing at 7:33 p.m.

There were no public comments.

Mayor Brittney P. Bills closed the public hearing at 7:33 p.m.

Council Member Rodela spoke passionately about the importance of also addressing City Council compensation, noting she currently holds four jobs and that the current Council stipend effectively limits service to the retired and independently wealthy. She argued that low Council compensation prevents working professionals, young families, and those with student debt or mortgages from running for office.

Council Member Smith expressed support for the Mayoral increase given the near-full-time demands of the position and noted that the Council salary had been cut in 2010 during the recession and had remained depressed for approximately 13 years. He expressed hesitation about raising council salaries in the same year as a library property tax increase, suggesting it be revisited in the next budget cycle.

Council Member Cortney expressed support for the staff increases and acknowledged the merits of the mayoral raise but stated discomfort with the timing given the concurrent property tax discussion, and further advocated that increases for elected officials ideally take effect after the next election to allow voters an opportunity to respond. Despite these reservations, he stated he would vote in favor.

Council Member Campbell stated that the Mayor did not vote on her own compensation increase and saw no reason to delay correction of a known disparity. He echoed support for future council compensation

Council Member Rice stated that during her 33-year career as a teacher, she was a single mom working five jobs and also pursued her master's degree without taking a sabbatical. She appreciated the service aspect of her current role as a council member and emphasized her commitment to being accessible to residents. Despite recognizing the significant time demands of being the mayor and the full-time nature of her role, Council Member Rice conveyed concern about compensation increases that could eventually lead to a property tax increase. She articulated her ongoing commitment to opposing increases in property taxes as a principle.

Council Member Campbell clarified the property tax increase in question is tied solely to the library's dedicated levy tax and not to the City's general property tax. This dedicated tax is not a general property tax increase; instead, it is specifically for the library, which hasn't had an increase in approximately 17 or 18 years. Council Member Rice stated she understands that and simply felt that salary increases could eventually lead to a property tax increase.

Council Member Scott L. Smith MOVED that City Council adopt the ordinance enacting compensation increases for the Mayor as specified in the agenda and specific City officers for fiscal year 2026-2027 based on market survey.

Council Member Ron Campbell SECONDED the motion.

Council Member Doug Cortney MOVED to divide the question to vote on Mayor and City Officers separately.

Council Member Liz Rice SECONDED the motion.

The vote on the motion to divide the question was recorded as follows:

Council Member Ron Campbell	*No*
Council Member Doug Cortney	*Yes*
Council Member Liz Rice	*Yes*
Council Member Kim Rodela	*No*
Council Member Scott L. Smith	No

The motion failed 3:2

The vote on the original motion was recorded as follows:

Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*No*
Council Member Liz Rice	*Yes*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion carried 4:1

Mayor Bills added a comment in support of future Council salary increases, noting the significant time demands placed on all Council Members.

e. **ACTION: Truth in Taxation - Property Tax Impact Schedule** *General City Management*
Jay Baughman, Assistant City Administrator/Community Development Director
Utah Code 59-2-924 requires that at any meeting where there is a public hearing about the City's budget, the Property Tax Impact Schedule must be presented. In addition, staff is seeking to have Council adopt an updated Impact Schedule that has changed with new numbers from Utah County and the finalization of the library staffing plans.

City Administrator Wells presented an overview of the library's funding structure, usage statistics, and the basis for the proposed dedicated tax increase, contextualizing it within the Truth in Taxation process. Key data points included: 60,500 library visitors in the past 12 months (a 37% year-over-year increase); above-median program attendance per capita compared to other Utah libraries; 12% growth in physical and digital circulation; and 9% growth in electronic circulation through Libby. Ms. Wells explained that the primary drivers of the proposed increase are: the workload added by the Timpanogos Library Consortium (TLC), which has added approximately 40 hours per week of staff demand; conversion of one part-time position to full-time; addition of one part-time library assistant for TLC; addition of a new part-time courier position (4 hours/week, approximately $3,700/year) to manage TLC runs; continued senior programming (the Highland Senior Hub grant is expiring); and a $10,000 increase in Libby costs due to changes in federal subsidy and vendor pricing.

The proposed increase would generate an additional $171,600 in annual revenue. For the average Highland home valued at approximately $1,036,000, the impact is $27.36 per year, bringing the total annual library tax to $82.66. The library dedicated tax rate would increase approximately 49%, but this represents only a 7.5% increase when viewed against the combined city and library tax rate. Ms. Wells noted that the final decision on the tax increase will not occur until the Truth in Taxation public hearing on August 11, 2026, and that public information meetings are planned in the interim.

Council Member Smith expressed support, noting Highland's property tax rate is among the lowest in Utah County. He emphasized that even with this proposed increase, the library represents a small portion of the total property tax bill. Council Member Smith pointed out that his family's recent property tax bill indicated the library constituted merely 1.2% of their total property tax. With the proposed increase, that would rise to approximately 1.8%. He also considered comparisons to a charter school in Alpine that received significant funding from property taxes relative to the amount paid for Highland's library. While acknowledging that no one particularly enjoys increased taxes, he expressed belief that this increase is modest and well-justified given the substantial benefits provided by the library.

Mayor Bills noted an important consideration when discussing the budget and property taxes, emphasizing the distinction between wants and needs. She highlighted that many of the City's amenities, like parks (Highland Glen Park, Highland Family Park), trails, and replacing playground equipment, are in fact wants rather than needs. Mayor Bills underscored that although these enhancements are discretionary, they contribute significantly to creating a thriving community.

Council Member Cortney confirmed that the updated impact schedule reflected the recently received county valuation figures and was arithmetically consistent. He highlighted that the state statutes permit updating the property tax impact schedule (PTIS) at this point to ensure accuracy since, prior to now, the data from the county was not precise, leading to reliance on estimations. Mr. Mortensen clarified that the revised exhibit before the council included newly provided numbers from the county but only updated the residential valuation. He acknowledged that businesses were not yet fully updated by the county, making their data somewhat dated compared to residential figures.

Council Member Campbell expressed firm support for the library tax increase, emphasizing the significant role of the Timpanogos Library Consortium (TLC) in boosting library utilization far beyond initial expectations. He highlighted that the volume of activity at the library is exceptional given the limitation of only having one full-time employee. He conveyed that even with his own awareness of the potential impact on taxes, he believes wholeheartedly in the importance of the library's services to the community. He also noted that any concerns regarding the part-time employees' number and pay were discussed, observing that they are crucial for meeting the growing demands of library operations, particularly with the consortium partnership in place.

Council Member Rodela expressed strong support for the library and the proposed dedicated tax increase. She emphasized the importance of good communication and transparency in helping residents understand how property taxes work and the reasoning behind the increase. She suggested that when there is effective communication and transparency, residents can become more supportive of the changes.

Council Member Rice provided a written statement to staff and asked that it be included in the record of the meeting. She read the statement as follows: "I am the only member of City Council who has not been on the Library Board, and I consider that a strength. I need to make it clear as to why I'm voting against this budget for the library increase. I am not against the library. I am tired of people spreading that rumor and I don't really want to be chased out here on that either. But I spent part of my discretionary fund for the cover of a truck to tote books to Pleasant Grove, American Fork and back to Highland. But it is time to set the story straight. I wanted this to be on public record. We saw 25 to 30 people here at one council meeting not too long ago here to "save the library", which reminded me kind of "save the clock tower" from a familiar film—which showed the misinformation that was being spread in an echo chamber in this case. They did finally understand that the tax is for a full time person, one part time person and now tonight we have been yet informed that another part time person will be added for courier purposes. This is not for books nor am I suggesting the shutting down of a library. That is not correct. It is interesting to note that out of 200 people that I have spoken to only 40 or so are in favor of another tax increase property tax increase and that includes the 25 that were here that night. I too am surprised about that one. The reason I am against this dedicated tax is for the following reasons. Number 1, the PI water bill which will likely increase for most Highlanders which should be coming by next April. It is not a tax as we have pointed out earlier tonight, but we've never been charged for PI water before. So this is an increase in what you're going to spend per household. Number 2, plus we have a for sure property tax increase coming with the new school district in Aspen Peaks. Lastly, there is money that can be used that is already in the general fund without requiring a dedicated tax. This I believe is a want not a need. I'm opposed to a dedicated tax because they do not have to exactly account for how it is used or for the outcome we seek. No adjustments are being made by the library. American Fork and Pleasant Grove did have to make cuts. They decreased their hours and they decreased some programming. That is the inherent flaw with taxes. I rarely appreciate what the state legislature does, but they got this one right with attempting some accountability through the truth in taxation law. The problem here is we just keep changing what it is used for as in this case. Highland, you will get your tax increase for the library. I use the library rarely. I read 5 books a month. I'm not patient enough to wait for it on Libby. But I am opposed to a property tax increase when I believe we have other money that can be used, but I'm honestly just opposed to property tax increases. Thank you."

In conclusion, Ms. Wells presented the updated impact schedule and amended resolution that has been presented to the Council for action on the matter

Council Member Doug Cortney MOVED that the Highland City Council adopt the resolution approving the revised property tax impact schedule.

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	*No*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion carried 4:1

The Council recessed the meeting at 8:35 p.m. and reconvened at 8:43 p.m.

f. RESOLUTION: Certified Tax Rate *General City Management*
Erin Wells, City Administrator
The City Council will consider adoption of the Fiscal Year 2026-2027 Certified Tax Rate. If Council continues to consider an increase to the Library Property tax, these rates will not become final until Council makes a decision at the Truth in Taxation hearing on August 11.

City Administrator Wells presented the FY2026-2027 certified tax rates as provided by Utah County. She explained that the general city rate decreases slightly due to rising property values (the certified rate mechanism prevents automatic revenue increases with assessment growth). The library dedicated rate reflects the proposed increase currently under consideration. Ms. Wells clarified that adoption of these rates is required to signal the City's intent to the county and does not finalize the library tax increase, which remains subject to the August 11 Truth in Taxation hearing.

Council members discussed the procedural requirement to formally adopt the rates now even though the library rate is not yet final and acknowledged the county's direction to proceed in this manner.

Council Member Ron Campbell MOVED that City Council approve the resolution adopting the Fiscal Year 2026-2027 Certified Tax Rate of 0.000775, which includes 0.000630 for City operations and 0.000145 for Library operations.

Council Member Kim Rodela SECONDED the motion.

The vote was recorded as follows:

Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Yes*
Council Member Liz Rice	*No*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion carried 4:1

g. PUBLIC HEARING/ORDINANCE: Adoption of Interim Fiscal Year 2026-2027 Budget *General City Management*
Erin Wells, City Administrator
The City Council will hold a public hearing and consider adoption of the Highland City Fiscal Year 2026-2027 Interim Budget.

City Administrator Wells presented the FY2026-2027 Interim Budget, summarizing the full budget across all funds. Total projected revenue is approximately $32,600,000 and total projected expenditures are approximately $31,900,000, resulting in a balanced budget. The General Fund reflects 3% projected growth in property and sales tax, a one-time $264,000 reimbursement from Lone Peak, no fee increases for garbage (absorbed by the City), and the proposed library dedicated tax increase of $171,600. Key expenditures across funds include: park improvements at Beacon Hills Park, Highland Glen Park, and two additional parks funded by the parks tax; an added position in the police department; final payment on the City's building bond; security improvements at city facilities ($100,000 budgeted from fund balance); expanded traffic calming funds; conversion of the part-time code compliance officer to a full-time planner/code compliance position; conversion of the part-time events coordinator to a full-time position; and the library staffing additions described in Item 3E. The overall fund balance utilization would leave the City at approximately 29.5%, within the state-allowed maximum of 35%.

Changes since the tentative budget approval included: a new General Fund reserve line item for the potential library tax increase as required by state law; updated property tax revenue estimates from Utah County (slightly reduced); a $100,000 fund balance allocation for city facility security updates; a $2,100 interlocal agreement payment to Utah County for homeless services; a $6,300 increase in the Mayor's compensation; a community center utility increase of $2,500; a $5,700 increase in the Lone Peak budget; and the new library courier position.

Mayor Brittney P. Bills opened the public hearing at 9:00 p.m.

Kurt Ostler, Highland City resident and former Mayor, provided a comparative analysis of the city budget from 2017 to 2026, noting that inflation over that period was approximately 34% while the city budget grew 37%. He observed that the library's proposed budget, at $601,191, exceeds what an inflation-adjusted figure from 2017 would suggest. He posed questions about grant dependency, the viability of a full-time events position, and whether the library might benefit from being incorporated into the General Fund for broader revenue access.

Mayor Brittney P. Bills closed the public hearing at 9:03 p.m.

Council Member Campbell inquired about the Town Center Exaction fund balance, which remains unchanged at $8,428. He questioned why this amount continues to be carried over each year and whether it can be resolved. City Administrator Erin Wells explained that the fund maintains a balance because Ten700, previously known as Apple Creek—the McKay Christensen project—continues to pay into this fund each time a building permit is issued. The exaction, an agreement established to reimburse infrastructure costs, will remain active until all building permits for the development are finalized, at which point it could potentially be closed.

Council Member Rice raised a question about the $2,500 utility increase at the community center. Ms. Wells noted that Rocky Mountain Power rate increases account for at least a portion of it, and that a $100/month Internet increase had also been identified; she indicated she would investigate whether the Internet costs should be split with the parks maintenance department and whether renter fees should be adjusted accordingly. Council Member Campbell suggested that if renters are the primary Internet users, the fee structure should reflect that. The Council directed staff to bring back more information.

Council Member Smith noted that the neighboring city to the south, with twice Highland's population, has expenditures more than four times Highland's, and credited consistent fiscal management for the City's position. He highlighted that the City is on track to be essentially debt-free within 15 months, with the building bond paying off this fiscal year and all remaining bonds concluding shortly thereafter.

Questions were raised by Council Member Rodela and Council Member Cortney regarding the use of one-time funds versus ongoing revenue sources in the budget. Council Member Rodela asked for clarification on how the $100,000 in one-time money allocated for potential security updates at city facilities would be spent, inquiring whether the full amount would be utilized. Ms. Wells explained that $100,000 was a placeholder amount, based on prior estimates for security improvements, and further evaluation and bidding would determine the actual expense. Council Member Cortney indicated support for including the $100,000 allocation in the budget as contingent funds, advocating for spending only the necessary amount, without automatically utilizing the entire budgeted sum.

Council Member Cortney raised a question regarding a significant discrepancy in the culinary water fund between a small wage increase (~$1,000) and a large benefits increase (~$18,000). Ms. Wells explained this was due to budgeting for a recently vacated water operator position at the maximum family benefit level to ensure coverage regardless of who is hired.

Council Member Doug Cortney MOVED that City Council approve the ordinance adopting the Highland City Fiscal Year 2026-2027 Interim Budget.

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	*No*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion carried 4:1

h. ORDINANCE: Highland Mains Signage - Development Agreement Amendment *Land Use*

(Legislative)
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will consider a proposed amendment to the legislative development agreement for Highland Mains related to signage and the perimeter wall.

City Attorney and Planning & Zoning Administrator Patterson presented the proposed amendment to the 2007 development agreement (amended 2022) for Highland Mains, which is zoned CR. The item encompassed two distinct components: (1) proposed signage changes, and (2) a proposed modification to the timing of the required perimeter masonry wall. Regarding signage, the proposed changes—previously reviewed and approved by the Planning Commission—included: changing the monument entry sign to a black background with white lettering; retaining the existing wayfinding sign design; and replacing the single 25-foot commercial center freestanding sign with two 15-foot signs, each with a required 3-foot stone base.

The applicant, Midtown National Group (MNG), represented by Christian Holbrook, via Zoom, confirmed full agreement with all Planning Commission-recommended signage changes. Regarding the perimeter masonry wall, he explained that MNG had already ordered and begun installing the wall when Drew Parcell, a prospective purchaser of the northern lots (Lots 2 and 3), asked that installation be paused while he explored the possibility of also purchasing the adjacent church ball field—which would potentially require reconfiguring the wall's northern boundary. The proposed amendment would shift the wall completion obligation from being tied to occupancy anywhere in Highland Mains, to being tied specifically to occupancy in Lots 2 and 3.

Council members expressed near-unanimous consensus that the wall should be installed as currently required and that the signage and wall issues should be voted on separately.

Council Member Smith raised questions regarding the height of the proposed wall, noting that most masonry walls in the City are six feet high, but he believed that walls in commercial areas could be up to eight feet in height. He sought clarification on whether the wall adjacent to Highland Mains should be taller, as he recalled an existing wall being eight feet on the opposite side of a commercial development. Mr. Patterson checked the city's code and confirmed that the screen wall requirement is for a minimum height of six feet, with an increase to eight feet only applicable when there is a loading dock. The office lots in question did not include loading docks, meaning the wall should be consistent with a six-foot height. Mr. Holbrook stated he believes that a six-foot wall had been ordered, supporting the correspondence between the proposed height and City requirements.

Council Member Cortney inquired if there were any construction-related issues with erecting the masonry wall before constructing the office buildings. Mr. Holbrook stated there were no problems from their perspective and mentioned that the crew could install the wall along Lot 3's perimeter immediately. They could proceed or pause at Lot 2, depending on the City Council's decision. Mr. Patterson confirmed there were no known issues from a developer or contractor standpoint that would impede this plan.

Council Member Campbell asked for additional input from Josh Winn representing the LDS Church. Mr. Winn clarified that no negotiations or offers had been received from Mr. Parcell or any party regarding the church ball field, and that the Church does not support deferring the fence requirement.

Council members expressed near-unanimous consensus that the wall should be installed as currently required and that the signage and wall issues should be voted on separately.

Council Member Liz Rice MOVED to separate these two issues between the fence and the signage for vote.

There was additional discussion from Council members with clarification from Mr. Patterson directing the Council that the motion could just include the bullet point referencing the signs.

There was no SECOND.

Council Member Liz Rice MOVED that the City Council approve the proposed amendment to the 2007 Development Agreement for the Highland Mains project including all changes to the proposed signs as recommended by the Planning Commission.

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

i. **ACTION: Approval of Business Use: Private Dog Park** *Land Use (Legislative)*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will consider a request from Kal Farr to allow private dog recreation and training as an allowed use within the R-1-40 zone.

City Attorney and Planning & Zoning Administrator Patterson presented a request to add private dog training and recreation as a permitted use in the R-1-40 zone, specifically initiated by applicant Jeff Farr and his father Kal Farr. The proposed business, "Wagon Wagon," would bus dogs to a private property, provide supervised outdoor recreation and training, and return them—with no overnight boarding.

Mayor Bills wondered if this item should have been adverstised as a public hearing. Mr. Patterson noted that while this was listed on the agenda as an action item, it should have been noticed as a public hearing, and he recommended the item be continued to the next Council meeting. Mayor Bills stated she would like to hear from the applicant this evening and a public hearing can be advertised for the next meeting.

Jeff Farr addressed the Council, describing the business model, safety protocols (including required vaccinations, spay/neuter requirements, and comprehensive liability insurance), and the community need for an off-leash dog facility.

Council Member Rodela asked if the applicant has reached out to neighboring property owners to determine if there is support or opposition to the proposal.

Kal Farr clarified that the initial location had shifted from a UDOT-owned parcel (which declined to lease) to his private property near SR-92 and 6400 West, where the dogs would be below grade and screened from neighbors. The long-term plan is to prove the business model on the private lot, then seek to purchase the UDOT parcel when it is auctioned in the fall.

Council members expressed general enthusiasm for the concept. Council Member Cortney indicated support for a permitted use designation with conditions (rather than a conditional use), and suggested language clarifying that the business licensee be deemed the owner and keeper of all dogs during operating hours. Council Member Smith asked that conditions include neighbor notification similar to home occupation requirements, and Mr. Patterson confirmed that could be incorporated.

Council Member Doug Cortney MOVED to continue this item until the next council meeting.

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

4. EXPEDITED ITEMS

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

a. ACTION: Bid for Storm Drain Project *General City Management*
Chris Trusty, City Engineer/Public Works Director
The City Council will consider a bid award for a storm drain replacement project on 5710 West.

City Engineer/Public Works Director Trusty presented a bid for the storm drain replacement project on 5710 West.

Council Member Rice inquired about the specific location of the storm drain project, asking for details regarding the project. Mr. Trusty explained that the storm drain project is situated north of 11200 North, approximately halfway up the street on 5710 West. This location is on the very west end of the vacated portion of 11200 North, roughly at 11250 North.

Council Member Kim Rodela MOVED that City Council award a bid to KW Robinson in the amount of up to $53,975.81 for the 5710 West storm drain project.

Council Member Liz Rice SECONDED the motion.

The vote was recorded as follows:

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

The motion carried 5:0

5. DISCUSSION ITEMS

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

a. 10100 North Improvements *General City Management*
Chris Trusty, City Engineer/Public Works Director
The City Council will consider using surplus grant funds from the 10400 North Improvement project for roadway improvements along 10100 North near Lone Peak High School.

City Engineer/Public Works Director Trusty presented a proposal to use surplus grant funds from the 10400 North Improvement project for roadway improvements along 10100 North near Lone Peak High School. The City has $273,886.95 remaining from a $1,000,000 Utah County grant. The City's estimated share of the project—if completed in coordination with Ivory Homes during their current construction of the adjacent Ridgeview subdivision—would be approximately $145,673 including a 10% contingency, leaving approximately $128,000 in remaining grant funds for other eligible road projects. Mr. Trusty indicated he would like to bring a formal reimbursement agreement with Ivory Homes to the next Council meeting and requested preliminary Council direction to proceed.

All Council members indicated support. Council Member Smith noted that 10100 North is the entrance to Highland Glen Park and expressed hope for broader improvements to the area. Mr. Trusty noted that remaining grant funds might also support future improvements to the Highland Glen parking lot, which could be a subject for future discussion.

6. COMMUNICATION ITEMS

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

c. Fraud Risk Assessment
David Mortensen, Finance Director

Finance Director Mortensen reported that the City's annual fraud risk self-assessment resulted in a score of 350 out of 395, placing Highland in the "low" risk category—one tier below the best possible "very low" rating. The primary items that would elevate the score are implementation of either a formal internal audit function or an audit committee. Mr. Mortensen noted that implementing either would require meaningful staff time and/or external cost (approximately $10,000/year based on comparable cities), and that no indicators of fraudulent activity have been observed. Council members generally agreed that the current risk level is acceptable relative to the cost of additional safeguards, though Council Member Cortney expressed ongoing philosophical support for internal audit functions. Council Member Rice asked whether a cybersecurity policy could benefit the City's insurance standing; Mr. Mortensen confirmed it could positively influence the underwriting assessment.

b. Mural at Highland Family Park
Kim Rodela, Council Member
Doug Cortney, Council Member

City Administrator Wells presented a proposal from Council Member Rodela to commission a mural on the exterior wall of the baseball shed at Highland Family Park. A Highland resident and professional muralist has provided a bid of $4,500—significantly discounted from her standard rate—and expressed enthusiasm for contributing to the community. The project would be funded using Council Member Rodela's council appropriations funds, with Council Member Cortney contributing the balance. Council members expressed support for the idea and interest in reviewing design options. Mr. Trusty noted that staff is following up with the muralist regarding anti-graffiti protective coating recommendations.

a. Trail Plans in Canterbury & Foxwood Subdivision
Ron Campbell, Council Member
Liz Rice, Council Member

Kim Rodela, Council Member

This item will be discussed at a future meeting.

d. Community Development Update (Current Projects)
Rob Patterson, City Attorney/Planning & Zoning Administrator

This item will be discussed at a future meeting.

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 10:26 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 Doug Cortney 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

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

The CLOSED MEETING adjourned at 11:22 pm.

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 11:23 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 June 16, 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: June 2026

Date	Vendor	Check #	GL Account		Amount	Description
6/9/2026	WM Corporate Services, Inc	4204	10-73-50	$	90,655.42	Solid Waste Hauling Contract
6/2/2026	Timpanogos Special Service District	38729	52-40-42	$	164,715.57	April 2026 Sewer Treatment User Fees
6/2/2026	Jim E Loveland	38751	70-2304	$	77,982.16	Abelour Phase 1 Bond Release
6/2/2026	Lone Peak Public Safety District	38756	10-54-31, 10-57-11, 10-57-31	$	519,939.74	June 2026 Public Safety Assessments
6/2/2026	North Pointe Solid Waste	38758	10-73-49	$	31,358.10	Solid Waste Tipping Fees
6/9/2026	Timpanogos Special Service District	38804	52-40-42	$	151,007.92	May 2026 Sewer Treatment User Fees
6/9/2026	VanCon	38806	55-40-78	$	80,892.50	Well #1 and #5 Chlorination Project Pmt 3
6/16/2026	Baker X Construction	38850	55-40-50	$	25,600.00	Viewpointe Tank Lid Earth Cover
6/23/2026	Morgan Pavement	38886	10-60-31	$	55,370.00	Highland City Crack Seal
6/23/2026	VanCon	38904	40-40-76	$	207,869.87	Mitchell Hollow Trail Project Pmt 2
6/30/2026	Baker X Construction	38914	55-40-50	$	27,200.00	American Fork Tank 2 Fill
6/30/2026	TJ Contractors	38968	10-60-37	$	33,917.00	Concrete Flatwork
6/30/2026	VanCon	38971	40-40-76	$	307,250.61	Mitchell Hollow Trail Project Pmt 3
6/30/2026	VanCon	38971	55-40-78	$	179,861.60	Well #1 and #5 Chlorination Project Pmt 4

CITY COUNCIL AGENDA REPORT
ITEM #3a

DATE: July 7, 2026
TO: Honorable Mayor and Members of the City Council
PREPARED BY: Rob Patterson, City Attorney/Planning & Zoning Administrator
SPONSORED BY: City Staff
SUBJECT: Fire and Wildland-Urban Interface (WUI) Code Update and WUI Map
TYPE: Municipal Code Update (Legislative)

PURPOSE:
The City Council will consider amending municipal code to reference the current the fire and wildland-urban codes and to adopt the state-approved wildland-urban interface map and designation of at-risk wildland-urban interface areas. Staff recommends adoption of the proposed ordinance and map.

STAFF RECOMMENDATION:
Staff recommends that the City Council adopt the proposed amendments to the city's municipal code regarding fire code appendices and wildland-urban interface code, and adopt the wildland-urban interface

PRIOR COUNCIL DIRECTION:
The City Council previously adopted ordinance 2025-08, adopting all appendices to the then-current version of the fire code (2021 International Fire Code), and ordinance 2026-03, adopting the then-current version of the wildland-urban interface code (2006 Utah Wildland Urban Interface Code). With the wildland-urban interface (WUI) code, the Council adopted a process for the preparation, review, and adoption of a WUI map designating the areas within the City to which the WUI code would apply. However, because the Utah State Legislature was in session and working on modifications to state law regarding the WUI code and WUI map requirements, the Council did not immediately adopt a WUI map.

BACKGROUND:
By way of reminder, in the 2025 general session, the Utah legislature adopted HB 48, regarding the wildland urban interface (WUI). This act requires the state and local governments to identify and mitigate wildfire risk areas within their jurisdiction. Also as part of HB 48, the state will now withhold assistance and funding for WUI and wildfire preparation, mitigation, and fire-fighting efforts from cities unless the cities adopt and enforce the state WUI building code standards. Failing to adopt the state WUI standards will result in a city bearing significant risks and liabilities associated with fires in wildland areas that can spread into urban areas or vice versa, as the state may refuse to help or provide funding. The Council previously adopted the required WUI code to ensure the City remains eligible for state assistance and funding.

Since the adoption of the previous WUI code, the State Legislature in the 2026 General Session passed HB 41. This bill updates the state WUI code from the 2006 Utah Wildland Urban Interface Code to the

2024 International Wildland-Urban Interface Code. With the new 2024 WUI code, the State also mandated that the WUI areas designated on the WUI map could not include any areas below the risk category 5 threshold of the "Smoothed Structure Exposure Score map" created by the Division of Forestry, Fire, and State Lands without prior approval of the Division.

The majority of Highland properties are within risk categories 1-4 and therefore exempt from the WUI code by default. A few areas of Highland are risk categories 5-6, including the northern parts of Skye Estates/Stirling Point, portions of Beacon Hills/Twin Bridges, and the eastern half of View Pointe. City staff have prepared a WUI map that encompasses only the portions of Highland within risk categories 5 and higher. (Listed on the attached map as those on the legend with Exposure Scores of 80-90% and above.) Staff does not recommend at this time adding additional areas outside of the risk category 5+, unless the Council has specific concerns with a particular area. You can also view an interactive version of the Smoothed Structure Exposure Score map online at https://wrap.wildfirerisk.utah.gov/Map/Public/#map-themes.You may need to click on "Map Themes," select "Smoothed Structure Exposure Score," and reduce the layer opacity slider to see the risk areas overlaid on the map of Highland.

The changes from HB 41 take effect January 1, 2027. Based on conversations with state agencies, it appears that the requirements of HB 41 are likely to remain the final regulations related to the WUI code and WUI map for the near future, which is why staff is now recommending moving forward with updating City code and adopting a WUI map that aligns with HB 41.

In addition to HB 41, the State Legislature also adopted HB 45, updating the state fire code from the 2021 International Fire Code to the 2024 International Fire Code. This affects the appendices previously adopted by the City. While the City's code does contemplate changes to the state fire code, it is better for City Code to reflect the current fire code version as much as possible to avoid confusion.

Accordingly, staff has prepared a draft ordinance that accomplishes the following:

- Updates the adopted fire code appendices from the 2021 fire code to the 2024 fire code, effective immediately
- Updates the City's municipal code regarding WUI to adopt the 2024 WUI code and its specifications regarding the WUI map, effective January 1 to align with the effective date of HB 41
- Adopts a WUI map that corresponds with the requirements of the 2024 WUI code and HB 41, effective immediately

City staff are working to come up to speed on the new WUI code and to begin education and compliance work. In general, the 2024 WUI code does not mandate retroactive application of its standards to existing buildings, unless there is a serious threat to health or safety. So existing structures without sprinklers or fire-resistant construction would not be immediately required to retrofit or remodel the building. And the 2024 WUI code provides, "Additions or alterations shall be permitted to be made to any building or structure <u>without</u> requiring the existing building or structure to comply with all of the requirements of this code, provided that the addition or alteration conforms to that required for a new building or structure," so long as the addition or alteration does not cause the existing building to become structurally unsafe, fail to provide adequate access/egress, creates a new fire hazard, or reduces fire resistance. For most homeowners, the 2024 WUI code will only require special fire-resistant construction for additions or specific portions of a home being remodeled, rather than the entire home.

The primary change that will be required immediately for property owners within the WUI is to modify landscaping and fuel sources near buildings to create defensible space, generally between 30' and 50' from the home. This does not require removing all trees and fuel sources, so long as certain distances and other requirements are met.

It is staff's intention, after the WUI map is adopted, to begin evaluating the risk of the various areas in the WUI and, based on the risk, educating residents about fire prevention methods, requirements for defensible space, and requirements for fire-resistant construction with additions, remodels, and other new construction. The 2024 WUI code takes effect January 1, so staff has time to begin educating residents about the WUI code requirements prior to their direct implementation. As with most code compliance work, staff will generally work with residents through education and assistance to obtain voluntary compliance.

FISCAL IMPACT:

No direct fiscal impact. Enforcement and compliance work will be handled by the building department, fire marshal, and the new full-time planner tech/code compliance officer that is already funded in the FY27 interim budget.

MOTION:

I move that City Council adopt the ordinance adopting the state fire code, state wildland-urban interface code, and wildland-urban interface map.

ATTACHMENTS:

1. Ordinance - Fire and WUI Code Update, WUI Map
2. 2026_Wildfire_Risk

AN ORDINANCE AMENDING HIGHLAND CITY MUNICIPAL CODE RELATED TO FIRE AND WILDLAND-URBAN INTERFACE CODE STANDARDS AND ADOPTING A WILDLAND-URBAN INTERFACE MAP

WHEREAS, Highland City is authorized to adopt and enforce building, fire, wildland-urban interface, and related safety codes and regulations in accordance with State law;

WHEREAS, Highland City previously adopted all appendices to the 2021 International Fire Code and adopted the 2006 Utah Wildland Urban Interface Code;

WHEREAS, the State of Utah has adopted new versions of these codes;

WHEREAS, the applicable wildland-urban interface code and Highland Municipal Code require Highland City to prepare, approve, and implement a wildland-urban interface map that designates the properties and structures subject to the wildland urban interface code regulations;

WHEREAS, the Highland fire chief, in consultation with the building official, fire marshal, and other City staff have prepared and recommended a wildland-urban interface map, which consists of all properties and structures within those areas in Highland City's municipal boundaries that are designated by the Utah Division of Forestry, Fire, and State Lands as risk category 5 or higher of the Smoothed Structure Exposure Score map prepared by said Division;

WHEREAS, the Highland City Council desires to adopt the appendices to the current fire code adopted by the State of Utah, adopt the current wildland-urban interface code adopted by the State of Utah, and adopt the proposed wildland-urban interface map designating the areas in which the current wildland-urban interface code shall be applied;

WHEREAS, the Highland City Council finds that this ordinance furthers the public welfare, is in the interest of the public, and does not negatively impact family health, stability, and formation.

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

SECTION 1. Section 15.04.010(B) of the Highland Municipal Code is amended as follows:

15.04.010(B) Highland City adopts and may enforce all appendices of the International Fire Code, ~~2021~~ 2024 Edition. If the State Fire Code is different than the International Fire Code, ~~2021~~ 2024 Edition, Highland City adopts and may enforce any appendix of the uniform or international fire code adopted by the state.

SECTION 2. Section 15.30 of the Highland Municipal Code is amended as follows:

15.04.030 ~~WILDLAND~~ Wildland-Urban Interface Standards

A. Consistent with Title 15A, Adoption of State Construction and Fire Codes Act and Title 65A, Chapter 8, Management of Forest Lands and Fire Control, as amended, Highland City adopts and shall enforce the wildland-~~-~~urban interface standards of the ~~2006~~ 2024 edition of the ~~Utah~~ International Wildland-~~—~~Urban Interface Code, issued by the International Code Council~~, with the alternatives or amendments approved by the Utah Division of Forestry, Fire, and State Lands~~, collectively referred as the WUI Code.

B. The properties and structures subject to the WUI Code are those properties and structures within the wildland-~~–~~urban interface area designated in the Highland City Wildland-~~–~~Urban Interface Map, referred to as the WUI Map.

C. The WUI Map shall be prepared, approved, and implemented as follows:

1. The WUI Map shall be prepared and recommended by the fire chief, in consultation with the building official, fire marshal, and other staff.

2. The proposed WUI Map shall be approved and adopted by ordinance by the City Council after making any revision the City Council considers appropriate.

~~2.~~3. The WUI Map shall not designate wildland-urban interface areas that are below the risk category 5 threshold of the Smoothed Structure Exposure Score map found on the Utah Wildfire Risk Explorer Website unless the City obtains the approval of the Utah State Division of Forestry, Fire, and State Lands.

~~3.~~4. The WUI Map shall be reevaluated and updated according to the process set forth herein on a three-year basis or more frequently as deemed necessary by the City Council.

~~4.~~5. After adoption of the WUI Map, if any portion of a parcel or lot is within the wildland-~~-~~urban interface area designated in the WUI Map, all structures, buildings, landscaping, and other improvements within such parcel or lot shall conform to the requirements of the WUI Code.

SECTION 3. The Wildland-Urban Interface Map attached as Exhibit A is approved and adopted.

SECTION 4. The City Recorder, under the supervision of the City Administrator and City Attorney, may make non-substantive corrections to any portion of this ordinance and to the City codes referenced herein for grammatical, typographical, numbering, and consistency purposes in accordance with the expressed intent of the City Council.

SECTION 5. All ordinances and parts and provisions thereof in conflict with this ordinance are repealed to the extent of such conflict.

SECTION 6. Except as provided by Section 7, this ordinance shall take effect immediately upon its adoption and publication, in accordance with law.

SECTION 7. Section 2 of this ordinance shall take effect January 1, 2027.

ADOPTED AND PASSED BY THE CITY COUNCIL OF HIGHLAND CITY, UTAH, this 7th day of July, 2026.

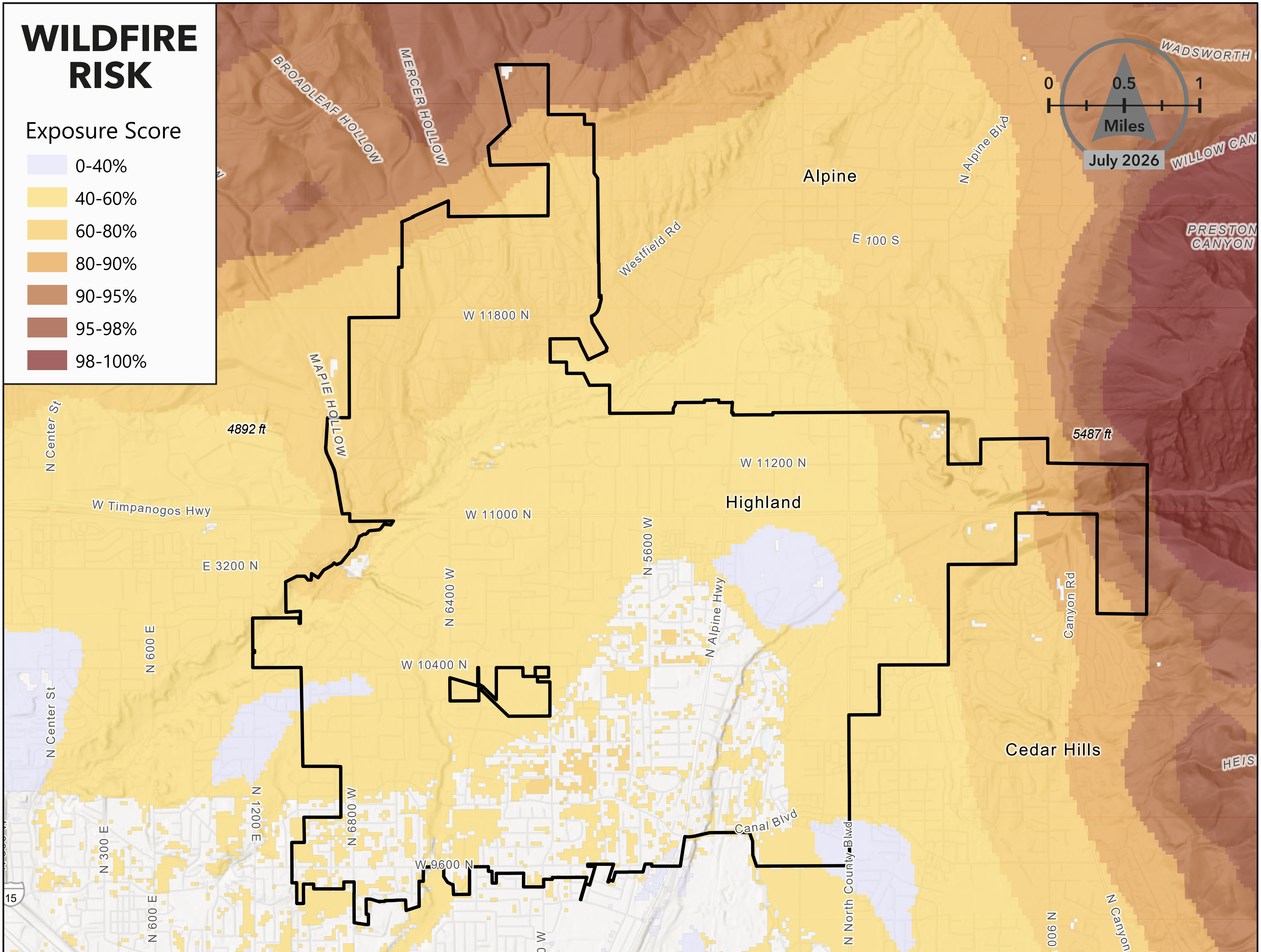
____
Brittney P. Bills
Mayor

ATTESTED:

____
Stephannie B. Cottle
City Recorder

Exhibit A

Wildland-Urban Interface Map


WILDFIRE RISK
Exposure Score
0-40%
40-60%
60-80%
80-90%
90-95%
95-98%
98-100%
0
0.5
1
Miles
July 2026
Alpine
Highland
Cedar Hills
BROADLEAF HOLLOW
MERCER HOLLOW
MAPIE HOLLOW
Westfield Rd
E 100 S
N Alpine Blvd
WADSWORTH
WILLOW CAN
PRESTON CANYON
W 11800 N
4892 ft
5487 ft
W 11200 N
W Timpanogos Hwy
W 11000 N
E 3200 N
N 5600 W
N 6400 W
N Alpine Hwy
Canyon Rd
W 10400 N
N 600 E
N Center St
N 1200 E
N 6800 W
N 300 E
Canal Blvd
N North County Blvd
W 9600 N
N 900 W
N Canyon
HEIS
15

CITY COUNCIL AGENDA REPORT
ITEM #3b

HIGHLAND CITY

DATE: July 7, 2026
TO: Honorable Mayor and Members of the City Council
PREPARED BY: Jay Baughman, Assistant City Administrator/Community Development Director
SPONSORED BY: Jared Carman
SUBJECT: Declare Certain Property Adjacent to Jared Carmen as an Orphan Parcel
TYPE: General City Management

PURPOSE:
The City Council will consider declaring city-owned property adjacent to property owned by Jared Carman as an orphan parcel and directing staff to move forward with the sale of that property.

STAFF RECOMMENDATION:

Staff recommends approving the Resolution with the stipulations outlined in this report. If approved, staff would work with the applicant to prepare the parcel for sale and follow all state and local ordinances regarding sale of City property.

PRIOR COUNCIL DIRECTION:
At the February 3, 2026 City Council Meeting, the City Council approved Resolution R-2026-07, which updated the method by which the City calculated the value of orphan parcels of land and reiterated its policies and guidelines for the disposal of surplus real public property owned by the City. The square footage amount set for 2026 is $5.72.

At the March 24, 2026 City Council Meeting, the City Council reviewed a draft Open Space Sale Application developed and presented by staff. The application, as an administrative tool to process requests for land purchases, was supported by Council. Staff transposed the application to its online Civic Review platform, where other similar land-use applications are processed. At this time, the link to the application is shared upon request by Community Development and Planning staff so that we are able to speak with and discuss the suitability of a request for purchase with the applicant.

BACKGROUND:

Resolution R-2026-07 gives the following stipulations regarding the sale of real public property owned by the City:

1. 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.

Summary of the Request

Please note that the applicant originally applied for a maintenance agreement of the property. In reviewing the application, staff found this parcel to be acceptable for sale. The applicant has indicated their willingness to purchase the property, but still needs to submit the actual application to do so. The narrative below speaks to a maintenance agreement as that is what was originally applied for.

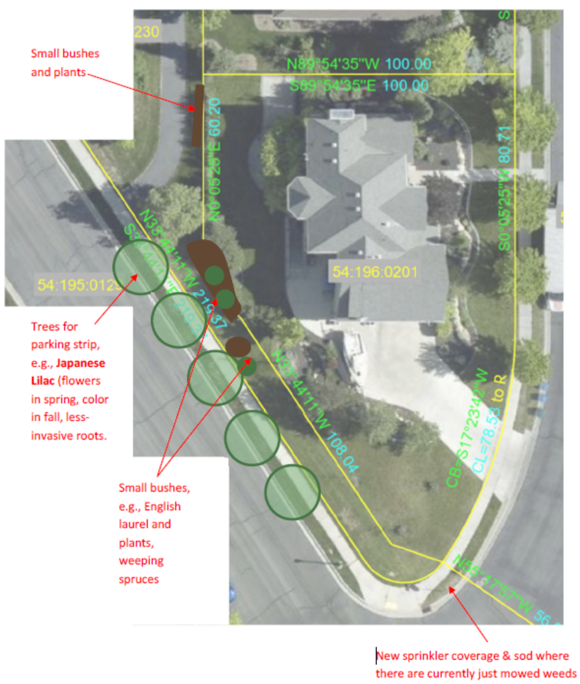
1. Carman, Jared - 11173 N Shoreline Dr., Highland, UT 84003

- **Resident Justification Narrative**: "In the area we propose to maintain, some grass is dead, some has no grass at all (just weeds). We would like to add supplementary sprinkler coverage, some grass, bushes, and trees to further beautify this area around our home.

- My family lives at **11173 N. Shoreline Drive**, in the View Pointe subdivision of Highland City. Our home, built in 2007, is adjacent to a city-owned grassy area, and a non-landscaped area.

  We would like to further beautify our neighborhood in the areas around our house. I'm requesting a revocable, non-exclusive permission to:

    - Remove weeds, extend our sprinklers, plant and maintain grass, on the **Shoreline Dr frontage** in front of our home:
    - Plant and maintain trees and shrubs; maintain grass on the **4050 W frontage** behind our home.
    - See diagram, below.



- I understand that this is city property. I am willing to comply with any conditions or remove the trees we plant, if required.

  Thank you for your consideration,

  Jared Carman"

Staff Review of Maintenance Agreement Application

- **Public Works:** Concerns that added vegetation which could interfere with the sight triangle. Any trees or shrubs planted would need to be of an approved type and located far enough away from the sidewalk to avoid compromising the sidewalk. Currently, there is a sprinkler system serving this area. The brown spots the applicant has identified in the area are likely due to winter road salt and not from lack of watering. Staff is concerned that digging in this area to plant vegetation could damage irrigation lines.

- **Community Development:** It appears the narrow corridor was planned to be a trail adjacent to the sidewalk, but that was not built (likely to avoid redundancy). It does not appear there are any current trail or other planned needs for the corridor property that the plan would interfere with. City park strip standards allow Japanese lilac trees, though there are too many, as the City generally requires 20'-30' spacing, which is not in the proposed plan.
- **Engineering:** Reviewed- No comments.

Staff Review of Sale Possibility

As previously mentioned, staff has found this parcel (behind the sidewalk) to be acceptable for sale to the applicant. The property does not have infrastructure underneath it and is no longer part of a trail corridor. Selling the property would not take away from the open space feel of the neighborhood as a 5' buffer from the trail could be maintained. There are no known future city needs and the property was intended to be and is being watered by the City, thus there is no additional burden on the PI system. Further, selling the parcel would not create additional orphan parcels, nor create access issues for the City.

Some costs associated with the sale include, but are not limited to, the surveying of the land and closing costs to prepare the parcel for sale as well as capping and, if necessary, rerouting city sprinklers. Historically, these costs have been the purchaser's responsibility. The owner would also need to be aware of and comply with all city ordinances, including planting requirements in part strips and maintaining a clear site triangle for vehicles. Once the property behind the sidewalk is sold, the park strip to the west would automatically become the responsibility of the applicant, allowing them to improve the park strip per City standards.

FISCAL IMPACT:

A very approximate measurement of this property is 1,300 square feet. Based on the 2026 open space sale rate adopted by Council, the estimated cost for purchase (revenue to the City) would be approximately $7,500. A survey would ultimately determine the square footage and purchase price. Unless directed otherwise, all costs the City directly incurs for the potential sale would be borne by the applicant with the purchase.

MOTION:

I move that the City Council approve the attached Resolution declaring city-owned property adjacent to the property owned by Jared Carman as an orphan parcel and direct staff to move forward with the sale of that property to Jared Carman.

ATTACHMENTS:

1. Proposed Resolution
2. Justification Narrative
3. Improvement Plan

A RESOLUTION OF THE HIGHLAND CITY COUNCIL, HIGHLAND CITY, UTAH DECLARING CERTAIN PROPERTY AS A SURPLUS ORPHAN PARCEL

WHEREAS, Highland City has adopted a policy outlining the sale of orphan properties suitable for sale and allowing interested buyers to complete an Open Space Sale application to seek approval of the sale of an orphan property; and

WHEREAS, the Highland City Council has reviewed the Open Space Sale application and determined that the property in question meets the criteria for sale of orphan parcels; and

WHEREAS, the Council believes that it is in the best interest of the City to approve the sale of the property in question.

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

1. The City-owned property adjacent to 11173 N Shoreline Drive and illustrated in the attached application ("Property") be declared as a surplus orphan parcel eligible for sale subject to:

    a. The Buyer of the property submitting a property purchase application.

    b. The Buyer capping and rerouting any sprinkler lines necessary for the sale.

    c. The Property sold only include property behind the sidewalk.

2. Staff is directed to prepare the Property for sale as required by Municipal Code and Utah State code, including posting notice on the property, soliciting a property survey, and preparing sale documents and a contract.

3. The Buyer shall pay all closing and surveying costs associated with the sale.

4. This resolution and the offer to sell the property at the current rate shall be in effect for one year from the effective date of the resolution.

5. 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.

6. This resolution shall take effect on July 7, 2026.

PASSED and ADOPTED by Highland City Council this 7th day of July, 2026

HIGHLAND CITY, UTAH

____

Brittney P. Bills
Mayor

ATTESTED:

Stephannie B. Cottle
City Recorder

May 4, 2026

Hi Mr. Baughman,

My family lives at **11173 N. Shoreline Drive**, in the View Pointe subdivision of Highland City. Our home, built in 2007, is adjacent to a city-owned grassy area, and a non-landscaped area.

We would like to further beautify our neighborhood in the areas around our house. I'm requesting a revocable, non-exclusive permission to:

- Remove weeds, extend our sprinklers, plant and maintain grass, on the **Shoreline Dr frontage** in front of our home:
- Plant and maintain trees and shrubs; maintain grass on the **4050 W frontage** behind our home.
- See diagram, below.

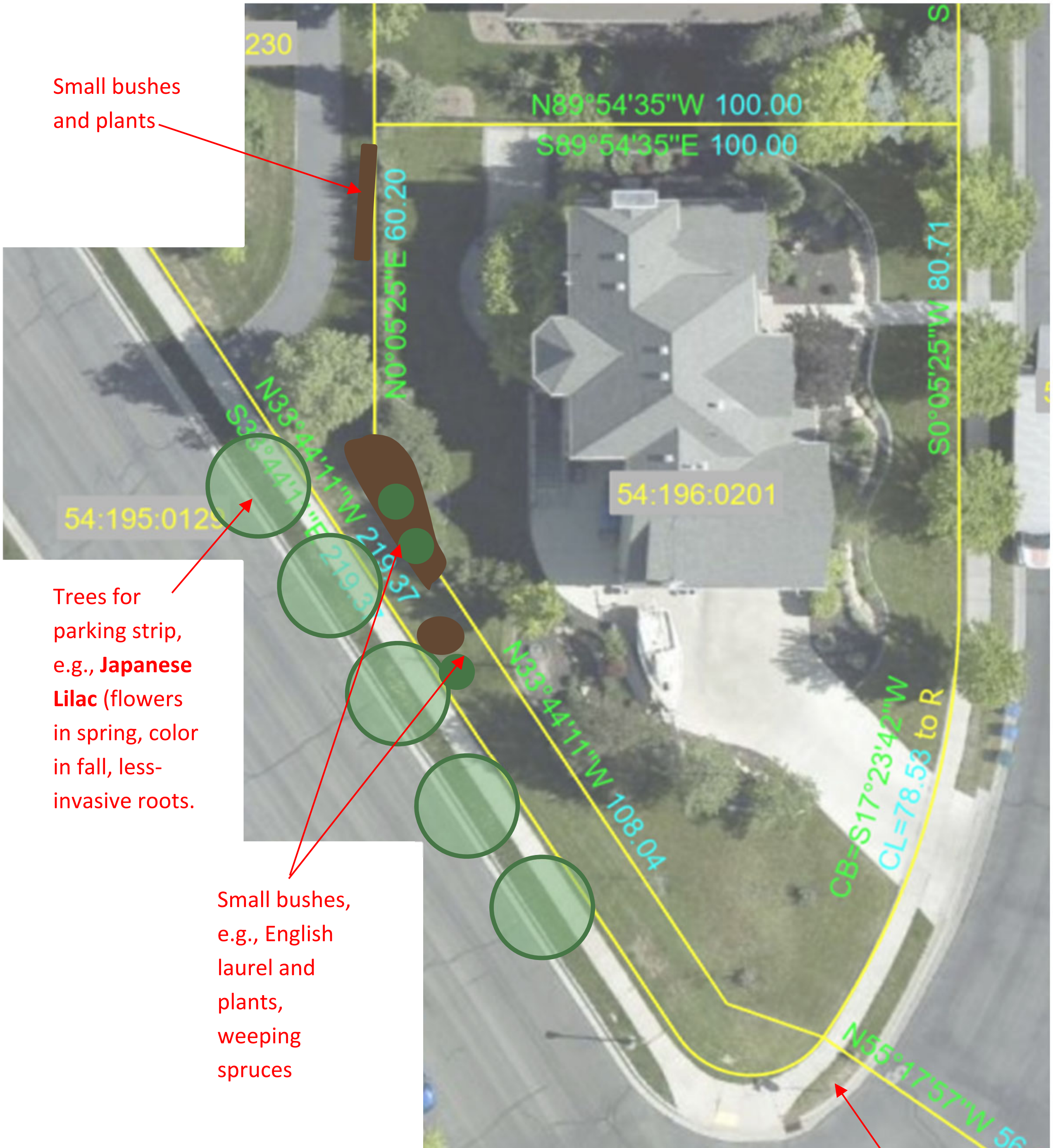
Desired Areas to Maintain/Landscape

I understand that this is city property. I am willing to comply with any conditions or remove the trees we plant, if required.

Thank you for your consideration,

Jared Carman

Small bushes and plants



Trees for parking strip, e.g., **Japanese Lilac** (flowers in spring, color in fall, less-invasive roots.

Small bushes, e.g., English laurel and plants, weeping spruces

New sprinkler coverage & sod where there are currently just mowed weeds

HIGHLAND CITY

CITY COUNCIL AGENDA REPORT ITEM #3c

DATE:	July 7, 2026
TO:	Honorable Mayor and Members of the City Council
PREPARED BY:	Jay Baughman, Assistant City Administrator/Community Development Director
SPONSORED BY:	Craig Johanson
SUBJECT:	Declare Certain Property Adjacent to Craig Johanson as an Orphan Parcel
TYPE:	General City Management

PURPOSE:
The City Council will consider declaring city-owned property adjacent to property owned by Craig Johanson as an orphan parcel and directing staff to move forward with the sale of that property.

STAFF RECOMMENDATION:

Staff recommends approving the Resolution with the stipulations outlined in this report. If approved, staff would work with the applicant to prepare the parcel for sale and follow all state and local ordinances regarding sale of City property.

PRIOR COUNCIL DIRECTION:

At the February 3, 2026 City Council Meeting, the City Council approved Resolution R-2026-07, which updated the method by which the City calculated the value of orphan parcels of land and reiterated its policies and guidelines for the disposal of surplus real public property owned by the City. The square footage amount set for 2026 is $5.72.

At the March 24, 2026 City Council Meeting, the City Council reviewed a draft Open Space Sale Application developed and presented by staff. The application, as an administrative tool to process requests for land purchases, was supported by Council. Staff transposed the application to its online Civic Review platform, where other similar land-use applications are processed. At this time, the link to the application is shared upon request by Community Development and Planning staff so that we are able to speak with and discuss the suitability of a request for purchase with the applicant.

BACKGROUND:

Resolution R-2026-07 gives the following stipulations regarding the sale of real public property owned by the City:

1. 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:

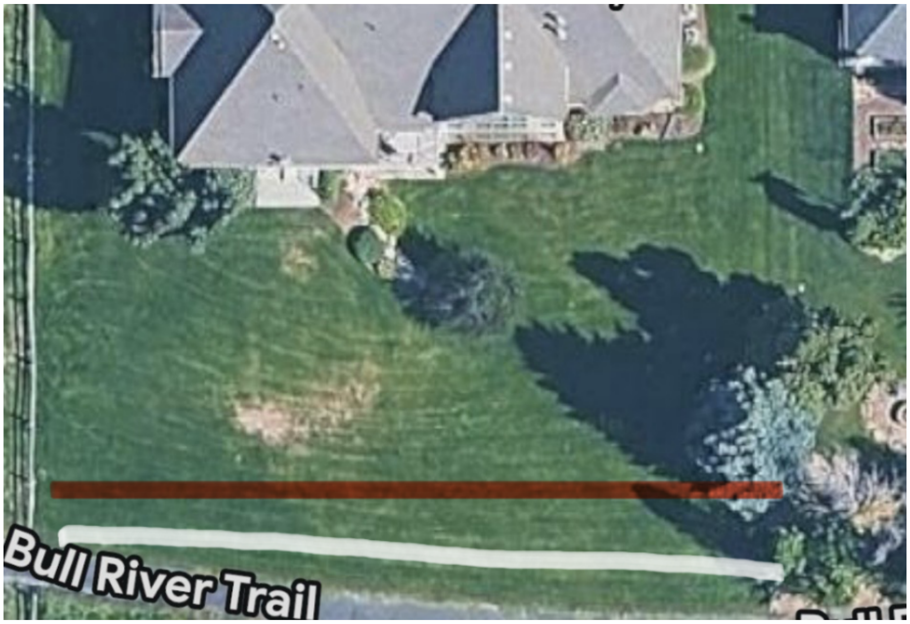
a. Property should not be disposed of if it is part of a trail corridor, meaning the normal width of the trail and any required buffer areas, unless the Council determines the trail is not used and does not have infrastructure in the ground below;
b. Property should not be disposed of if it adds to the 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.

Summary of the Request

1. Johanson, Craig - 6375 W Bull River Road, Highland, UT 84003

Applicant Request Overview Summary

What I am proposing is purchasing land at the south side of my home that would bring our property line closer to the city trail, but not necessarily up to the city trail, unless the city was willing to sell me all of that land also. To me, it appears as this parcel of land is unencumbered by potential drains, powerlines, cable lines, or owned by any potential third-party that might create conflicts in the future. I believe it is a clean parcel of land that could be purchased by a resident of Highland. The two homes to the west of my property have dealt with this a little differently. The neighbor immediately to the east of my home, years ago, planted flower beds and trees all the way up to the property line and has maintained it for years. The neighbor two homes to the east purchased a parcel of five or six feet about four years ago prior to putting in a pool and a fence along the trail. Their fence line still allows for approximately 3 to 4 feet of city easement next to the trail. This is EXACTLY what I'm looking to do. Purchase a parcel of land with a city easement by the trail or land all the way up to the trail, depending on what the city would allow. Our plans are to put a pool in our backyard along with a fence for safety on the West, South and East sides of our back yard. Our plan is to put a pool in later this summer, and we could include a nice fence on the west side of our property that could replace the simple city fence that currently exists and improve the visual aesthetics of that common area. The west side of the property line is closer to the trail than the east side property line. What we are looking for is taking the maximum amount on the west side and having a straight line running to the east. This would enable us to have a perfectly square lot and fence line.



Staff Review of Application:

- **Public Works:** Recommends Approval- On the recorded plat there is a 20' Water line easement between lots 2&3. Applicant is lot #1. A minimum of 20' of trail corridor would be needed for future access needs to this easement. Note, this would NOT grant construction access to future expansion or improvements of this lot.
- **Community Development:** Recommends Approval- So long as 5' buffer is maintained, there does not appear to be another City planned use for the area between the trail and the property owner's lot. Unclear whether City or resident waters this area - if city, resident should cover costs to disconnect and reroute. The plat mandates a 25' rear no-build zone for outbuildings. With the sale of the property, Council should indicate whether sold property should be subject to same restriction. If property is to be sold, PI impact fees should be assessed to offset new and increased impact to PI system.
- **Engineering:** Recommends Approval.

Wholistically, staff believes that the purchase request satisfies the criteria for approval, so long as a 5' buffer from the trail is maintained. There is no infrastructure underneath it, the sale would not take away from the open space feel of the neighborhood, and there are no known future city needs and the property. Selling the parcel would not create additional orphan parcels, nor create access issues for the City. As the property was not originally intended to be watered, there is an unplanned impact to the PI system. As such, staff is recommending that the applicant be charged PI impact fees as a part of the purchase.

Staff would recommend the following stipulations:

- A minimum of 20 feet of City-owned property is maintained.
- A minimum buffer of 5 feet north of the trail is maintained as City property.
- The applicant pay the pressurized irrigation impact fees relative to the additional property.
- The applicant either (1) apply for and obtain a maintenance agreement for the property between the property he intends to purchase and the trail OR (2) stop watering and maintaining the gap property.

Staff also requests clarification from the Council on whether the no-build line should be maintained at the current measurement or whether the line be shifted to be 25' back of what would be Mr. Johanson's new property line. This no-build line is recorded on the plat for the subdivision and was required by the Council at the request of the Bull River subdivision to the south.

Some costs associated with the sale include, but are not limited to, the surveying of the land and closing costs to prepare the parcel for sale. Historically, these costs have been the purchaser's responsibility. The owner would also need to be aware of and comply with all city ordinances, including fencing.

FISCAL IMPACT:

A very approximate measurement of the property the applicant is requesting to purchase is estimated at 1,500 square feet. Based on the 2026 open space sale amount set by the City Council, the estimated cost of the property sale (revenue to the City) would be approximately $8,500. The cost for pressurized irrigation impact fees is estimated at $750. A survey would ultimately determine the square footage, purchase price, and PI impact fee. Unless directed otherwise, all costs the City directly incurs for the potential sale would be borne by the applicant with the purchase.

MOTION:

I move that the City Council approve the attached Resolution declaring city-owned property adjacent to the property owned by Craig Johanson as an orphan parcel and direct staff to move forward with the sale of that property to Craig Johanson and that the 25' no build zone be [maintained at its current location OR shifted forward to be 25' back from the new property line].

ATTACHMENTS:

1. Proposed Resolution

A RESOLUTION OF THE HIGHLAND CITY COUNCIL, HIGHLAND CITY, UTAH DECLARING CERTAIN PROPERTY AS A SURPLUS ORPHAN PARCEL

WHEREAS, Highland City has adopted a policy outlining the sale of orphan properties suitable for sale and allowing interested buyers to complete an Open Space Sale application to seek approval of the sale of an orphan property; and

WHEREAS, the Highland City Council has reviewed the Open Space Sale application and determined that the property in question meets the criteria for sale of orphan parcels; and

WHEREAS, the Council believes that it is in the best interest of the City to approve the sale of the property in question.

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

1. The City-owned property adjacent to 6375 W Bull River Road and illustrated in the attached application ("Property") be declared as a surplus orphan parcel eligible for sale subject to:

    a. A minimum of 20 feet of City-owned property is maintained.

    b. A minimum buffer of 5 feet north of the trail is maintained as City property.

    c. The applicant pay the pressurized irrigation impact fees relative to the additional property.

    d. The applicant either (1) apply for and obtain a maintenance agreement for the property between the property he intends to purchase and the trail OR (2) stop watering and maintaining the gap property.

    e. The 25' no build zone on the Buyers property be [maintained at its current location OR shifted forward to be 25' back from the new property line].

2. Staff is directed to prepare the Property for sale as required by Municipal Code and Utah State code, including posting notice on the property, soliciting a property survey, and preparing sale documents and a contract.

3. The Buyer shall pay all closing and surveying costs associated with the sale.

4. This resolution and the offer to sell the property at the current rate shall be in effect for one year from the effective date of the resolution.

5. 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.

6. This resolution shall take effect on July 7, 2026.

PASSED and ADOPTED by Highland City Council this 7th day of July, 2026

HIGHLAND CITY, UTAH

Brittney P. Bills
Mayor

ATTESTED:

Stephannie B. Cottle
City Recorder

CITY COUNCIL AGENDA REPORT
ITEM #3d

DATE:	July 7, 2026
TO:	Honorable Mayor and Members of the City Council
PREPARED BY:	Jay Baughman, Assistant City Administrator/Community Development Director
SPONSORED BY:	Rick Louder
SUBJECT:	Declare Certain Property Adjacent to Rick Louder as an Orphan Parcel
TYPE:	General City Management

PURPOSE:

The City Council will consider declaring city-owned property adjacent to property owned by Rick Louder as an orphan parcel and directing staff to move forward with the sale of that property.

STAFF RECOMMENDATION:

Staff recommends Council consider the Resolution attached to this report. If approved, staff would work with the applicant to prepare the parcel for sale and follow all state and local ordinances regarding sale of City property.

PRIOR COUNCIL DIRECTION:

At the February 3, 2026 City Council Meeting, the City Council approved Resolution R-2026-07, which updated the method by which the City calculated the value of orphan parcels of land and reiterated its policies and guidelines for the disposal of surplus real public property owned by the City. The square footage amount set for 2026 is $5.72.

At the March 24, 2026 City Council Meeting, the City Council reviewed a draft Open Space Sale Application developed and presented by staff. The application, as an administrative tool to process requests for land purchases, was supported by Council. Staff transposed the application to its online Civic Review platform, where other similar land-use applications are processed. At this time, the link to the application is shared upon request by Community Development and Planning staff so that we are able to speak with and discuss the suitability of a request for purchase with the applicant.

BACKGROUND:

Resolution R-2026-07 gives the following stipulations regarding the sale of real public property owned by the City:

1. 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.

Summary of the Request

Please note that the applicant originally applied to purchase a small portion of City property. Their narrative and staff review contemplates that request. Staff originally recommended denial based largely on the fact that Mr. Louder had encroached onto other portions of City property besides what he sought to purchase. In addition, that property was intended to remain in it's natural state and has natural drainage. The applicant has since met with staff onsite and agreed to purchase the additional property that has been encroached onto. Staff is comfortable with that approach and is seeking Council's direction on this item. Alternatively, Council could deny the sale of the property and require Mr. Louder to remove the improvements.

1. Louder, Rick - 5941 New London St., Highland, UT 84003

Applicant Request Overview Summary (Applicant's Full Narrative is included as an attachment)
Applicants: Rick & Miriam Louder
Property Location: 5941 New London Street (Beacon Hills area)
Request: Purchase a small, triangular 550 sq. ft. portion of a City easement bordering their property.

Prior Property History

- Initial Proposal: In July 2021, the applicants inquired about a City program to purchase the entire easement bordering their lot (approx. 5,500 sq. ft.).
- City Terms: Former Planner Kellie Bronson confirmed the property was approved for sale at a Council-established rate of $2.74/sq. ft., plus surveying and title fees.
- Declined Offer: The applicants opted out of the full purchase after consulting with then-City Engineer Nathan Crane. Due to an active creek bed used for Spring runoff and Highland Irrigation overflow, approximately 75% of the easement was deemed unusable, and the City would retain an ongoing right-of-way.

Justification for Current Request

- Flooding Mitigation: Over the last 9–10 years, the creek has repeatedly overflowed during wet winters and Spring runoff, causing localized flooding and forcing the applicants to regularly replace topsoil and sod.
- Property Buffering: The requested 550 sq. ft. triangular piece sits strictly between their existing property line and the creek bed.
- No City Impact: The applicants note this specific section is an "orphaned" piece of land with no practical use for the City. It sits roughly 50 feet away from a resident-created neighborhood trail and does not impact the active creek bed.
- Intended Use: If approved, the applicants intend to purchase, stabilize, and beautify the section to integrate it seamlessly with their existing yard.
- 

<u>Staff Review of Application</u>:

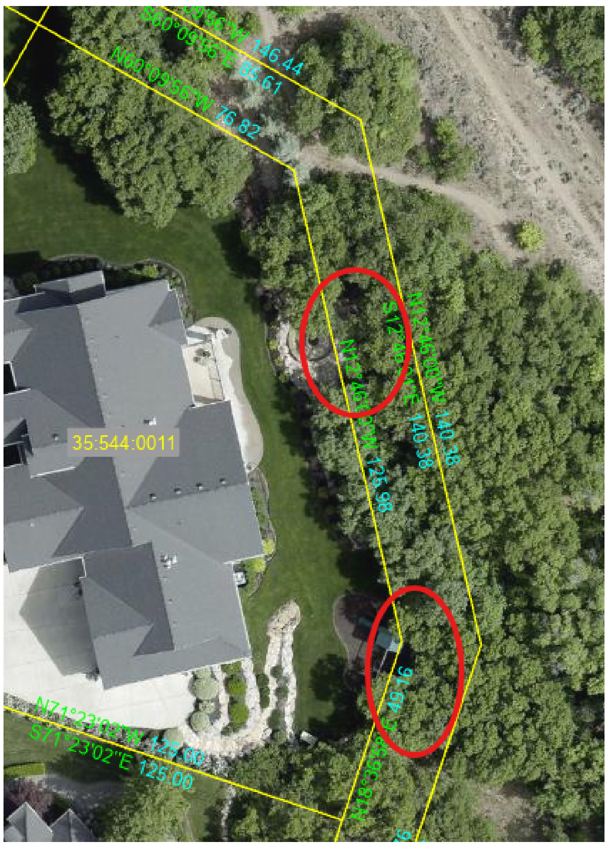
Public Works: Recommends Denial- Property is currently encroaching on city-owned property. Note 2 on the recorded plat states this to area to remain native. This is also a natural drainage that should remain in natural status.

Community Development: Recommends Denial- The applicant has encroached on portions of the City property in this area, but is not seeking to purchase that property. The drainage that previously ran through the City property was altered and shifted by the applicant's grading and landscaping of their and the City's property (without City approval). If property is sold, it should include all relevant property that has been altered by or encroached upon by the applicant. If only a corner is sold, applicant should be required to remove encroachments and restore drainage channel/land to original condition.

Engineering: Recommends Denial.

Based on Mr. Louder's claims that previous staff told him of an easement on the property that was proposed for sale in 2021, staff have looked into whether or not an easement truly exists. If an easement were to exist, it would be identified in the survey document which was commissioned in 2021 and is attached as Exhibit B. Exhibit A and Exhibit B are documents that were prepared by the City in 2021 when the property was first proposed to Mr. Louder for sale at that time. No easement exists.

Encroachment Issue: As shown in the image below, there are a few areas, indicated by red circles, where Mr. Louder's improvements have been placed on city property. City Staff have met with Mr. Louder on site and both parties agree that with a proper survey, to be paid for by the applicant, the extent of the encroachment can be assessed. Mr. Louder has agreed to purchase those sections of property where the encroachments already exist. Staff is comfortable with that approach, so long as no additional encroachments occurs so that the natural drainage area and native state remains as it exists currently. Staff does believe that it is appropriate for the applicant to pay the pressurized irrigation impact fees relative to the additional property as the property was not intended to be irrigated and as such is an extra impact to the PI system.



Some costs associated with the potential sale include, but are not limited to, the surveying of the land and closing costs to prepare the parcel for sale. Historically, these costs have been the purchaser's responsibility.

FISCAL IMPACT:

A very approximate measurement of the original property Mr. Louder requested to purchase is 150 square feet. Based on the 2026 open space sale rate adopted by Council, the estimated cost for purchase (revenue to the City) would be approximately $900. The cost for pressurized irrigation impact fees for just the 150 square foot corner property is estimated at $76.50. A survey is needed to determine the square footage of the total area, including the other areas the encroachments have taken place on and would ultimately determine the square footage, purchase price, and PI impact fee. Unless directed otherwise, all costs the City directly incurs for the potential sale would be borne by the applicant with the purchase.

MOTION:

APPROVAL OF SALE OF ALL ENCROACHED AREAS

I move that the City Council approve the attached Resolution declaring the city-owned property with improvements on them adjacent to the property owned by Rick Louder as an orphan parcel and direct staff to move forward with the sale of that property to Rick Louder.

APPROVAL OF THE SALE OF MR. LOUDER'S ORIGINAL REQUEST

I move that the City Council approve the attached Resolution declaring the city-owned property adjacent to and originally proposed by Rick Louder as an orphan parcel and direct staff to move forward with the sale of that property to Rick Louder, subject to Mr. Louder removing the improvements on the other city-owned property.

DENIAL OF SALE

I move that the City Council deny Rick Louder's application for the sale of open space.

ATTACHMENTS:

1. Proposed Resolution
2. Louder Background Narrative
3. Exhibit A: Beacon Hill Lot 11 Description
4. Exhibit B: Beacon Hill Lot 11 Exhibit

A RESOLUTION OF THE HIGHLAND CITY COUNCIL, HIGHLAND CITY, UTAH DECLARING CERTAIN PROPERTY AS A SURPLUS ORPHAN PARCEL

WHEREAS, Highland City has adopted a policy outlining the sale of orphan properties suitable for sale and allowing interested buyers to complete an Open Space Sale application to seek approval of the sale of an orphan property; and

WHEREAS, the Highland City Council has reviewed the Open Space Sale application and determined that the property in question meets the criteria for sale of orphan parcels; and

WHEREAS, the Council believes that it is in the best interest of the City to approve the sale of the property in question.

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

1. The City-owned property adjacent to 5941 New London Street and illustrated in the attached application (“Property”) be declared as a surplus orphan parcel eligible for sale subject to:

    a. The Property sold to include [all city property with existing improvements OR only the triangle piece in Rick Louder’s original request]

    b. All improvements on City-owned property not being sold being removed.

    c. The applicant pay the pressurized irrigation impact fees relative to the additional property.

2. Staff is directed to prepare the Property for sale as required by Municipal Code and Utah State code, including posting notice on the property, soliciting a property survey, and preparing sale documents and a contract.

3. The Buyer shall pay all closing and surveying costs associated with the sale.

4. This resolution and the offer to sell the property at the current rate shall be in effect for one year from the effective date of the resolution.

5. 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.

6. This resolution shall take effect on July 7, 2026.

PASSED and ADOPTED by Highland City Council this 7th day of July, 2026

HIGHLAND CITY, UTAH

____

Brittney P. Bills

Mayor

ATTESTED:

Stephannie B. Cottle
City Recorder

BACKGROUND NARRATIVE
RICK & MIRIAM LOUDER PROPERTY
5941 New London Street
Highland, UT 84003

This is our 10th year living in our home in the Beacon Hills area. There has been a bit of history worth noting as you consider our application to purchase a portion of the City easement that borders the outer edge of our property.

Back in July of 2021 we sent the email below to Kellie Bronson regarding our interest in purchasing the easement surrounding our house:

From: Rick Louder <rick.louder@gmail.com>
Sent: Thursday, July 22, 2021 1:07 PM
To: Kellie Bronson <kbronson@highlandcity.org>
Cc: Miriam Louder <miriaml11@msn.com>
Subject: Purchase of Additional Land

Hi Kellie,

I live in the Beacon Hills area and my neighbor, Dave Nibley recently talked to me about a program he is investigating where we might be able to purchase some additional land for the City that borders our existing properties.

Is there any information on this program that you could share with me?

Thanks,
Rick

Just 5 days later, on July 26, we received the following response back from Kellie:

From: Kellie Bronson <kbronson@highlandcity.org>
Date: July 26, 2021 at 7:59:54 AM MDT
To: Rick Louder <rick.louder@gmail.com>
Cc: Miriam Louder <miriaml11@msn.com>
Subject: RE: Purchase of Additional Land

Hi Rick,

Yes, the property behind your home (20' behind your property line) has been approved for purchase. We are working on getting all of the approved properties to a surveyor to get legal descriptions for the title reports and purchase contracts. Because the City is taking care of getting the surveys and hiring a title company, there will be a flat surveying/title company fee that each Highland resident will need to pay upon purchase. The cost of the actual land is $2.74 per sq ft, the price of the land is non-negotiable as the City Council approved the price as a resolution.

Once the purchase contracts are ready to be approved by the Council, we can move forward with the purchase with those that are interested. I can shoot you an email when the property is ready for purchase if you are still interested.

Let me know if you have any questions.

Thanks,

Kellie Bronson | Planner & GIS Analyst
kbronson@highlandcity.org
Office: 801-772-4506

We were very interested in purchasing the property but because of the creek that runs along our property we were apprehensive about usability of the land we would be purchasing. We were concerned because the creek (shown with the blue line in the image below) carries water during the Spring runoff months, and the City also uses this creek to allow overflow of the City's irrigation pond located North of our property. In non-drought years Highland Irrigation regularly overflows water into the creek throughout the summer months.

The aerial view below taken from the County's land record system outlines our property boundaries, the easement boundaries, and our overlay of the creek path through both our property and the easement.

My rough math of the total easement area is approximately 5,500 sq ft. The creek impacts about 4,120 sq ft, or 75% of that area. Because of this situation, back in 2021 after receiving the City's offer, we called Nathan Crane, who I believe was the City Engineer at the time, and asked him about our situation with the creek. He was concerned enough to come out and visit with us at our property and his comment at the time was, "Well, you're welcome to purchase the easement but you need to know you will never OWN IT because the City maintains a right of way to use the creek for Highland Irrigation overflow."

Based on the fact that 75% of the easement would be unusable because of the presence of the creek bed and Nathan Crane's comment---we opted not to purchase the purchase the property.

That background history is important to understand as you consider our current interest in purchasing just a small portion of the easement highlighted with a red triangle in the illustration above.

The reason why we are so interested in this particular 550 sq ft area is because in the 9 winters we have lived here, the creek bed has overflowed the bank and flooded our property multiple times during Spring runoff season, causing us to need to replace sod each time this occurs.

This triangular piece is between our property and the creek bed and is therefore not really usable by the City for any practical purpose. It is truly an orphaned piece of property. It is also approximately 50' from the trail highlighted in green in the illustration above. This is not a City trail, but a neighborhood trail that has been created by the residents living the area.

We would welcome the opportunity to take any of the City representatives through a brief walking tour of the property. With your approval we would love to purchase and beautify this area to match the rest of our property.

Thank you for your consideration and understanding.

I have attached an aerial view where I have highlighted in blue the path of the creek through the easement. When we approached Nathan Crane (who I believe was the City Engineer at the time) about this topic, he basically said, "Well you can buy that property if you want, but you will never OWN it because the City has a right of way uses it for overflow of the irrigation pond.

Based on the fact that 2/3 of the area was pretty much unusable, coupled with Nathan Crane's comment, we opted not to buy the property.

Now we've been 9 years and the wet Winters have caused the creek to overflow in the Spring and we've ended up bringing in topsoil and replacing sod.

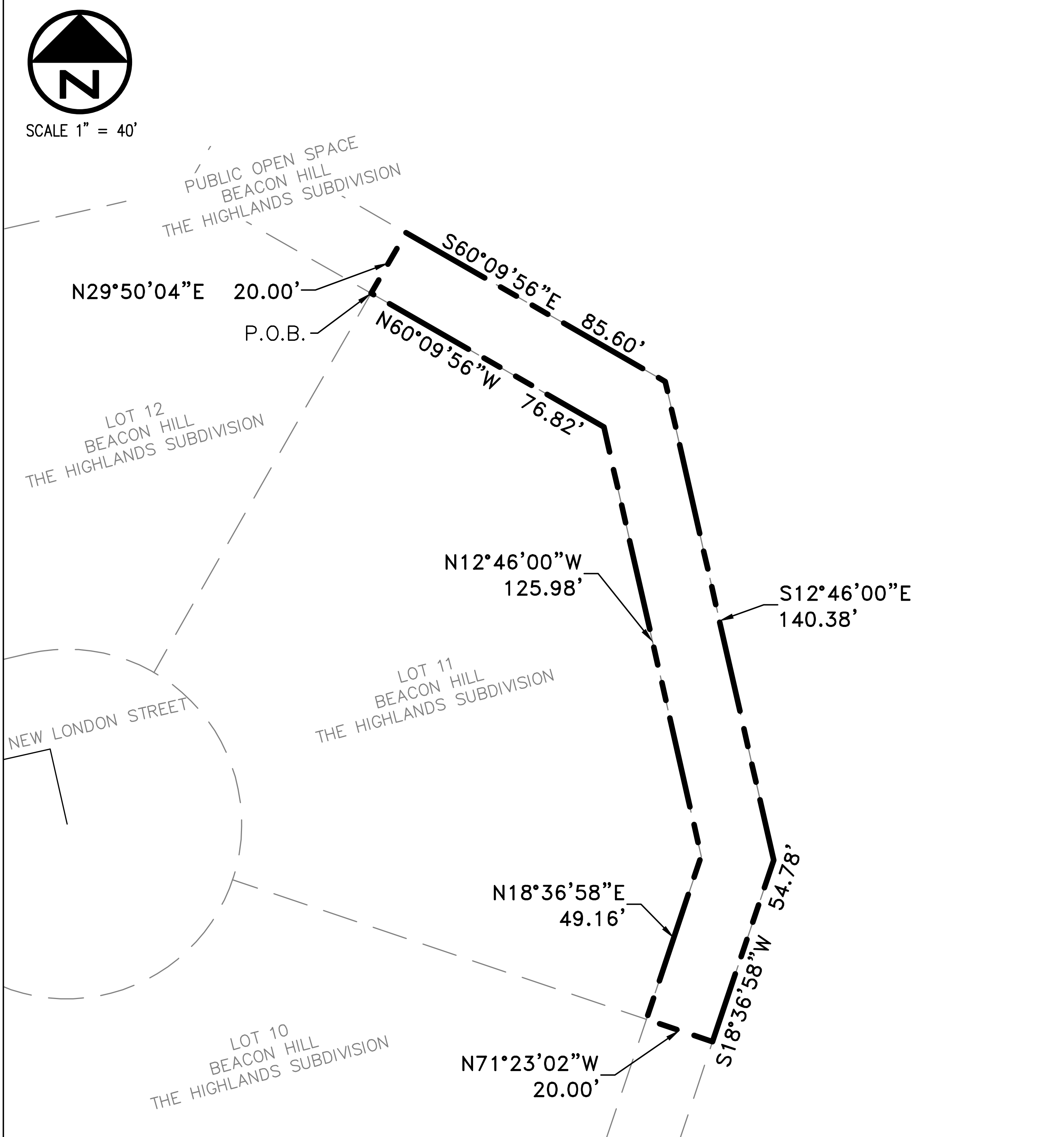
I hope this helps in your discussion with Rob. We would just like to find a solution that works for both of us.

A TRACT OF LAND BEING SITUATE IN THE NORTHWEST QUARTER OF SECTION 23, TOWNSHIP 4 SOUTH, RANGE 1 EAST, SALT LAKE BASE AND MERIDIAN, SAID TRACT BEING A PART OF THE OPEN SPACE AS SHOWN ON BEACON HILL THE HIGHLANDS PLAT "H" SUBDIVISION, BEING ON FILE WITH THE OFFICE OF THE UTAH COUNTY RECORDER AS MAP NO. 12138, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHERNMOST CORNER OF LOT 11 OF SAID SUBDIVISION, AND RUNNING THENCE NORTH 29°50'04" EAST 20.00 FEET; THENCE SOUTH 60°09'56" EAST 85.60 FEET; THENCE SOUTH 12°46'00" EAST 140.38 FEET; THENCE SOUTH 18°36'58" WEST 54.78 FEET; THENCE NORTH 71°23'02" WEST 20.00 FEET TO THE SOUTHEASTERLY CORNER OF SAID LOT 11; THENCE ALONG THE EASTERLY LINE OF SAID LOT 11 THE FOLLOWING THREE (3) COURSES: 1) NORTH 18°36'58" EAST 49.16 FEET; 2) NORTH 12°46'00" WEST 125.98 FEET; 3) NORTH 60°09'56" WEST 76.82 FEET TO THE POINT OF BEGINNING.

CONTAINING 5,327 SQUARE FEET OR 0.122 ACRES, MORE OR LESS.

OPEN SPACE QUIT-CLAIM EXHIBIT



WILDING
ENGINEERING
14721 South Heritage Crest Way
Bluffdale, Utah 84065
801.553.8112
www.wildingengineering.com

G:\DATA\21294 Highland City open space\dwg\21294-beaconhill.dwg
PLOT DATE: Sep 29, 2021

CITY COUNCIL AGENDA REPORT
ITEM #3e

DATE:	July 7, 2026
TO:	Honorable Mayor and Members of the City Council
PREPARED BY:	Rob Patterson, City Attorney/Planning & Zoning Administrator
SPONSORED BY:	Doug Cortney, Council Member, Liz Rice, Council Member
SUBJECT:	Elected Officer Compensation Code
TYPE:	Municipal Code Update (Legislative)

PURPOSE:
The City Council will consider an ordinance proposed by Councilmembers Cortney and Rice regarding notice and hearing requirements related to potential increases in elected officer compensation.

STAFF RECOMMENDATION:
Staff recommends that the City Council consider the proposed ordinance and the options related thereto and determine what amendments, if any, to make to the Municipal Code regarding elected officer compensation increases. Staff does not have a recommendation for or against the ordinance, but does prefer "Option 2" spelling out the hearing and notice requirements if the Council desires to adopt the ordinance.

PRIOR COUNCIL DIRECTION:
During budget meetings related to the proposed FY2027 interim budget, the Council discussed whether to increase or modify the compensation city council members, including the mayor, receive. After discussion, the Council voted to increase the mayor's compensation with the FY2027 interim budget, but not the compensation for regular city council members.

BACKGROUND:
Currently, state law provides relatively minimal requirements for a city council to adjust their compensation under Utah Code 10-3-818. The only requirements are that the council (1) adopt an ordinance and (2) hold a public hearing. There is no timing requirement, so the hearing could be held and an ordinance adopted any time throughout the year, regardless of the budget. There is no special notice requirement, so only the standard, 24-hour minimum notice associated with the publishing of council agenda is required.

Councilmembers Cortney and Rice have proposed adopting an ordinance that adds to the requirements of state law. The proposed ordinance and Councilmember Cortney's explanation are attached to this report. In summary, the proposed ordinance adds to standard state law requirements regarding changes to elected officer compensation by:

1. Clarifying all items that constitute the "compensation" of an elected officer, including salary, stipends, allowances, retirement contributions, and other city benefits (e.g., medical insurance).
2. Requiring a hearing on any increase to the compensation of an elected officer prior to the

adoption of a final budget or final amended budget providing for a compensation increase that is separate from any other hearing.

3. Requiring specific notice be given of the hearing, consisting of a 7-day notice published as a class A notice that includes the text, "Proposed Elective Official Compensation Increase."

The proposed ordinance has two options regarding the details of the hearing notice. Option 1 refers to state law, while option 2 duplicates the notice requirements of state law. Of the two options, staff prefers option 2 to avoid any potential confusion over what type and level of notice is required.

The proposed ordinance also outlines additional notice requirements that could be implemented, including a requirement for publication on social media and/or a requirement for a city-wide mailer. As a general rule, staff prefers to not add special notice requirements that do not apply to typical public hearings, because it increases the chances that an atypical requirement will be missed. However, if the Council desires to adopt either or both of these requirements, staff will work to ensure the notice is properly distributed. Even if the Council does not adopt either notice requirement, the Council could still direct staff to publish notice using these methods as part of a discussion on a compensation increase. Leaving out the requirements only means that the hearing will not be invalidated for failure to provide the special notice.

Staff has no particular recommendation regarding the adoption of additional notice and hearing requirements regarding elected officer compensation. If the ordinance is adopted, staff prefers option 2, which reiterates state law hearing and notice publication requirements, though either option is workable. Staff would prefer to not add additional, special notice requirements, but will implement them if adopted or directed by Council.

FISCAL IMPACT:

No significant fiscal impact. The addition of a class A hearing notice specific to elected officer compensation would not require significant cost or staff time, because hearing notices are already required for the budget and appointed city officer compensation. If the special notice requirements are added, there would be minor staff time for social media notice and staff time and mailing costs for a city-wide mailer. Citywide mailers generally cost approximately $3,000.

MOTION:

I move that City Council [ADOPT | CONTINUE | REJECT] the proposed ordinance [OPTION 1 or 2] regarding elected officer compensation.

ATTACHMENTS:

1. Proposed Compensation Notice Ordinance

Highland City Council

July 7, 2026
Doug Cortney

Proposed Agenda Item

Overview

I believe that current notice requirements for elective officer compensation increases are insufficient. I propose amending the Highland Municipal Code to establish notice requirements for future changes.

A proposed ordinance to do so appears on pages 2-3 and two potential exhibits appear on pages 4 and 5. Option one references UCA § 10-3-818 and option 2 duplicates its text into our code. I anticipate including just one option in the final agenda item and am open to whichever staff prefers. (And, of course, open to changes before it goes out, as well.)

ORDINANCE NO: O-2026-__AN ORDINANCE AMENDING HIGHLAND MUNICIPAL CODE RELATED TO PROCESS FOR INCREASING COMPENSATION FOR ELECTIVE OFFICIALS

WHEREAS, Highland City is authorized to adopt rules and regulations necessary and proper to promote good order and convenience of the city and its inhabitants;

WHEREAS, Highland City desires to set regulations regarding public notice of changes to compensation for elective municipal officials;

WHEREAS, the Highland City Council finds that the proposed amendment furthers the public welfare and is in the interest of the public.

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

SECTION 1. The Highland Municipal Code is amended as shown in Exhibit A, attached hereto.

SECTION 2. The City Recorder, under the supervision of the City Administrator and City Attorney, may make non-substantive corrections to any portion of this ordinance and to the City codes referenced herein for grammatical, typographical, numbering, and consistency purposes in accordance with the expressed intent of the City Council.

SECTION 3. All ordinances and parts and provisions thereof in conflict with this ordinance are repealed to the extent of such conflict.

SECTION 4. This ordinance shall take effect immediately upon its adoption and publication, in accordance with law.

SECTION 5. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such provision shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

ADOPTED AND PASSED BY THE CITY COUNCIL OF HIGHLAND CITY, UTAH, this 7th day of July, 2026.

____

Brittney P. Bills
Mayor

ATTESTED:

Stephannie B. Cottle
City Recorder

Exhibit A (Option 1)

Amendment to Municipal Code

2.12.260 Elective Officer Compensation Process

A. As used in this section

1. "Compensation" means:

   a. salary;
   b. stipends or per-meeting pay;
   c. a vehicle allowance;
   d. a technology stipend;
   e. travel or per-diem pay not available to other city employees;
   f. city contributions to a retirement account; and
   g. eligibility for any city benefits;

2. "Compensation increase" means an increase in any item of compensation listed in Subsection (A)(1).

B. Before the city council may adopt a final budget or a final amended budget that includes a compensation increase for an elective municipal officer, the city council shall hold a public hearing and publish notice of the public hearing.

1. The public hearing and public notice shall meet the requirements of the most expansive requirements for any public hearing and public notice found in Utah Code Ann. § 10-3-818, and

2. Wording for required public notices must include the text "Proposed Elective Official Compensation Increase."

POSSIBLE AMENDMENTS

Insert 2.12.260(B)(3) as follows:

> Public notice shall be posted to the Highland City's social media accounts for at least the same period required for other public notice.

Insert 2.12.260(B)(3) as follows:

> Public notice shall be mailed to all Highland City addresses at least one week before the public hearing.

2.12.260 Elective Officer Compensation Process

A. As used in this section

1. "Compensation" means:

    a. salary;
    b. stipends or per-meeting pay;
    c. a vehicle allowance;
    d. a technology stipend;
    e. travel or per-diem pay not available to other city employees;
    f. city contributions to a retirement account; and
    g. eligibility for any city benefits;

2. "Compensation increase" means an increase in any item of compensation listed in Subsection (A)(1).

B. Before the city council may adopt a final budget or a final amended budget that includes a compensation increase for an elective municipal officer, the city council shall

1. hold a public hearing on the compensation increase;

2. publish notice of the time, place, and purpose of the public hearing:

    a. for at least seven days before the date of the public hearing; and

    b. as a class A notice under Section 63G-30-102.

3. A public hearing under Subsection A:

    a. shall be held separately from any other public hearing; and

    b. may be held the same days another public hearing, including immediately before or after the other public hearing.

4. Wording for required public notices must include the text "Proposed Elective Official Compensation Increase."

POSSIBLE AMENDMENTS

Insert 2.12.260(B)(5) as follows:

> Public notice shall be posted to the Highland City's social media accounts for at least the same period required for other public notice.

Insert 2.12.260(B)(5) as follows:

> Public notice shall be mailed to all Highland City addresses at least one week before the public hearing.

CITY COUNCIL AGENDA REPORT
ITEM #4a

DATE:	July 7, 2026
TO:	Honorable Mayor and Members of the City Council
PREPARED BY:	Rob Patterson, City Attorney/Planning & Zoning Administrator
SPONSORED BY:	Kal Farr
SUBJECT:	Approval of Business Use: Private Dog Park
TYPE:	Land Use (Legislative)

PURPOSE:

The City Council will consider a request from Kal Farr to allow private dog recreation and training as an allowed use within the R-1-40 zone, subject to certain conditions regarding preventing nuisances and impacts to adjacent properties. This is a continued item to allow for a public hearing. No comments have been received yet, and the Council is able to approve the use after holding a hearing if desired.

STAFF RECOMMENDATION:

Staff recommends that the Council hold a public hearing, consider the request and any comments from the public and the applicant, and determine whether to allow the use, and if allowed, whether to make the use permitted or conditional.

PRIOR COUNCIL DIRECTION:

Council previously considered this request and heard from the applicant on June 16. 2026. The Council generally indicated some support for the proposal. However, due to an error by staff, the item was not published as a public hearing, so the Council continued the item so that a public hearing could be held. Notice of a hearing was published on June 24, 2026, and no comments have been received.

BACKGROUND:

Kal Farr seeks to add dog recreation/training as a permitted business use within the R-1-40 zone. The current proposal is to operate essentially a private dog park where a business will bring in dogs for exercise and play and then return them to their owners. Previously, staff had understood this request to apply to an unbuildable UDOT-owned property located one lot west of the intersection of SR-92 and 6400 west (county parcel 11:036:0040), zoned R-1-40. However, after the prior meeting, it was clarified by the applicant that the proposal is to operate on his lot, 6504 W Stevens Lane.

Currently, the R-1-40 zone does not permit most business uses except for home occupations. This business would not qualify as a home occupation for several reasons, the primary one being that home occupations are not permitted to have exterior evidence of the occupation (except for in-home instruction and daycares). And while household pets are permitted on the lot, City animal regulations limit the number of dogs per residence to 3 (with a limited exception for litters).

Mr. Farr described the proposal as follows:

> This business will use my property to exercise local dogs. There will be at least one employee supervising the activity and a small school bus that brings the dogs twice a day for four hours, M-F, 8-5 pm. No human customers. The service will be land use for exercising local dogs.
>
> This application is for a business to operate on my property. The business is picking up dogs from residences in the area using a small, school-type mini bus and bringing them to my place, where they will be allowed to exercise and play for a couple hours, then returned to their homes.
>
> My property extends from my back yard down a wooded hill and flattens out at the bottom up against SR92. The land I'm speaking of isn't being utilized and is very secluded. In my 26-years of living and working on the property, I have found that neighbors do not see or hear anything I do down there. Therefore, when I let the dogs out to play, they wont be heard or seen by anyone. It's fully fenced and will be further fortified to ensure the dogs are contained in their designated area. There is a small stream that runs year around available for the dogs and plenty of room to run.
>
> I just want this business to be legally justified by the City. I will insure the business is insured and complies with all the necessary permits, etc.
>
> This request, seems to me, to be an exception to the current allowance for number of animals allowed on the property. Many people have had more than one dog on their property. There will be no more than 14 dogs at a time on the property. I have a dog that had puppies which meant we had 11 dogs on this property. I don't know if this use is expressly permitted on residential property in this City but it is allowed in others. I see very little impact on anyone. No traffic issues, no noise issues, no smell issues and no visual impact.

Under the new process for reviewing proposed business uses, the Council may adopt an ordinance allowing the use either as a permitted or as a conditional use. This a legislative decision, so the Council may also decline to adopt an ordinance to allow the use. In evaluating whether to allow the proposed use, the Council may consider any law, fact, or policy relevant to deciding legislative zoning matters, including certain considerations listed in City Code. Staff's complete analysis of those considerations is in the June 16, 2026, staff report on this item. In summary, the factors did not strongly weigh in favor or opposition to the proposed use.

As a whole, staff has no recommendation either way. This is a decision for the Council to weigh the policy considerations and impacts and determine if it is appropriate. Staff has prepared a draft ordinance to potentially allow this use within the R-1-40 zone. If the Coucnil desires to allow this use, staff would propose making the use permitted (rather than condition) but imposing several conditions and restrictions to mitigate common concerns with the use:

1. Business license required
2. Compliance with title 6 of the municipal code, which provides regulations on dog keeping and control, including vaccination, control/leashing, vicious animal regulations, nuisance control for barking, and liability for damage caused by dogs. This condition has been updated slightly from the version proposed with the June 16, 2026, staff report to ensure that the business operator is treated as the owner of the dogs for the purpose of city dog regulations.
3. Requirement to fence the property to keep dogs on site
4. Requirement to maintain the property to not be a nuisance, particularly ensuring that waste is collected and disposed of and does not run off into adjacent properties, waterways, or city storm and sewer systems.
5. Limited hours of operation from 8 to 6, Monday through Saturday (this is more than they

requested, but staff thought allowing the use on Saturdays would be in keeping with their request and give some flexibility in operations)

6. Limit the total number of dogs to the number of small animals allowed on the property (12 for 20,000 SF, 24 for 40,000 SF)
7. Prohibit boarding animals overnight, so the property does not become a commercial kenneling operation

There is currently no proposed regulation regarding parking and traffic. A proposed condition related to parking and traffic has been provided to the Council by Councilmember Cortney: "All parking related to this use must be provided on-site, and there shall be no more than 20 vehicular trips per day generated or associated with this use." Staff has no concerns with adding this regulation.

Notice of a hearing was published on June 24, 2026, and no comments have been received.

FISCAL IMPACT:
No significant fiscal impact. If the use is allowed, there may be some minor additional licensing and permit fees.

MOTION:
I move that City Council [ADOPT | REJECT] the proposed ordinance creating a new business use for private dog training and recreation in the R-1-40 zone.

[Council may specify changes to the proposed ordinance if desired. Council should specify any reasons for denial]

ATTACHMENTS:
1. Ordinance - Private Dog Park

AN ORDINANCE AMENDING HIGHLAND CITY DEVELOPMENT CODE RELATED TO A NEW BUSINESS USE FOR PRIVATE DOG TRAINING AND RECREATION IN R-1-40 ZONE

WHEREAS, Highland City is authorized to enact land use regulations that govern the use and development of property in accordance with State law;

WHEREAS, Highland City has adopted regulations in accordance with state law to review petitions seeking to add new permitted business uses to a zone;

WHEREAS, in accordance with City Code and state law, the Highland City Council may adopt an ordinance to permit a new business use as a permitted or conditional use without the prior review or recommendation by the Planning Commission;

WHEREAS, the Highland City Council provided notice of and conducted a public hearing regarding the proposed new business use;

WHEREAS, the Highland City Council finds that the proposed amendments further the public welfare and are in the interest of the public.

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

SECTION 1. The Highland Development Code is amended as shown in Exhibit A, attached hereto.

SECTION 2. The City Recorder, under the supervision of the City Administrator and City Attorney, may make non-substantive corrections to any portion of this ordinance and to the City codes referenced herein for grammatical, typographical, numbering, and consistency purposes in accordance with the expressed intent of the City Council.

SECTION 3. All ordinances and parts and provisions thereof in conflict with this ordinance are repealed to the extent of such conflict.

SECTION 4. This ordinance shall take effect immediately upon its adoption and publication, in accordance with law.

ADOPTED AND PASSED BY THE CITY COUNCIL OF HIGHLAND CITY, UTAH, this 16th day of June, 2026.

____
Brittney P. Bills
Mayor

ATTESTED:

Stephannie B. Cottle
City Recorder

<u>Exhibit A</u>

Amendments to Development Code

3-4102 Permitted Uses

The following buildings, structures, and uses of land shall be permitted in the R-1-40 Zone upon compliance with requirements set forth in this code:

…

18. <u>Private dog training and recreation subject to the following requirements.</u>

    a. <u>The operator shall obtain a business license.</u>

    b. <u>All requirements of Title 6 of the Highland Municipal Code shall apply, with the business licensee deemed to be the owner and keeper of the dogs associated with the use at all times the licensee has charge of the dogs.</u>

    c. <u>The area used for training and recreation property shall be enclosed with a fence sufficient to restrain all dogs.</u>

    d. <u>The property shall be maintained, landscaped, and cleaned so as to not be a nuisance. Waste shall be regularly collected and properly disposed of. Irrigation of the property shall not cause any waste or contaminated water to drain or run off to any body of water, ditch, waterway, adjacent property, or sanitary sewer or storm sewer system.</u>

    e. <u>Hours of operation shall be limited to 8 a.m. to 6 p.m., Monday through Saturday.</u>

    f. <u>The total number of dogs at any time shall not exceed the number of small animals allowed for the property.</u>

    g. <u>No boarding of dogs is permitted, and no dogs may be kept on the property overnight except for household pets within a residence as allowed by City regulations.</u>

CITY COUNCIL AGENDA REPORT
ITEM #4b

DATE:	July 7, 2026
TO:	Honorable Mayor and Members of the City Council
PREPARED BY:	Chris Trusty, City Engineer/Public Works Director
SPONSORED BY:	City Staff
SUBJECT:	10100 North Improvements Reimbursement Agreement
TYPE:	General City Management

PURPOSE:
The City Council will consider a reimbursement agreement between Ivory Homes and Highland for roadway improvements along 10100 North near Lone Peak High School.

STAFF RECOMMENDATION:
Staff recommends approving a reimbursement agreement between Ivory Homes and Highland City to fund improvements along 10100 North near Lone Peak High School in coordination with work being performed by Ivory Homes on Ridge View Plat O using a portion of the unused funding provided by Utah County for the 10400 project towards the City costs of the project.

PRIOR COUNCIL DIRECTION:
In 2023, the City discussed the idea of partnering with the Ridgeview developers to complete improvements for the City's portion of 10100 North while they were also making improvements to that road.

On July 15, 2025, City Council approved an Interlocal Agreement with Utah County for a $1,000,000 grant for the street improvement portions of the 10400 project.

On October 7, 2025, Council approved a design award to Cross Engineering Services for the design of the 10400 project.

On May 18, 2026, Council approved a bid award with Black Forest Paving for the 10400 project.

On June 16, 2026, Council agreed to having staff bring back a reimbursement agreement between Ivory Homes and Highland city to fund the city's portion of the road improvements along 10100 North using the remaining funds from the 10400 project.

BACKGROUND:
In conjunction with the Ridge View subdivision, Ivory Homes will be making improvements along the south side of 10100 North Street, across from Lone Peak High School. Highland City had previously been working with the developers to make improvements to this section of roadway, but when the improvements could not be completed prior to the school year, the project was placed on hold and development focused on areas not along this corridor. With the latest phase of Ridge View now

resuming improvements in this area, staff have been concerned about the proposed improvements and how the existing road crown and grading will be affected. Staff is suggesting that the city participate in these improvements to ensure that, when completed, the roadway functions properly as it relates to drainage and drivability and use the excess road improvement funds for the city portion of improvements.

Attached is a detail showing in blue the portion that Highland would be funding and the portions being funded by Ivory Homes in red. Ideally, the city could partner with Ivory Homes, so the construction is done through one contractor this summer while school is out for summer break.

The suggestion from staff is that a portion of the remaining funding for road improvements provided by Utah County through Dave Stewart be used to fund this project. Below is a breakdown of how that funding has been allowed to date.

$28,100.00 - 10400 West design costs
$360,113.05 - 10400 North with sidewalk costs removed
$337,900.00 - 6800 West FY26 budget
$726,113.05 - TOTAL
$273,886.95 - Unused portion of funding

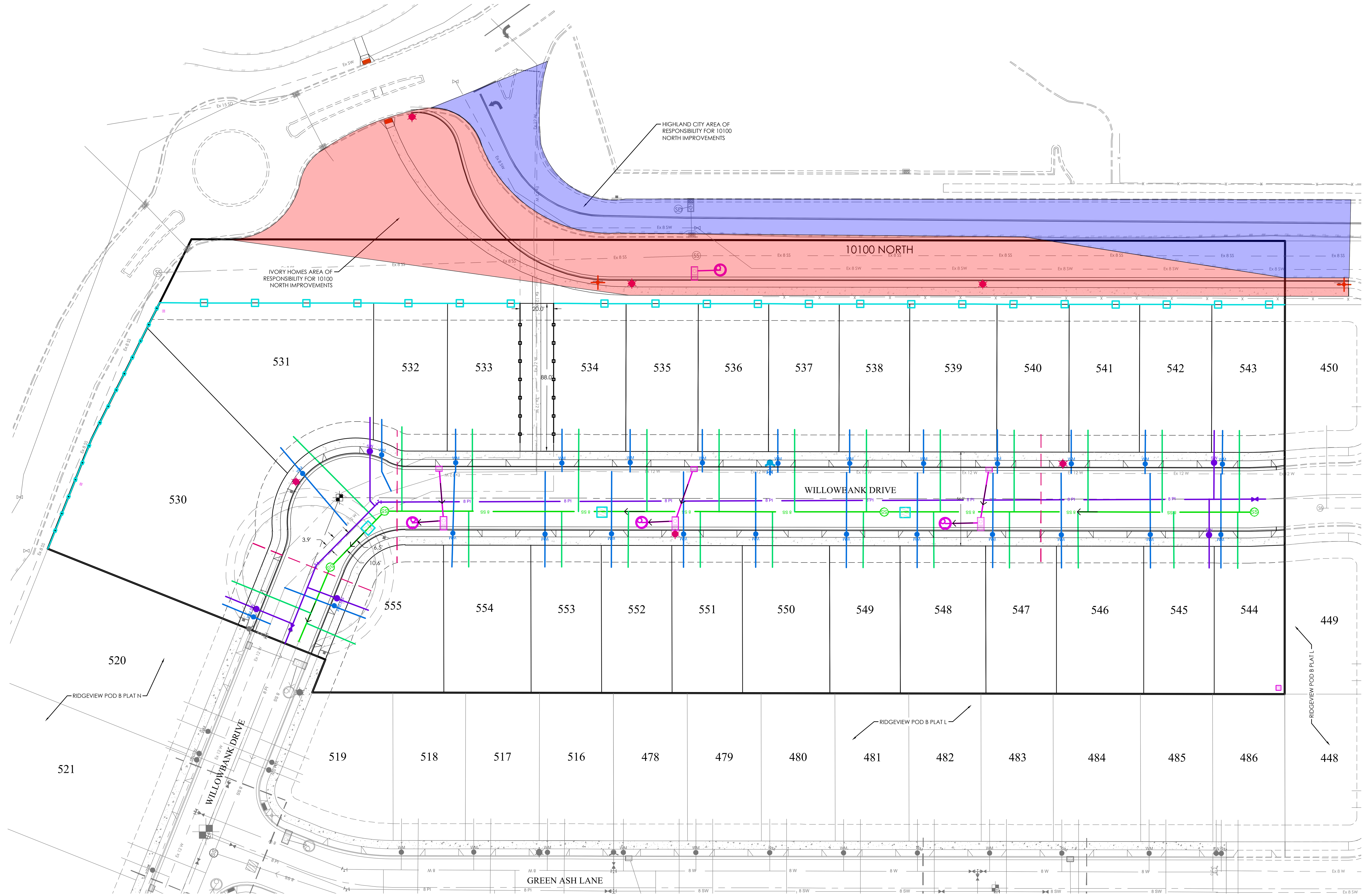
$145,673.30- 10100 North improvements with 10% contingency
$128,213.65 Unused portion

The City Attorney has prepared the attached reimbursement agreement for the project.

FISCAL IMPACT:
Funding for this project would come from grant money and would not need to be funded through City funds.

MOTION:
I move that the city council approve the reimbursement agreement between Ivory Homes and Highland City for the city's portion of improvements to be made on 10100 North in an amount up to $145,673.30

ATTACHMENTS:
1. 10100 city responsibility exhibit (042726)
2. Improvement Agreement Template - 10100 North - Ivory Plat O with edits

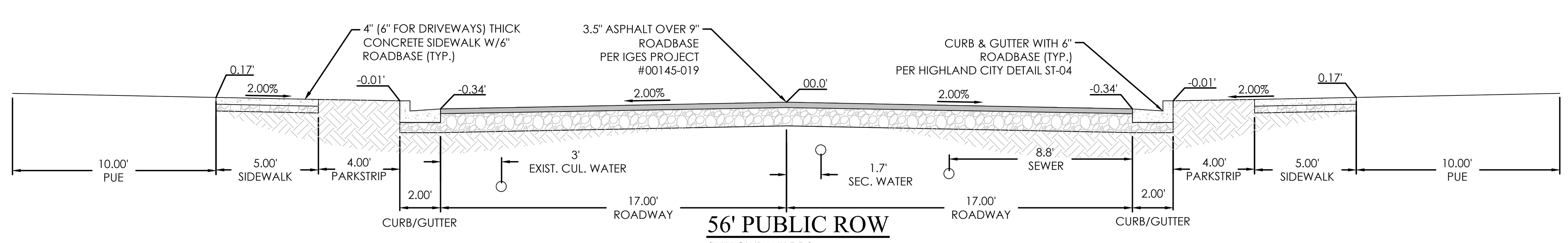


LEGEND

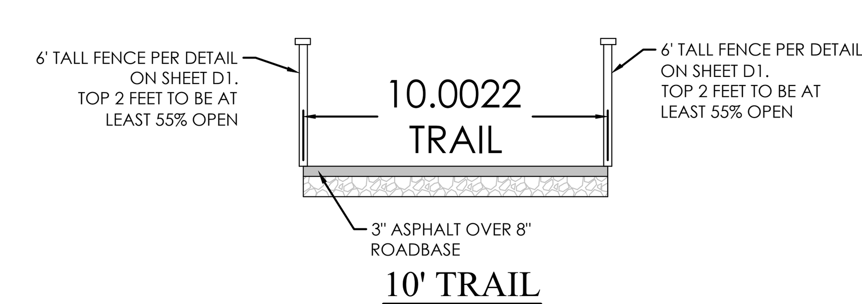
- BOUNDARY
- ROW
- CENTERLINE
- LOT LINE
- EASEMENT
- 15 SD — 15" STORM DRAIN
- 8 SS — 8" SANITARY SEWER
- 8 W — 8" CULINARY WATER
- 8 SW — 8" SECONDARY WATER
- SWALE
- XXXX — CONTOUR MAJOR
- XXXX — CONTOUR MINOR
- Ex SD — EXIST. STORM DRAIN
- Ex SS — EXIST. SANITARY SEWER
- Ex W — EXIST. CULINARY WATER
- X — EXIST. FENCE
- (XXXX) — EXIST. CONTOUR MAJOR
- (XXXX) — EXIST. CONTOUR MINOR
- SIGN
- STREET LIGHT
- SD MH, INLET, COMBO & SUMP
- SEWER MANHOLE
- CULINARY VALVE, TEE & BEND
- SECONDARY VALVE, TEE & BEND
- SW WM — SEC. AND CUL. WATER METER
- WATER BLOW-OFF
- FIRE HYDRANT
- STREET MONUMENT (TO BE SET)
- EXIST. STREET MONUMENT
- EXIST. SD INLET & MH
- EXIST. SEWER MH
- EXIST. VALVE, TEE, & BEND
- EXIST. FIRE HYDRANT
- o XXXX.XX — SPOT ELEVATION
- HIGHLAND CITY CONDUIT
- 6.0' SOLID CONCRETE WALL
- 6.0' TREX FENCE

NOTE:

1. FUTURE FENCING ALONG THE BACK OF THE LOTS TO BE INSTALLED CONSISTENT WITH THE EXISTING FENCING AND RIDGEVIEW PUD REQUIREMENTS. SEE SHEET D1 FOR FENCE DETAILS
2. ALL WALLS AND FENCES TO BE PROVIDED WHOLLY ON LOT AND NOT CITY PROPERTY

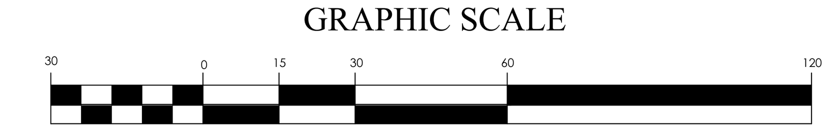


56' PUBLIC ROW
(WILLOWBANK DR.)



10' TRAIL

GRAPHIC SCALE



(IN FEET)
1 inch = 30 ft.

Know what's below. Call 811 before you dig.

FOCUS© CONSULTING
6949 S. HIGH TECH DRIVE SUITE 200
MIDVALE, UTAH 84047 PH: (801) 352-0075
www.focus-es.com

FOR REVIEW ONLY

RIDGEVIEW POD B PLAT O
HIGHLAND CITY, UT
SITE PLAN

REVISION BLOCK

#	DATE	DESCRIPTION
1	----	----
2	----	----
3	----	----
4	----	----
5	----	----
6	----	----

SITE PLAN

Scale: 1"=30'	Drawn: KV
Date: 02/25/26	Job #: 24-0391
Sheet: C3	

Z:_2024\24-0391 Ridgeview Pod B Plat O\design 24-0391\dwg\exhibits\10100 city responsibility exhibit (042726).dwg

Engineer's Estimate of Probable Costs for

Project: Ridgeview Pod B Plat O
Location: Highland, UT
Date: 4/27/2026
By: Kolya Vashchenko

Line #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
Earthworks					
	Clear & Grub Roadway	597	cy	$0.06	$35.82
	Curb Inlet Box Protection	2	EACH	$345.00	$690.00
	Import to Fill	597	CY	$17.40	$10,387.80
	Erosion Control Silt Fencing	0	LF	$2.65	$0.00
	Remove Existing Asphalt	13135	SF	$2.01	$26,401.35
				Total Price for above Earthworks Items:	$37,514.97
Asphalt					
	3.5" Asphalt Paving	16134	SF	$2.05	$33,074.70
	9" Roadbase	16134	SF	$1.40	$22,587.60
				Total Price for above Asphalt Items:	$55,662.30
Concrete					
	30" Highback Curb & Gutter	550	LF	$36.50	$20,075.00
	Curb Tie-ins	1	EACH	$388.00	$388.00
Storm Drain					
	5' Manhole Precast w/ Collar	1.00	EACH	$11,000.00	$11,000.00
	Combination Inlet Box	1.00	EACH	$7,100.00	$7,100.00
				Total Price for above Storm Drain Items:	$18,100.00
				Total:	**$132,430.27**

DEVELOPMENT REIMBURSEMENT AGREEMENT

10100 North – Ridgeview Pod B Plat O

This Development Reimbursement Agreement **("Agreement")** is entered into between HIGHLAND CITY, a Utah political subdivision **("City"),** and IVORY DEVELOPMENT, LLC a Utah limited liability company **("Developer")**, individually or collectively, **"Party" or "Parties"**. This Agreement shall take effect as of the date all Parties have executed the Agreement.

RECITALS

A. Developer seeks to develop certain property within Highland City located approximately at 5000 West, 10100 North, Highland, UT 84003, Utah County Tax ID: 12:004:0081, containing +/-4.2 acres ("Property").

B. The Property is located within the City's PD-1 zone and is part of a larger development known as the "Ridgeview Development."

C. Developer has obtained final plat and subdivision improvement plan approval for the development of the Property as the Ridgeview Pod B Plat O Subdivision ("Plat O Subdivision") according to the record of decision dated March 11, 2026, on file with the City.

D. As a part of the Ridgeview Development and Plat O Subdivision, 10100 North requires improvement and widening per the terms of the Plat O Subdivision, Ridgeview Development, and PD-1 zoning approvals and regulations.

E. More particularly, Developer, in connection with other developers of the Ridgeview Development, is required to construct and provide all curb and gutter, necessary grading, pavement extension (including asphalt, base, and subbase), drainage facilities, sidewalk, utilities, and landscape for all areas south of the limits of the City's responsibility related to 10100 North and adjacent to Knight Boulevard. Exhibit A attached hereto is a facsimile of the relevant portion of the approved plan set for the Plat O Subdivision, depicting Developer's required improvements to 10100 North. In the event of any discrepancy between Exhibit A and the official approved plan set for the Plat O Subdivision on file with the City, the official approved plan set shall control.

F. The City's responsibility related to 10100 North is the lesser of the existing roadway or 34 feet of asphalt as measured from the northerly lip of the existing curb and gutter ("City Road Responsibility").

G. Highland City seeks to improve the existing asphalt on 10100 North within the City Road Responsibility.

H. The Parties wish to set forth the terms and conditions by which the 10100 North roadway may be improved through the collective effort of the Parties.

AGREEMENT

Now, therefore, in order to give effect to the recitals above, which recitals are hereby incorporated into this agreement, and for good and valuable consideration, the Parties do agree and covenant as follows:

1. **Construction of Improvements**

a. For the portions of 10100 North and Knight Boulevard that are within or adjacent to the Property, Developer shall construct and/or reconstruct the following (collectively, "10100 North Improvements"):

i. The full width of the 10100 North roadway, including the portions of the 10100 North roadway within the City Road Responsibility and the portions of the 10100 North roadway that are Developer's responsibility;

ii. All required pedestrian and street facilities and right-of-way improvements along the southern portion of 10100 North, which are Developer's sole responsibility; and

iii. Relevant portions of Knight Boulevard and associated pedestrian and street facilities, which are Developer's sole responsibility.

b. All construction shall conform to City standards and specifications.

c. The Developer shall dedicate the portion of the 10100 North right-of-way and associated property, including all public roadway improvements and related facilities and appurtenances, located within the boundaries of the Property, within the Ridgeview Development, to the City at no cost to the City, according to the Plat O Subdivision.

d. The Developer will begin construction of the 10100 North Improvements as soon as feasible after execution of this Agreement, in connection with improvements to the Property as part of the Plat O Subdivision. The Developer shall complete construction of the 10100 North Improvements by August 14, 2026.

2. <u>Reimbursement</u>

a. **Obligation.** The City shall reimburse Developer for the actual cost of constructing and/or reconstructing the portion of the 10100 North Improvements (including asphalt, base, and subbase) within the City Road Responsibility ("City Reimbursement Cost").

b. **Calculation.** The City Reimbursement Cost owed to the Developer by City has been determined by a bidding process. The bids have been reviewed and approved by the City Engineer and Developer. The City Reimbursement Cost shall be the difference in costs to construct the portion of the 10100 North Improvements that are Developer's responsibility in comparison with the complete 10100 North Improvements (including the City Road Responsibility).

c. **Amount.** Pursuant to the process set forth above, the City Reimbursement Cost is currently estimated at $132,430.27, as shown in the attached <u>Exhibit B</u>. This estimate reflects only the estimated amount of the City Reimbursement Cost as of the date of this Agreement. The actual costs may be higher or lower. Developer shall notify the City if there are any cost increases related to the City Road Responsibility and shall provide the City with any accompanying proposed change order(s), documentation, or other information that explains the basis for any such cost increases. The City shall reimburse Seller for their portion of any increase in costs that are reasonably necessary to complete the construction or reconstruction of the City Road Responsibility, including Developer's overhead and carrying cost.

d. **Process**: The Developer will be responsible for managing and controlling the construction of the 10100 North Improvements. The City will reimburse Developer no later than 30 days after the latter of the City's acceptance of the final and completed improvements of 10100 North or the City's receipt and approval of invoices for such improvements, paid by Developer. In the event the City disputes any invoice submitted by Developer, the City shall reimburse Developer for all other invoices paid and submitted by Developer that the City does not dispute and shall notify Developer of the City's dispute and either request additional information or provide a written explanation of the basis for the dispute.

3. **Compliance with Land Use Regulations and Approvals**. Developer acknowledges that the execution of this Agreement, on its own, does not constitute any land use approval, and that any such approvals shall be granted only upon Developer's compliance with all applicable governing laws, ordinances, standards, and conditions of land use approval, including completion of all required improvements, passing of inspections, and provision of required assurances. Developer further acknowledges that the execution of this Agreement does not waive, modify, or limit any obligation or condition of approval of any land use regulation or land use approval related to the Plat O Subdivision, the Property, the PD-1 zone, or the Ridgeview Development.

4. **Governmental Immunity.** The City is a governmental entity under the Utah Governmental Immunity Act (Utah Code Ann. § 63G-7-101, et seq.) (the "Immunity Act"). Nothing herein shall be construed as a waiver of any defenses available under the Immunity Act nor does City waive any limits of liability provided by the Immunity Act or any other provisions of Utah law.

5. **Assignment**. Neither this Agreement nor any rights or obligations hereunder may be assigned either voluntarily or involuntarily, by operation of law or otherwise, by either Party without the prior written consent of the other Party, which shall not be unreasonably withheld.

6. **No Third Parties**. The rights, duties, and obligations of this Agreement are for the sole benefit of the Parties, and no third party, other than authorized assignees, transferees, and other successors in interest, has any rights hereunder to enforce the terms of this Agreement.

7. **Amendments**. This Agreement may not be altered, amended, modified, or otherwise changed in any respect except in a writing executed by all Parties.

8. **Counterparts**. This Agreement may be executed in counterparts, physical or electronic, each of which will be deemed an original and together constitute the same contract whether each Party executes a separate counterpart.

9. **Authority to Execute**. The person executing this Agreement on behalf of each Party hereby represents that he or she has full authority to execute the Agreement and to bind each Party to the terms of this Agreement and that all necessary actions for him or her to enter into this Agreement have heretofore been completed.

10. **Governing Law and Venue**. This Agreement shall be governed and construed in accordance with the laws of the State of Utah. Any dispute arising out of this Agreement shall be brought and maintained in Utah State district court, Utah County.

11. **Limitation of Liability**. Neither Party shall be liable to the other Party in any action or claim for loss of profits or revenues, whether direct or indirect, or any indirect, special, consequential, or punitive damages or losses.

12. **Waiver.** No waiver of any of the terms of this Agreement shall be valid unless in writing and expressly designated as such. Any forbearance or delay on the part of either party in enforcing any of its rights as set forth in this Agreement shall not be construed as a waiver of such right for such occurrence or any other occurrence. Any waiver by either Party of any breach of any kind or character whatsoever by the other shall not be construed as a continuing waiver of, or consent to, any subsequent breach of this Agreement.

13. **Enforcement of Fees**. In any action or proceeding arising out of or related to this Agreement, the prevailing Party shall be entitled to its reasonable attorneys' fees and related costs, including fees and costs incurred before formal initiation of an action or proceeding and fees and costs incurred for collecting or attempting to collect any judgment or award.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates set forth below.

DATED this ____________ day of __________________, 2026.

On Behalf of Highland City, Utah	ATTESTED:
___________________________________	_________________________________
Brittney Bills, Highland City Mayor	Stephannie Cottle, City Recorder

DATED this ____________ day of __________________, 2026.

On Behalf of _________________________________ (Company Name)

____
Name of signer

____
Title

Exhibit A

Plat O Subdivision Plans Related to 10100 North Improvements

Exhibit B

Estimate of City Reimbursement Cost

CITY COUNCIL AGENDA REPORT
ITEM #4c

DATE:	July 7, 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:	Truth in Taxation - Property Tax Impact Schedule
TYPE:	General City Management

PURPOSE:

Utah Code 59-2-924 requires that at any meeting where there is a public hearing about the City's budget, the Property Tax Impact Schedule must be presented. In addition, staff is seeking to have Council adopt an updated Impact Schedule that has changed with new average commercial property valuation from Utah County.

STAFF RECOMMENDATION:

Staff recommends Council adopting the Resolution to comply with Utah Code Section 59-2-924(8)(a)(i)(A).

PRIOR COUNCIL DIRECTION:

On April 14, 2026, and April 29, 2026, Council held Budget Work Sessions and were presented with a draft tentative budget for fiscal year 2026-2027, which included a proposed property tax increase for the library dedicated tax. On May 5, 2026, the City Council approved the Tentative Budget and adopted a Property Tax Impact Schedule which outlined an increase for the dedicated library tax. On June 16, 2026, Council adopted a revised Property Tax Impact Schedule that updated the rate and an updated average residential property value for the city, as issued by Utah County. All dollar amounts based on that rate and property value were updated as well.

BACKGROUND:

Pursuant to Utah Code Section 59-2-924(8)(b), a "Property Tax Impact Schedule" is required for any taxing entity proposing a tax rate increase for the ensuing fiscal year. This schedule must outline department-level expenditures supported by the additional property tax revenue and articulate the operational impact on the department if the increase is approved. As permitted by Utah Code Section 59-2-924, this Impact Statement has been revised to reflect updated rates and intended uses of the funds:

- Updated estimated revenue to $172,488. Any numbers where the sum contains that number were also updated.

- The County rounded the residential property valuation to $1,036,000 from $1,036,469.
- The Utah County Auditor's new valuation for commercial business property went to $2,177,845 (up from $1,783,000).

FISCAL IMPACT:

Budget Context and Tax Rate Adjustments

All revenue values utilized in the previous Impact Schedule were based on preliminary projections. Since that schedule was approved, the City has received updated tax rate information from the County Auditor.

Proposed Library Tax Rate Adjustment

To address ongoing operational needs, Highland City will consider adjusting its dedicated library property tax rate from **.000095** to **.000145** (as provided by the Utah County Auditor). This proposed rate adjustment is projected to generate an additional **$172,488** annually.

The following detailed breakdown is intended to provide decision-makers and the public with a clear explanation of how this proposed revenue will impact the Library's operational capacity and department-level expenditures.

- Highland City's Current Library Property Tax Rate: 0.000095
- Highland City's Current Library Property Tax Revenue: $329,112
- New Property Tax Revenue to Highland City Library: **$172,488**
- Proposed Total Revenue to the Library with Tax Change: **$501,600**
- Estimated Increase to Highland's Dedicated Library Property Tax Revenue: 52%

The average home price in Highland as determined by the Utah County Assessor's Office is **$1,036,000** The estimated increase in annual library property tax to an average home as a primary residence is **$28.49**.

The average commercial property in Highland, as determined by the Utah County Assessor's Office, is $2,177,845. The estimated increase in annual library property tax to an average commercial property in Highland is $108.91.

MOTION:
I move that the Highland City Council adopt the resolution approving the revised Property Tax Impact Schedule.

ATTACHMENTS:
1. Resolution TNT Adopting Impact Schedule - Revised 07.07.26
2. Highland City Property Tax Impact Schedule - Revised 07.07.26

RESOLUTION 2026-XX

A RESOLUTION OF THE HIGHLAND CITY COUNCIL, HIGHLAND CITY, UTAH ADOPTING THE PROPERTY TAX IMPACT SCHEDULE FOR THE INTERIM BUDGET FOR FISCAL YEAR 2026-2027 BECAUSE IT INCLUDES A PROPOSED TAX RATE INCREASE

WHEREAS, Highland City currently collects property taxes for the Highland City Library to fund a majority of the cost of operations; and

WHEREAS, the Highland City Council desires to continue to provide excellent service and materials to the Highland community; and

WHEREAS, an increase in the property tax rate for the dedicated library property tax is proposed in the Highland City Interim Budget for Fiscal Year 2026 - 2027; and

WHEREAS, the Council desires to comply with the requirements of Utah Code 59-2, known as the Property Tax Act.

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

1. ***The City Administrator, as the City's Budget Officer, has prepared a property tax impact schedule as defined in Utah State Code 59-2-924 which is attached as Exhibit A.***

2. Highland City will consider an increase to its Library property tax rate from .000095 to .000145 to generate an additional $172,488, which is an increase of approximately 52% (which is a 6.89% increase of the total City property tax revenue).

3. Highland City's current library property tax rate is 0.000095, which is estimated to generate $329,112 for the current 2026 fiscal year.

4. The proposed current and new revenues with the tax change are estimated to yield a *total* of $501,600.

5. The estimated increase in annual library property tax to a primary residence with a value of $1,036,000, which is the average home price in Highland as determined by the Utah County Assessor's Office, is $28.49.

6. The average business price in Highland, as determined by the Utah County Assessor's Office, is $2,177,845. The estimated increase in annual library property tax to an average commercial property is $108.91.

7. These additional funds are intended to allow the Library department (the Library) to convert a part-time position to a full-time position and to hire two part-time positions. Both staffing changes will help the Library to manage workload in the department with programming demands as well as time needed to participate in the Timpanogos Library Consortium. The Library also intends to use $10,000 of this

new funding to pay for the Libby audio/e-book service for which state funding was removed in the 2026 fiscal year. Finally, the Library intends to use this new funding to continue the Senior Citizen programming activities that have previously been grant funded.

8. 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.

9. This resolution shall take effect immediately.

PASSED and ADOPTED by Highland City Council on this 7th day of July 2026.

HIGHLAND CITY, UTAH

____

Brittney P. Bills
Mayor

ATTESTED:

____

Stephannie B. Cottle
City Recorder

Exhibit A

Proposed Property Tax Impact Schedule

Highland City will consider an increase to its Library property tax rate from .000095 to .000145 (estimated) to generate an additional $172,488. The following information is intended to provide decision makers and the public with an explanation of how the City's operations would be affected if the proposed property tax increase is adopted.

Highland City's Current Library Property Tax Rate	0.000095
Highland City's Current Property Tax Revenue	$329,112
Proposed Revenue with Tax Change	$501,600
New Property Tax Revenue to Highland City	**$172,488**

Estimated Increase to Highland Library's Property Tax Revenue	52%

Estimated Increase to a primary residence of $1,036,000	$28.49 (a 52% increase)
Estimated Increase to a business valued at $2,177,845	$108.91 (a 52% increase)

Affected Department	Proposed Budget	Budget without Tax Change	Budget Change
Library	$602,079	$429,591	$172,488

Impact of Tax Increase - The Library intends to convert a part-time employee to a full-time position. The Library also plans to hire two part-time positions. These staffing changes will help the Library to manage workload in the department.

The Library also intends to use $10,000 of this new funding to pay for the Libby audio/e-book service for which state funding was removed in the prior fiscal year.

Finally, the Library intends to use this new funding to continue the Senior Citizen programming activities that have previously been grant funded.

Total Library Fund Change: $172,488