HIGHLAND CITY COUNCIL AGENDA

TUESDAY, SEPTEMBER 1, 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 Doug Cortney
Pledge of Allegiance: Council Member Scott L. Smith
Respect Statement: Mayor Brittney P. Bills

1. UNSCHEDULED PUBLIC APPEARANCES

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

2. PRESENTATIONS

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

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

3. CONSENT ITEMS

Items on the consent agenda are of a routine nature. They are intended to be acted upon in one motion. Items on the consent agenda may be pulled for separate consideration.

a. **Approval of Meeting Minutes** *General City Management*
Stephannie Cottle, City Recorder
August 4, 2026

b. **Approval of Meeting Minutes** *General City Management*
Stephannie Cottle, City Recorder
August 11, 2026

c. **Approval of Meeting Minutes** *General City Management*
Stephannie Cottle, City Recorder
August 18, 2026

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. **RESOLUTION: Declare Certain Property Adjacent to 10653 N Canterbury Dr. as an Orphan Parcel** *General City Management*
Jay Baughman, Assistant City Administrator
The City Council will consider declaring city-owned property adjacent to property owned by Barbara Barry as an orphan parcel and directing staff to move forward with the sale of that property.

b. **RESOLUTION: Declare Certain Property Adjacent to 10641 N Canterbury Dr. as an Orphan Parcel** *General City Management*
Jay Baughman, Assistant City Administrator
The City Council will consider declaring city-owned property adjacent to property owned by Scott Burgon as an orphan parcel and directing staff to move forward with the sale of that property.

c. **ORDINANCE: Update to Accessory Dwelling Unit (ADU) Code including Detached ADUs** *Development Code Update (Legislative)*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will consider amendments to the Development Code to allow detached accessory dwelling units.

d. **City Parking Regulation Amendments** *Municipal Code Update (Legislative)*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will consider amendments to the City's parking regulations related to city-owned parking lots and spaces, including parking spaces in Town Center.

e. **ACTION: Change Order for Mitchell Hollow** *General City Management*
Chris Trusty, City Engineer/Public Works Director
The City Council will consider a contract modification with Consor for construction engineering and inspection services on the Mitchell Hollow Trail.

f. **ACTION: Contract Authorization with DLS Consulting, Inc.** *General City Management*
Erin Wells, City Administrator
The City Council will consider renewing a contract with DLS Consulting, Inc. for consultant services focused on grant and legislative support for a one (1) year term.

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: Road Striping Bid Award** *General City Management*
Chris Trusty, City Engineer/Public Works Director
The City Council will consider awarding a bid for the City's annual road striping project.

6. COMMUNICATION ITEMS

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

a. **Community Sign Policy Discussion**
Brittney Bills, Mayor
Rob Patterson, City Attorney/Planning & Zoning Administrator

b. **Chamber of Commerce Update**
Liz Rice, Council Member

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

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 27th day of August 2026. Stephannie B. Cottle, CMC|UCC, City Recorder

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

HIGHLAND CITY

HIGHLAND CITY COUNCIL MINUTES

Tuesday, August 4, 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 Scott L. Smith
Pledge of Allegiance: Council Member Liz Rice
Respect Statement: Mayor Brittney P. Bills

The meeting was called to order by Mayor Brittney P. Bills as a regular session at 6:02 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 Scott L. Smith and those in attendance were led in the Pledge of Allegiance by Council Member Liz Rice. 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, City Attorney/Planning & Zoning Administrator Rob Patterson, City Recorder Stephannie Cottle, Finance Director David Mortensen, City Engineer/Public Works Director Chris Trusty, Police Chief Brian Gwilliam, Fire Chief Brian Patten, Code Compliance Officer Brent Wallace

OTHERS PRESENT: Jon Hart, Kristoffer Pagel, Kari Larsen, Wesley Warren, Rick Louder, Ken Raney, Frank Tusieseina, Adri Ballif

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.

Kari Larsen addressed the Council on behalf of her parents, David and Amber Larson, whose property backs up to the Mitchell Hollow Trail construction area. She reported that the fence along their property line had been undercut and compromised during construction, creating a safety hazard. The Larsens requested that the retaining wall be built to a sufficient height to support their property before a new fence is installed, and asked for better communication from the city going forward. Ms. Larsen submitted photographs documenting the condition as of August 3, 2026. Mayor Bills directed City Engineer/Public Works Director Chris Trusty to follow up with the family directly.

Adri Ballif, Wasatch Wonders Animal Rescue, reported that the organization had partnered with Highland City nearly four years ago to address the illegal abandonment of domestic ducks at Highland Glen Pond. She noted that while signage has helped reduce incidents, abandonment continues to occur. She informed the Council that the last six remaining domestic ducks had been rescued that week. Ms. Ballif requested that the city use its social media and newsletter platforms to remind residents that abandoning domestic animals is both cruel and illegal, and offered to help draft such messaging.

Frank Tusieseina expressed ongoing concern about litter at Highland Glen Park. He offered, at his own expense, to design and install professional bilingual signage encouraging responsible behavior and tying fishing privileges to cleanup compliance. He also requested the opportunity to work with the Council and Public Works to identify solutions. Mayor Bills suggested forming a working group. It was agreed that Council Members Campbell and Rice would coordinate with Mr. Tusieseina.

Council Member Smith expressed appreciation for the recent Highland Fling celebration, praising the efforts of all Council Members, staff, and volunteers. He specifically commended the America 250 celebration, the parade, the fishing activities, and the fireworks show, and recognized City Administrator Wells and Parks staff for the rapid cleanup following the event.

Wes Warren echoed the praise for the Highland Fling. He raised a concern from neighbors whose properties back up to Highland Family Park, who reported ash and debris from the fireworks show, including burnt holes in pool covers and trampolines. He suggested the Council consider a drone show in future years. Mr. Warren also shared that residents expressed strong vocal support for the Highland City Library during the parade and noted that awareness of the library's situation appears high among the public.

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. Kristoffer Pagel - Highland Glen Park Proposal

Mayor Bills will present an award to Kristoffer Pagel for his volunteer efforts at Highland Glen Park.

Kristoffer Pagel, founder of Friends of Highland Glen, presented a comprehensive proposal outlining improvements to Highland Glen Park. Mr. Pagel reported that in recent months, volunteers have established a social media presence with nearly 700 followers, developed relationships with Lone Peak Police, and worked with the Parks Department to open and resolve maintenance work orders. He noted the replacement of aeration pumps in the pond and credited them with contributing to the absence of positive E. coli test results this summer.

Mr. Pagel organized his proposals into several categories. Items requiring no expenditure included: repositioning aeration rings and buried air lines, removing the deteriorated float line from the swim beach area, and removing old non-functional concrete water fountains along the trails. Policy requests included: updated and more attractive park signage; a ban on fishing from the sandy beach area (while leaving approximately 60 percent of the pond shoreline open for fishing); a clarified municipal ordinance defining motorized vehicles on trails; and establishment of a posted speed limit along the park entry road. He also asked that Lone Peak Police increase fishing license checks, monitor for littering, and enforce parking regulations, noting that improper parking on weekends could block emergency vehicle access.

Operational and capital requests included: completing the second phase of flagpole restoration at a reduced cost quoted by Colonial Flag; installation of LED-lit solar stop signs and pedestrian-activated strobe crosswalks at key locations; no-parking signage along the park road's narrow one-lane section; repainting restroom doors; replacing deteriorated grills or removing them given fire risk concerns; adding a drinking fountain on the south end of the trail; replacing dead trees at the entrance roundabout; adding additional trash receptacles at a lower cost than the current Highland-branded units; installing dog waste receptacles around the pond; replacing the deteriorating wooden piers and bridges with a steel and composite design; and a capital project to expand drainage capacity at the south spillway to reduce flooding on nearby streets. He also proposed completing the final gap in the park's trail network, estimated at approximately 100 yards.

Council Member Smith expressed appreciation for the proposal, noted the city's history of starts and stops with the park, and suggested engaging the Hidden Oaks neighborhood and the Highland City Foundation for private donations. He recommended that the Council hold a formal work session this fall to prioritize park improvements in advance of the January budget process. Mayor Bills asked Council Members Campbell and Rice to lead a working group with Mr. Pagel and other volunteers to develop a prioritized list of requests for that work session. Mayor Bills also presented Mr. Pagel with a volunteer recognition award on behalf of the Council.

3. CONSENT ITEMS

Items on the consent agenda are of a routine nature. They are intended to be acted upon in one motion. Items on the consent agenda may be pulled for separate consideration.

a. Approval of Meeting Minutes *General City Management*
Stephannie Cottle, City Recorder
July 7, 2026

Council Member Liz Rodela MOVED that the City Council approve consent item 3a, the approval of meeting minutes from July 7, 2026.

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

4. ACTION ITEMS

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

a. ACTION: Orphan Parcel Land Sale - Carman *General City Management Jay Baughman, Assistant City Administrator/Community Development Director*
The City Council will review documents prepared for the sale of city-owned orphan parcels adjacent to property owned by Jared Carman and direct staff to prepare a sale contract and finalize the sale of that property.

City Attorney/Planning & Zoning Administrator Patterson presented the final resolution authorizing the sale of a city-owned orphan parcel adjacent to property owned by Jared Carman, located in the Viewpoint area. Mr. Patterson explained that the parcel had originally been intended for a trail corridor but was no longer needed for that purpose given the presence of a sidewalk. The sale would proceed at the established surplus orphan sale rate, with the purchaser responsible for all surveying, closing costs, title insurance, and any required city sprinkler capping. The property would be conveyed by quit claim deed.

Council Member Ron Campbell MOVED that the City Council approve the attached Resolution authorizing the sale of city-owned orphan property adjacent to the property owned by Jared Carman, with the conditions outlined by staff, and direct staff and the Mayor to prepare and execute a sale contract and finalize the sale of that property to Jared Carman.

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. ACTION: Orphan Parcel Land Sale - Johanson *General City Management*
Jay Baughman, Assistant City Administrator/Community Development Director
The City Council will review documents prepared for the sale of city-owned orphan parcels adjacent to property owned by Craig Johanson and direct staff to prepare a sale contract and finalize the sale of that property.

City Attorney/Planning & Zoning Administrator Patterson presented the final resolution for the sale of a city-owned orphan parcel adjacent to property owned by Craig Johanson, located along the Bull River Trail corridor. He noted that a survey had been completed, establishing approximately 8.5 feet of width with a 5-foot buffer maintained from the trail. A notice sign had been posted and no objections were received, including from the Bull River HOA, which had been a source of controversy in the past. Mr. Patterson confirmed that the property's existing above-grade no-build zone restriction, consistent with the surrounding plat, would remain in effect.

Council Member Doug Cortney MOVED that the City Council approve the attached Resolution authorizing the sale of city-owned orphan property adjacent to the property owned by Craig Johanson, with the conditions outlined by staff, and the additional condition that continuation of the above grade no-build zone remains intact, and direct staff and the Mayor to prepare and execute a sale contract and finalize the sale of that property to Craig Johanson.

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

c. ACTION: Orphan Parcel Land Sale - Louder *General City Management Jay Baughman, Assistant City Administrator/Community Development Director*

The City Council will review documents prepared for the sale of city-owned orphan parcels adjacent to property owned by Rick Louder and direct staff to prepare a sale contract and finalize the sale of that property.

City Attorney/Planning & Zoning Administrator Patterson presented the final resolution for the sale of three non-contiguous orphan parcels in the Beacon Hills area adjacent to property owned by Rick and Marion Louder. He reported that surveying had been completed and that a second offer had been received after the public notice was posted. Staff recommended against the competing offer on the grounds that it would create new orphan parcels unconnected to an adjacent property owner, which is inconsistent with city policy. The resolution included findings addressing the competing offer. A minor condition requiring a maintenance agreement for several pine trees planted outside the sale area was also noted.

Council Member Scott L. Smith MOVED that the City Council approve the attached Resolution authorizing the sale of city-owned orphan property with improvements on them adjacent to the property owned by Rick and Miriam Louder, with conditions outlined by staff and direct staff and the Mayor to prepare and execute a sale contract and finalize the sale of that property to Rick and Miriam Louder.

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

d. PUBLIC HEARING/ORDINANCE: Water-Wise Landscaping Ordinance *Development Code Update (Legislative)*
Municipal Code Update (Legislative)
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will consider proposed amendments adopting water-wise landscaping requirements that will allow Highland residents to qualify for the full Utah State and Central Utah Water Conservancy District rebate programs.

City Attorney/Planning & Zoning Administrator Patterson presented proposed amendments to the Development Code and Municipal Code adopting water-wise landscaping standards. He explained that adoption of these standards would allow Highland residents to qualify for a doubled rebate from the Central Utah Water Conservancy District—increasing from $1.50 to $3.00 per square foot—for converting turf to water-wise landscaping. The Planning Commission had reviewed the item, received no public comment, and voted to recommend approval.

The key regulatory provisions proposed included: prohibiting lawn in areas narrower than 8 feet, in park strips, in pathways, and on steep slopes; limiting lawn in new residential development to no more than 50 percent of front and side yards; limiting lawn in non-residential development to no more than 20 percent; requiring that areas without lawn include at least 25 percent living plant coverage at installation, growing to 50 percent at maturity; prohibiting bare gravel or rock-only xeriscaping; and limiting impervious materials such as concrete, asphalt, and pavers to no more than 25 percent of landscaped areas. Mr. Patterson emphasized that rear yards are excluded from regulation under state law.

Mayor Brittney P. Bills opened the public hearing at 7:04 p.m.

Wesley Warren, a Highland City resident and member of the Planning Commission, raised a question concerning the new ordinance definitions, specifically whether clover would be categorized as lawn under these new landscaping standards. He referenced that clover is a water-wise alternative to traditional grass lawns, often used in garden settings, and questioned if the definitions provided in the city's new landscaping amendments successfully accounted for this distinction between traditional grass lawns and clover.

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

Council discussion raised several substantive points. Council Member Rodela asked how the city would enforce ongoing maintenance of water-wise areas to prevent neglect. Council Member Smith expressed broad support but asked that the final code language be made as clear and readable as possible, noting confusion around the various percentage thresholds and the term "impervious." He emphasized the importance of avoiding excessive heat-reflecting hardscape and supported creating an educational help sheet for residents. Code Compliance Officer Wallace noted a recent case where a resident paved their entire front yard with asphalt and argued it complied with existing code, underscoring the need for clarity. Council Member Cortney expressed support, noted the importance of ensuring development security deposits are only returned once landscaping truly meets requirements, and suggested investing in water-wise demonstration landscaping at city properties as an educational tool. Council Member Campbell expressed strong support and was particularly eager to allow residents to participate in the rebate program before the end of the current season, noting that Central Utah cannot conduct initial site visits after October 15.

Council Member Rice expressed some hesitation about proceeding that evening, citing concerns about maintenance enforcement and the potential heat impacts of reducing tree and grass coverage. However, following discussion, a majority of the Council indicated readiness to vote.

Council Member Ron Campbell MOVED that City Council adopt the ordinance amending the Development Code regarding landscaping standards, including the change recommended by staff regarding authorized run-off, and include language to ensure continuing maintenance.

After the motion was made, Mr. Patterson commented that if the Council wanted to pass the ordinance this evening, but also ensure maintenance standards were included, they could proceed with the adoption while requiring a future amendment to specifically address maintenance. He indicated that this could be done without sending the issue back to the Planning Commission, as it was part of implementing the same objectives. He concluded that he was comfortable drafting such language and could return to the Council with it for further review.

Council Member Ron Campbell MOVED that City Council adopt the ordinance amending the Development Code regarding landscaping standards, including the change recommended by staff regarding authorized run-off, and include language to ensure continuing maintenance, and will be added and brought back to the council.

Council Member Kim Rodela SECONDED the motion.

Council Member Rodela expressed her understanding of the importance of conservation and environmental responsibility. However, she voiced concerns about how upkeep would be managed, emphasizing the necessity of ensuring that xeriscaping is maintained properly to avoid substituting one problem with another.

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

e. PUBLIC HEARING/ORDINANCE: Sight Triangle Regulation Amendments *Development Code Update (Legislative)*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will consider proposed amendments to both the Development Code and Municipal Code that standardize and clarify the City's sight triangle regulations.

City Attorney/Planning & Zoning Administrator Patterson presented proposed amendments to both the Development Code and Municipal Code to standardize and simplify the city's sight triangle regulations. He explained that sight triangles are the areas at intersections where nothing above 3 feet in height is permitted in order to maintain driver visibility. The amendments would consolidate previously scattered and inconsistent standards into a single, clear section; adopt a uniform 40-foot residential sight triangle measured from the extended curb or road edge; incorporate the American Association of State Highway and Transportation Officials (AASHTO) standard for higher-speed roads and commercial access points; clarify that measurement of the 3-foot height limit is taken from the sidewalk surface (or road surface where no sidewalk exists); require a 3-foot clearance around fire hydrants; and place maintenance responsibility on the adjacent property owner. The Planning Commission had reviewed the item, held a public hearing, and recommended approval.

A key point of discussion among the Council was whether to allow any trees within sight triangles. Staff's original recommendation was to prohibit all vegetation over 3 feet within a sight triangle, including trees. The Planning Commission had recommended allowing trees provided they were trimmed to a clear trunk from 3 to 8 feet in height and the overall foliage remained within a 12-inch diameter. Code Compliance Officer Wallace spoke to the enforcement challenges of this exception, describing a case involving a 35-foot tree that had been planted as a 7-foot tree decades earlier and now creates a serious sight obstruction. He advocated strongly for prohibiting new trees in sight triangles as a matter of public safety.

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

There were no public comments.

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

Council Members Campbell, Cortney, and Smith all expressed preference for not allowing trees within sight triangles. Council Members Rodela and Rice agreed the safety rationale was compelling, though Council Member Rice noted the financial burden tree removal can impose on property owners. The Council reached consensus that trees should not be permitted in sight triangles and that the exception contained in Section 3-6-10(2) should be removed, while grass and shrubbery (excluding hedges) under 3 feet in height would continue to be allowed.

Council Member Liz Rice MOVED that City Council adopt the two ordinances amending both the Development Code and Municipal Code regarding sight triangle regulations, If the Council wants to prohibit vegetation over 3 feet in the sight triangle, the Council may adopt the ordinances without section 3-610(2).

After several iterations and discussions on formulating the motion, Council Member Liz Rice withdrew her motion.

Council Member Doug Cortney requested consent to void the previous motion. The City Council offered their unanimous consent.

Council Member Doug Cortney MOVED that the City Council adopt the two ordinances amending both the Development Code and Municipal Code regarding sight triangle regulations without section 3-610(2); however, allowing existing trees with a trunk diameter of less than 8 inches to remain.

There was no SECOND.

Council Member Ron Campbell MOVED that City Council adopt the two ordinances amending both the Development Code and Municipal Code regarding sight triangle regulations, without section 3-610(2);

however, allowing vegetation with the exception of hedges, shrubs, and trees.

Mr. Patterson attempted to communicate the implications of the motion made by Council Member Campbell, noting that even if hedge is under 2' it will not be allowed.

Council Member Liz Rice MOVED that City Council adopt the two ordinances amending both the Development Code and Municipal Code regarding sight triangle regulations allowing grass and shrubbery, except hedges under 3 feet.

Council Member Scott L. Smith SECONDED the motion.

City Recorder Cottle read back the motion.

Council Member Liz Rice requested that the terms "under 3 feet" be removed from her previous motion.

City Recorder Cottle read back the revised motion:

Council Member Liz Rice MOVED that City Council adopt the two ordinances amending both the Development Code and Municipal Code regarding sight triangle regulations allowing grass and shrubbery, except hedges.

Mayor Bills asked if shrubbery includes trees.

Council Member Scott L. Smith MOVED to CONTINUE this item.

Council Member Kim Rodela SECONDED the motion.

Council Member Cortney stated he was comfortable continuing the issue but wanted to give staff clear direction.

The vote was recorded as follows:

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

The motion carried 5:0

Mayor Bills conducted a poll among the Council members to determine if trees or shrubs should be allowed within sight triangles. All Council Members communicated trees should not be allowed, but some vegetation like short bushes and flowers could be permissible. Based on that feedback, City Administrator Wells stated she believes the Council can take a vote on the matter this evening to allow grass, shrubs, flowers and any vegetation under three feet in sight triangle.

Council Member Doug Cortney MOVED to reconsider the motion to continue.

Council Member Ron Campbell SECONDED the motion.

Council voted unanimously in favor. The motion passed.

Ms. Wells then offered a suggested motion to the Council to adopt the two ordinances amending both the Development Code and Municipal Code regarding sight triangle regulations without section 3-610(2).

Council Member Kim Rodela MOVED that City Council adopt the two ordinances amending both the Development Code and Municipal Code regarding sight triangle regulations without section 3-610(2).

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

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: Well 4 Motor Repair & Rewind *General City Management*
Chris Trusty, City Engineer/Public Works Director
The City Council will consider a bid award to Sidewinders to repair the motor in well #4.

City Engineer/Public Works Director Trusty reported that the motor in Well No. 4—the city's primary culinary well—had failed due to a turn-to-turn short resulting in a ground fault. He explained that the failure is believed to have been caused by epoxy coating rather than the more durable VPI resin. Mr. Trusty indicated that maintenance staff have greater confidence in a rewound motor than a new replacement, and that Sidewinders Motor Services has a strong track record with the city.

Council Member Smith inquired about Well No. 4's age and the solution for ensuring the city's water needs were met during its downtime, to which Mr. Trusty indicated Well No. 4 is the City's newest well and he confirmed ongoing reliance on Wells 2 and 3 until it is repaired.

Council Member Cortney asked whether other motors should be inspected and proactively treated with VPI resin; Mr. Trusty indicated that would be worth evaluating.

Council Member Kim Rodela MOVED that City Council award the bid to repair the well #4 motor to Sidewinders Motor Services in the amount of up to $28,553.54, which includes a 10% contingency.

Council Member Scott L. Smith SECONDED the motion.

Council Member Rice inquired as to the source of the funds for the expense, to which Mr. Trusty responded the expense would come from the budgeted system repairs fund, specifically GL 55-4040-1, already approved for such a need.

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. **ACTION: Beacon Hills Booster Station SCADA Replacement** *General City Management*
Chris Trusty, City Engineer/Public Works Director
The City Council will consider a bid award to ICTech to replace the existing SCADA equipment in the Beacon Hills booster station.

City Engineer/Public Works Director Trusty reported that the existing SCADA programmable logic controller (PLC) at the Beacon Hills booster station is aging and requires replacement.

Council Member Liz Rice MOVED that City Council approve the bid award to ICTech for SCADA PLC replacement in the amount of up to $32,810.29.

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. **ACTION: Annual Sewer Slip Lining Project** *General City Management*
Chris Trusty, City Engineer/Public Works Director
The City Council will consider a bid award to Insituform for phase 3 of the slip lining project.

City Engineer/Public Works Director Trusty presented the Phase 3 sewer slip lining project, noting that the scope incorporates portions of Phase 3 combined with Phase 4, as cost savings from earlier phases allowed the combination. Many of the sewer lines involved are estimated to be 40 to 50 years old. Additional costs in this phase are attributable to traffic control requirements along busier streets, including 10400 North. Council Member Smith asked about the age of the infrastructure, and Mr. Trusty confirmed that many lines predate the City's 1979 incorporation.

Council Member Scott L. Smith MOVED that City Council award the bid for the phase 3 slip lining project to Insituform in the amount of $481,385.30.

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

Council Member Smith confirmed that the funding for this expense has already been included in the City's adopted budget. Mayor Bills stated that is correct.

6. DISCUSSION ITEMS

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

a. **Detached Accessory Dwelling Units (DADUs) - Setbacks and Height** *Land Use (Legislative)*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will discuss and give direction on desired regulations for detached ADU setbacks and height.

City Attorney/Planning & Zoning Administrator Patterson presented two focused discussion items related to detached accessory dwelling unit (DADU) regulations, with the question of unit size to be addressed at a future meeting.

Setbacks: Mr. Patterson outlined two options: (1) requiring DADUs to comply with residential home setbacks, generally 25–30 feet from the rear property line and 10–15 feet from the side property line, with a possible reduction to 20 feet from the rear for single-story structures; or (2) following accessory building setbacks of 10 feet from both side and rear property lines. He noted that a large number of existing accessory buildings in Highland are already built to the accessory building setback line, meaning the home setback standard would render many existing structures ineligible for conversion without demolition and reconstruction.

The Council debated both options at length. Council Member Campbell expressed strong philosophical opposition to requiring home setbacks for existing structures, viewing it as government overreach into private property decisions. Council Member Smith countered that home setbacks are appropriate given Highland's historically low-density character and the Council's obligation to reflect what residents want, expressing particular concern about the risk of creating accessory dwellings larger than the primary residence. Council Member Cortney acknowledged the tension but indicated he could support applying accessory building setbacks to single-story structures as a compromise. Council Members Rodela and Rice both expressed a preference for home setbacks, with Council Member Rodela acknowledging the political context of state legislative mandates requiring some degree of permissiveness. A majority of four Council Members (Smith, Rodela, Rice, and Cortney) indicated support for home setbacks with a reduction allowance for single-story structures per the Planning Commission's recommendation. Council Member Campbell dissented.

Height: Mr. Patterson explained that the Planning Commission had recommended allowing DADUs to reach the height of the primary residence, up to the 35-foot city maximum, while an alternative would cap height at 25 feet—the standard accessory building height. All five Council Members expressed a preference for a 25-foot height cap for detached ADUs.

7. COMMUNICATION ITEMS

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

a. **Annual Resident Survey**
Jay Baughman, Assistant City Administrator/Community Development Director

City Administrator Wells presented updates to the upcoming annual resident survey, which will be distributed with the September newsletter. Staff proposed adding new questions focused on how residents receive information from the city, awareness of PI text alerts, and an open-ended question inviting residents to identify areas where they feel the city is doing too much or too little. Ms. Wells requested any additional Council feedback within one week.

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

City Attorney/Planning & Zoning Administrator Patterson provided advance notice of an upcoming application for a legislative development agreement for the commercial lot in Sky Estates, located just south of the clubhouse and north of Sterling Point. The applicant is proposing an assisted living facility and is seeking modifications to allowed building size and parking requirements, supported by parking studies. The item is expected to go before the Planning Commission at its next meeting, with Council review anticipated in September.

c. 9600 N Road Improvements Update
Chris Trusty, City Engineer/Public Works Director

City Engineer/Public Works Director Trusty reported that the city had originally planned to apply a bonded matrix surface treatment to 9600 North, but staff is now recommending a switch to a "supermod chip seal" product for most of the corridor. The supermod uses a larger aggregate premixed with binding emulsion, provides additional structural value, and does not require the extended 24-hour road closure associated with the bonded matrix. The contractor agreed to hold the previously quoted price in exchange for permission to use the project as a demonstration site. A top seal coat will be applied approximately one week after initial placement.

Mr. Trusty noted that the western approximately 1,400 feet of 9600 North is being withheld from this phase due to anticipated road cuts needed for the Pearson development project, a potential additional sewer and water connection, and a right-of-way dedication from the Dean and Paxman properties conditioned on connection to the PI water system. Staff recommended that this section be deferred and incorporated into next year's project to avoid cutting into a freshly treated road surface. Work on 6000 West is set to begin the following day, with 9600 North to follow on Thursday and the top coat to be applied on Monday. Council Member Rice expressed appreciation for the thoughtful approach and the communication with affected property owners.

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 8:59 pm Council Member Doug Cortney MOVED that the City Council recess the regular City Council meeting to convene in a closed meeting in the Executive Conference Room to discuss the purchase, exchange, or lease of real property, and pending or reasonably imminent litigation, as provided by Utah Code Annotated §52-4-205.

Council Member Kim Rodela SECONDED the motion.

The vote was recorded as follows:

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 Doug Cortney 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 9:43 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 9:44 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 August 4, 2026. This document constitutes the official minutes for the Highland City Council Meeting.

Stephannie B. Cottle, CMC, UCC
City Recorder

HIGHLAND CITY COUNCIL MINUTES

Tuesday, August 11, 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 Scott L. Smith
Pledge of Allegiance: Council Member Ron Campbell
Respect Statement: Mayor Brittney P. Bills

The meeting was called to order by Mayor Brittney P. Bills as a regular session at 6:03 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 Scott L. Smith and those in attendance were led in the Pledge of Allegiance by Council Member Ron Campbell. 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 Recorder Stephannie Cottle, Finance Director David Mortensen, Library Director Karen Liu, Fire Chief Brian Patten

OTHERS PRESENT: Jon Hart, Will Robertson, Mark Ellingson, DeAnn Ellingson, Garth Jackson, Bryan & Tara Tarbet, Sean Slattery, Kristoffer Pagel, David Beck, Rita Jackson, Kandee Myers, Amy Brinton, GaeLyn Henderson, Harold Henderson, Michael Brinton, Paula Forbes, Pamela Parmer, Mila Hart, Rhett Weller, Lissa Bangerter, Solomon Bangerter, Lauren Bangerter, Madilyn Olsen, Megan Olsen, Scarlet Bushman, Claudia Bushman, Kris Patten, Neala Patten, Claudia Laycock, Ed Bunker, Helena Pockrus, Jessica Anderson, Rachel Farnsworth, Claudia Stillman, Dale Woolston, Susan LeBaron, Penny Curtis, Don Curtis, Nicolina Tanner, Kit Burton, Amy Lucas, Lynn Lonsdale, Stephen Farnsworth, Adele Farnsworth, Hank Bunker, Linda Sheffield, Wayne Tanaka, Kevin Tams, Brianna Hugh, Andrew Forbes, Vivien Forbes, Rafe Forbes, Caroline Otto, Wesley Warren, Leanne Spencer, Gordon Lonsdale, Brent Henderson, Hanna Bunker, Bruce Smith, Vicky Cervantes, Katie Davidson, Chris Dalley, Delicia Mills

1. 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/RESOLUTION: Truth in Taxation Hearing & Adoption of 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.

City Administrator Erin Wells presented information regarding the proposed increase to the dedicated library property tax. The proposed increase would generate approximately $172,488 in additional annual revenue and would increase the cost to the average Highland home, valued at slightly more than $1 million, by approximately $2.38 per month or $28.49 per year. The purpose of the increase is to maintain the library's current level of service, including transitioning one part-time employee to full-time status, adding two part-time positions, supporting the Timpanogos Library Consortium (TLC), and addressing increased costs associated with Libby and other library services.

Ms. Wells reviewed library usage and funding information, noting that more than 63% of Highland homes have a current library card, library cardholders average approximately 52 checkouts per year, the library receives approximately 209 visitors per day, and more than 8,000 attendees participate annually in children's programs. The library represents approximately 2% of the City's overall budget, with approximately 75% of its funding coming from property taxes.

Ms. Wells explained that the dedicated library tax rate was established in 2007 and was reduced in 2010. She reviewed the proposed impact of the increase, including the effect on the average Highland property tax bill and comparisons with other Utah libraries. She also discussed alternatives considered by the Council, including increased fees, use of reserves, General Fund support, donations, exiting the TLC, reducing programs, and reducing library hours, all of which would not entirely support the library moving forward. As part of the truth in taxation requirements, Ms. Wells displayed the Utah County Notice of Proposed Tax Increase and the Proposed Property Tax Impact Schedule. She explained that the only other taxing entity proposing an increase in taxes for Highland City residents is Central Utah Water Conservancy. Ms. Wells stated that these documents are available on the back tables for residents.

Mayor Brittney P. Bills opened the public hearing at 6:23 pm.

Garth Jackson stated that his family had moved to Highland approximately three months earlier. He compared Highland's property taxes with those in the community where he previously lived, stating that his former property taxes had been approximately five times higher and had increased over 30 years to approximately $1,400 per month. Mr. Jackson cautioned the Council about the "cumulative effects" of taxes, noting that individual increases can eventually become difficult for residents to manage. He stated that he supports the library as a legitimate City function but encouraged the Council to examine each component of the proposed increase rather than approving an overall amount. As an example, he questioned the cost of the Timpanogos Library Consortium, stating that while sharing resources is a good idea, he did not believe it was necessary for staff to spend significant time delivering books between libraries. He noted that if he checked out a book through the consortium, it would take him approximately seven minutes to drive to the Highland Library and approximately twelve minutes to drive to another participating library. He also questioned whether senior programming should be funded through the library or through the City's General Fund. Mr. Jackson stated that he did not oppose the library but believed each proposed expense should be considered individually to determine an appropriate tax increase.

Kit Burton began by asking, "Why should I pay for something I don't use?" She compared the question to other community services funded through taxes, such as parks, bike paths, and portions of sidewalks that individual residents may not personally use. Ms. Burton stated that the community funds such services because it is making an investment in the community as a whole. She compared the proposed annual library cost with the price of a hardcover book from Amazon and stated that she would rather keep her investment in the local community than send it to a large corporation. She also shared that, as a young mother, she could not have afforded to purchase all of the children's books her family used, nor would she have had room to store them. She added that the library provided a place to take their children when she needed an escape. Ms. Burton concluded by asking the Council to support the increased library funding.

Shaun Slattery thanked City Administrator Erin Wells and Library Director Karen Liu for the information sessions and stated that the presentations had helped him understand the proposal. As a Highland resident of approximately ten years, he noted that his household was among the roughly 36% of Highland homes without a library card and stated that his family had not personally experienced the value of the library to the same degree as other residents. He said the presentation had made clear that the library needs additional staffing and employee relief. However, he questioned whether the City needed to continue funding all of the other proposed expenses, particularly Libby. Mr. Slattery questioned whether Libby was a service that originated during the pandemic that the City was now attempting to maintain and suggested that the additional funding might instead be focused on staffing and labor needs.

Paula Forbes began by asking residents whether they remembered Highland's former monthly bookmobile, the small collection of books available at Mountain Ridge Junior High, and the annual fee Highland residents previously paid to use the American Fork Library. She recalled the gratitude residents felt when the City established a library in the City building. Ms. Forbes, a recently retired schoolteacher and literacy specialist, emphasized the importance of strong literacy skills to individuals and the community. She described using Libby and the Timpanogos Library Consortium to access books from Highland, American Fork, and Pleasant Grove and stated that having books delivered to Highland is particularly helpful because residents do not have to drive to other libraries. She also discussed careful money management, explaining that she does not purchase books from Amazon or elsewhere unless she cannot obtain them through the library, and that she cannot afford an Audible subscription. Ms. Forbes stated that if residents checked out only one book instead of purchasing it, that savings would effectively cover the proposed increase for an entire household. She characterized the proposal as a “low cost, high impact increase.”

Wayne Tanaka stated that he has supported the library for approximately twelve years and discussed the value of being able to borrow books, audiobooks, CDs, and other materials rather than purchasing them. He noted that many books cost approximately \$25–\$30 but can be checked out from the library at no additional cost. Mr. Tanaka emphasized that the library's reach extends beyond Highland because residents from Cedar Hills, Alpine, and other communities also benefit from the system. He stated that access to knowledge is foundational to the success of children and young adults and expressed his belief that reading a physical book and “turning the pages” provides a different experience from obtaining information on the Internet. He encouraged the Council to support the library and its readers.

Kevin Tams explained that the proposed library funding had been under consideration for approximately five years. As a member of the Library Board, he stated that the Board had repeatedly discussed the library's ongoing financial challenges and possible solutions. Drawing on his professional experience managing multiple teams and multi-million-dollar budgets, Mr. Tams emphasized that the proposed increase was not a “knee jerk reaction” or a decision made casually, but rather the result of years of discussion and careful consideration. He described the proposed funding as “the most prudent” and “most responsible” action the City could take to address problems that had existed for several years. Mr. Tams also emphasized the impact of the library's financial limitations on its employees, stating that Highland has great people who do great things and that the City should support and care for those employees. He shared that the library has been a gift to his family and that his children have loved using it. Mr. Tams stated that he views the library as a gift the City can provide to other families as well, regardless of whether every resident personally chooses to use the service. He concluded by expressing appreciation for the Council's financial responsibility and support of what he characterized as a “modest increase.”

Nicolina Tanner thanked the Council and City staff for their work and specifically acknowledged their fiscal responsibility. She offered several ideas for generating additional revenue or community support rather than relying solely on property taxes. Ms. Tanner suggested exploring whether Libby could generate revenue through advertising or periodic donation requests like Wikipedia's fundraising campaigns, with donations allocated according to usage among participating libraries. She also suggested that the Friends of the Library could use social media to identify specific needs—such as “stools and couches and bean bags” or vehicles for transporting books—and invite residents to donate toward those specific needs. She acknowledged that public funding is often the most reliable source of ongoing revenue but stated that she believes in the good hearts of the people of Highland and their willingness to support the community.

Brianna Hugh identified herself as both a parent and a ninth-grade English teacher and stated that she reads approximately 150 books a year, including approximately 50–60 new young adult novels annually so she can recommend current books to her students. She explained that she could not afford to purchase that many books and does not have the time or resources to independently research every new young adult title, making the library staff's expertise particularly valuable. Ms. Hue also discussed concerns about declining literacy rates in Utah and stated that in 2025 approximately one in four adults read a book. She asked the Council to consider what kind of community Highland wants to be and whether it wants to be a community that values literacy. She shared that when her children were young, they went to the library every week and typically left with 10–15 books, something her family could not have afforded to purchase. As Chair of the Library Foundation, she also stated that the Foundation has contributed substantial money, time, and resources while being very careful with its funds. She concluded that the library has been “limping along” for at least the last five years and that the community needs to demonstrate that it values literacy and community.

GaeLyn Henderson stated she raised six sons in Highland. She recalled that her family previously had to purchase library cards from Lehi or American Fork and expressed appreciation that residents can now use the Highland Library without traveling elsewhere. Ms. Henderson discussed the importance of the library's senior programming, explaining that some seniors are lonely despite having church and other community activities available to them. She shared the example of a friend in Spanish Fork who is a widow and considers senior activities to be the biggest part of her life. Ms. Henderson stated that she uses Libby “almost every day of my life” and particularly values being able to obtain books from American Fork or Pleasant Grove when Highland does not own a particular title. She noted that her vision issues make it difficult for her to drive around collecting books and expressed strong support for maintaining the current services.

Andrew Forbes stated that he has lived in Highland for approximately four years and grew up in the community. As a father of young children, he said that he regularly uses Libby and the programs offered by the Highland Library. Mr. Forbes also described his experience as an active-duty military member, noting that the military uses Libby to provide access to resources such as the Marine Corps reading lists. He stated that it was valuable to return to Highland and still have access to the same resource. Mr. Forbes described libraries as making a community “stronger and better” and supported the proposed increase, noting that it is considerably more affordable than individual subscriptions to services such as Audible or Kindle Unlimited while also benefiting the broader community.

Hannah Bunker: who identified herself as both an American Fork resident and a courier who transports books between American Fork, Highland, and Pleasant Grove, stated that she loves the library and praised Library Director Karen Liu for managing a difficult situation. However, she expressed concern about what she described as a “slippery slope” created by increasing the dedicated library tax. Ms. Bunker questioned whether the City might gradually be asked to fund additional services that may not fit within the City's current budget.

She emphasized that she supports reading and children's programs but believed the City should carefully evaluate what it can afford and work toward adding additional services over time.

Bruce Smith stated that few things bring the public to a City Council meeting more reliably than a tax increase and cautioned that the issue could become emotional if it were framed as “who's for the library and who's against it.” He stated that he believed almost everyone present supported the library but that the real question was how the library should be funded. Drawing on his experience as a teacher and his background in the library industry, Mr. Smith stated that he believed he understood both large and small library operations. He argued that the proposed increase should be evaluated on principle rather than simply the dollar amount, noting that even a small tax increase represents a permanent additional cost. He suggested that the library may need to “tighten its belt” just as residents are doing in response to rising costs. Mr. Smith also expressed concern that the Council may have already made up its mind and asked the Council to identify “what is the catastrophe that will befall the city of Highland if this tax increase doesn't happen?”.

Vicki Cervantes stated that she loves the library and its services but questioned whether the City had exhausted other potential sources of revenue before increasing taxes. She specifically raised concerns about property encroachments in Highland and asked whether residents who have encroached on City property have been appropriately penalized or taxed. Ms. Cervantes stated that revenue from such situations “could have bought a lot of books for Highland.” She encouraged the Council to conduct additional due diligence regarding City finances, expenditures, and contracting and questioned whether contracts were being awarded to the most cost-effective bidders or whether the City was “just giving money away.” She concluded that the City should do more homework before asking residents for additional taxes.

Rafe Forbes stated that he does not pay taxes yet but uses the library and reads extensively. He explained that he frequently uses Libby because the Highland Library does not always have the books he wants. He gave the example of books with an eight-month waiting list, where approximately 32 people may be waiting for one of only two available copies. Mr. Forbes stated that additional funding for the library and Libby could allow more copies to be purchased and reduce the amount of time residents must wait for popular books.

Scarlet Bushman expressed appreciation for the Council's willingness to listen to residents and stated that, as a naturalized U.S. citizen, she found it particularly meaningful to see elected officials listen to residents rather than simply make decisions without public input. She stated that she believes taxes will continue to increase for various reasons and that residents will likely face additional taxes whether or not the library increase is approved. If she has to pay additional taxes, Ms. Bushman stated that she would rather see those funds go toward the library because it provides a safe place where children can spend time, parents can get “a little bit of a mental break,” and adults can meet and have conversations. She concluded that if taxes are going to be paid, she would rather support the library with hers.

Neala Patten stated that she and her husband have lived in Highland for 28½ years and acknowledged that residents are unlikely to avoid taxes altogether. She questioned whether residents have any opportunity to vote directly on a property tax increase when they are the people providing the funding. Ms. Patton also questioned the library's attendance statistics, noting that the reported 8,000 children's program attendees appeared close to the total number of children in Highland and asking whether the number represented individual children or repeated visits. She similarly questioned what the reported 209 daily visitors were doing at the library and what the additional revenue would provide to residents who do not use the library. Ms. Patton also questioned the distinction between the City's library and school libraries, noting that a significant portion of her property taxes already supports the Alpine School District. She stated that while the information presented appeared thorough, she remained uncertain whether all alternatives had been fully explored and what residents would receive in return for the additional tax.

Katie Davidson described her family's long history with the Highland Library, including participating in summer reading programs approximately 20 years ago. She stated that she is now back at the library regularly with her three-year-old child, who has few children in the neighborhood to play with. Ms. Davidson described story time as her child's "favorite thing on the planet" and compared it to a "mini preschool." She described the library's children's offerings, including Yodo cards, videos, Adventure Discovery packets, and other resources she had not realized were available until she returned to the library as a parent. She also discussed the increasing cost of family activities, noting that a Costco trip that once cost approximately $100 can now cost $200–$300 and that families can no longer easily spend less than $100 on a movie or restaurant outing. She stated that if families have to choose, "the library is going to be a big part of my family life."

Chris Dalley: a Highland resident for approximately 40 years, recalled when the City's library was located at Mountain Ridge Junior High because Highland did not yet have its own library. She spoke specifically on behalf of older residents and discussed the importance of large-print books. She recalled that the library previously had an end-cap dedicated to large-print books but that the collection was later incorporated into the regular collection because the library could not afford to maintain it separately. Ms. Dalley questioned whether the City was being too restrictive in its library spending, asking, "Are we that cheap?" She compared the library's funding with the City's ability to construct other community amenities and stated that if Highland can build a playground and pickleball court, she believes her taxes can be used to adequately supply the library. She stated that the library is busy whenever she visits and wants her taxes to go to the library.

Rachel Farnsworth, a member of the Highland City Library Board, thanked residents for becoming engaged in local government and noted that the Library Board meets monthly. She stated that, during her four years on the Board, only three members of the public had attended a Board meeting, two of whom were children. Ms. Farnsworth explained that the library's financial situation has been discussed every single month during her tenure, with the Board continually asking how it can cut costs, tighten the budget, and maximize every dollar. She stated that library employees begin at wages lower than those earned by her 17-year-old son at Slim Chickens and that the library has never provided a merit-based increase to an employee in its 18-year history. She compared Highland's staffing with Pleasant Grove, noting that the libraries have similar circulation, but Pleasant Grove has approximately 35 staff members while Highland has 12. Ms. Farnsworth also explained the impact of the federal Institute of Museum and Library Services funding changes on Libby, technology grants, bookmobiles. She concluded that librarians are "magical with money" and stated that the library has been operating with extraordinary fiscal restraint.

Lauren Bangerter: expressed appreciation for Highland and for the Council's responsiveness to residents on other issues, including crosswalk and stop-sign concerns. She discussed her family's use of the library, including toddler programs, story time, and children's activities. She stated that her children enjoy checking out multiple books and that she would much rather have them reading books than spending time on screens. Ms. Bangerter shared a humorous exchange with her son, who had accompanied her to the meeting and asked if she would take him over to the library afterward to get a book. She stated that the library is "really, really special to kids, to families, to the growing generation" and that she wants to see it thrive.

Wesley Warren, a member of the Library Board, stated that he had spent approximately 5½ months tracking his conversations with Highland residents about the proposed tax. He explained that he had kept a personal record of each interaction because he did not want to advocate for an idea he believed was not supported by residents. Mr. Warren reported that he had spoken with 649 residents who explicitly supported the library tax and 46 who opposed it. He stated that, by nearly every measure—circulation, program attendance, daily visits, and library-card adoption—Highland's library performs better than other libraries in the area, despite being less well funded and staffed. He posed the question of "which library model is the correct one and which one is the broken one?" and contrasted the funding and staffing of Highland with other libraries. He also described conducting job-shadowing at the library and stated that residents would be surprised by how much the staff accomplishes. Mr. Warren concluded that the library needs the additional full-time position.

Megan Olsen stated that she has lived in Highland for approximately seven years and described the library as a "second home" to herself and her siblings. She estimated that the four family members check out approximately 200 books each year between Libby and physical books. Ms. Olsen compared the proposed $28 increase with the cost of approximately two paperback books and stated that the increase would be worthwhile for her family. She also explained that her younger brother has sometimes been unable to check out books from his elementary school library because the school librarian considered the books to be above his reading level, even though he is an advanced reader. As a result, he uses the Highland Library to access the books he actually wants to read. Ms. Olsen also stated that her family participates in many of the library's social programs and described the library as "probably the best thing that the city has for us."

Delicia Mills said that her children are avid readers who enjoy the library. Her primary concern was the size of the proposed increase, which she characterized as approximately a 50% increase. She stated that she understands that costs have increased but believes such a large increase is difficult to justify for what she considers a non-essential, although highly valued, service. Ms. Mills also raised concerns about the placement of certain materials in the library and stated that she has stopped taking her children because she finds it difficult to monitor the shelves for materials she does not want them to encounter. She suggested creating a designated section for such materials so that children are not inadvertently exposed to them. She stated that before asking residents to provide more tax funding, the library should take greater responsibility for making the library a safe environment for children

Madilyn Olsen: stated that she has lived in Highland for approximately ten years and has always loved libraries and reading. She recalled visiting the library as a child while living in Florida and looking through children's books. Ms. Olson stated that residents who question whether the proposed $28 increase is worthwhile could consider the cost of purchasing two or three books themselves. She suggested that if a resident were to read approximately three additional books during the year, the value received would justify the proposed increase.

Will Robertson stated that he served in the Army for nearly 30 years and expressed appreciation for a representative form of government in which elected officials make decisions rather than allowing decisions to be determined by the emotions of a crowd. He stated that he is a strong supporter of libraries and that books and libraries have played an important role in his adult life. Mr. Robertson then addressed the argument that the proposed increase is only $2.38 per month, stating that this framing makes a permanent tax increase sound small while overlooking what the money permanently purchases. He expressed concern that the proposal would establish permanent staffing, salary, and benefit costs that would be difficult to reduce later, stating that "governments tend to grow, but they rarely shrink." He emphasized that supporting libraries and supporting this particular permanent tax increase are two different questions. Mr. Robertson acknowledged Highland's strong library performance, noting its circulation and early-childhood program attendance, and stated that the data indicate Highland already operates a strong and efficient library with relatively low funding. He urged the Council to maintain that lean model rather than expand permanent staffing costs.

David Beck stated that he believed that "a tax increase, for whatever reason, is the wrong time to do that." He questioned whether the economy and financial environment are as strong as sometimes portrayed and argued that the City should focus on using existing funding more effectively rather than increasing taxes. Mr. Peck pointed to the cost of the City's park development and stated that the money spent on the park could have funded library staffing for many years. He concluded that the issue is not whether Highland has enough money, but "how we spend it," and stated that the proposed tax increase was therefore the wrong approach.

Leanne Spencer described moving to Utah in the 1980s and initially feeling that she was not included or part of a community. She explained that she later returned to the area following the death of her son and to help raise two grandchildren with her widowed daughter. Ms. Spencer stated that she was excited to come to Highland but was surprised by how small the library was. She reflected on the common concern that residents do not want big government deciding where their money goes and stated that the local library provides an opportunity for residents to make that decision within their own community. She described the library as "the great equalizer of all communities" because it serves residents regardless of whether they live in multimillion-dollar homes or rent their homes. Ms. Spencer expressed gratitude for the opportunity to participate in the public process and stated that she supports the proposed tax increase.

There were no comments online.

Mayor Brittney P. Bills closed the public hearing at 7:20 pm.

Council Member Smith thanked the residents who attended and began by putting Highland's tax situation into perspective. Drawing on his service on the City Council since 2010, he explained that Highland's dedicated library tax is among the smallest in the State and noted that the City has not increased its general property tax rate in approximately 18 years; in fact, the City reduced its property tax in 2010. He explained that while property values have increased, Utah's certified tax rate system generally adjusts the City's rate downward as values rise, meaning the City does not automatically receive additional revenue from increased assessments. Council Member Smith stated that other taxing entities, including school districts and the County, have increased their taxes while Highland has continued to operate efficiently. Council Member Smith emphasized Highland's fiscal efficiency by comparing the City's budget with that of American Fork, noting that American Fork has approximately twice Highland's population but a budget more than four times larger. He also noted that Highland was on track to pay off its remaining bonds and become essentially debt-free, stating that "there's not many cities in the whole America that can say that." He argued that the proposed library increase should therefore be considered in the context of the City's overall fiscal responsibility and relatively low tax burden. Council Member Smith then used his own property tax bill as an example. He explained that his property is below Highland's average property value and that, because the City's general certified tax rate is decreasing, his overall City property tax would increase by less than $10 despite the library increase. He compared the library tax with the approximately $62.13 he pays for a State charter school in Alpine and stated that he would rather see his money support services that benefit Highland residents directly. He noted that the library accounts for a very small portion of the City's overall expenditures, compared to public safety and garbage, and stated that he believes residents receive "a lot of bang for our buck." He emphasized that the library currently operates with only one full-time employee and that the proposal would increase that to two full-time employees while also providing a courier to support the three-library consortium. He concluded by stating his support for the increase and for libraries.

Council Member Cortney acknowledged that the library has strong usage but focused much of his discussion on the long-term sustainability of the proposed funding. He stated that the library conducted 233 programs in 2024 and questioned whether reducing programs would provide a meaningful solution. He noted that eliminating all library programming would save approximately $36,000 annually, which would not come close to covering the funding gap. Council Member Cortney expressed particular concern that more than 75% of the library's budget consists of salary and wage expenses and that those costs had increased approximately 6% annually since COVID. Under the proposed staffing plan, he calculated that the rate of increase would approach 9% annually over that same period. He stated that he was concerned about whether that rate of growth was sustainable and acknowledged that he wished he had begun those sustainability discussions earlier in the process. Council Member Cortney identified three options for the Council. The first was to subsidize the library from the General Fund for one year while the City and Library worked through sustainability issues and determined what level of future funding would actually be necessary. The second was to make significant cuts to the library, which he described as "taking a hatchet to the library." He expressed concern that substantial cuts would result in the loss of experienced employees and institutional knowledge and could damage Highland's relationships with neighboring libraries if the City withdrew from the Timpanogos Library Consortium. He also acknowledged that continuing to participate in the consortium means Highland's partner libraries are providing some benefit to Highland, and he questioned whether it would be appropriate to withdraw after only one year and leave those partners with additional costs. The third option identified by Council Member Cortney was to approve the proposed tax increase and then work on long-term sustainability. He stated that he personally could not support "hacking away" at the library that Highland had built and warned that significant cuts could leave "scars" lasting at least a decade. In response to a resident's question about what catastrophe would occur if the tax increase were not approved, Council Member Cortney stated that the catastrophe he saw was the long-term damage that could result from failing to provide additional revenue. Council Member Cortney nevertheless acknowledged that his preferred short-term solution was subsidizing the library from the General Fund for one year while the City worked on sustainability. He stated that he had historically opposed using the General Fund to subsidize the library but recognized the risks associated with both approaches. He explained that if positions were expanded using one-time General Fund money and then had to be eliminated the following year, the City could lose good employees who would seek more stable employment elsewhere. He therefore concluded that additional revenue was necessary, although he remained concerned about the long-term sustainability of the library's staffing growth. Council Member Cortney also addressed questions raised by residents. Regarding whether residents could vote directly on the tax increase, he explained that Utah law does not provide the City with an option to proactively place the tax increase on the ballot; if the tax were adopted, residents could pursue a referendum to attempt to place the issue on the ballot. He also clarified that the reported 8,000-plus children's program visits and 209 daily visitors were not necessarily unique individuals because the library does not have a mechanism to deduplicate those figures. He stated that the benefit of the proposed increase was avoiding significant reductions to the library's services and infrastructure.

Council Member Campbell began by explaining that when he first joined the Council, he had a very different perception of libraries and was uncertain about their future. He stated that the City Council orientation process was his "single greatest enlightening" experience regarding the library because he had not realized the extent of the services it provides. He said the experience took him from "zero to 100 in light speed" and that he was particularly impressed by the library's youth services and Storytime programs. Council Member Campbell acknowledged that the proposed $2.38 monthly increase is permanent and stated that this consideration had caused him to think carefully about the proposal. He explained that Highland had reduced its property tax in 2010 but questioned whether the City would be likely to make another reduction in the future. He then considered what the proposed funds would actually support, particularly the Timpanogos Library Consortium and Libby. He stated that while Highland could discontinue the TLC, doing so would negatively affect neighboring libraries and could damage Highland's relationships with those communities. Council Member Campbell also spoke personally about Libby, explaining that all seven of his children use the service. He stated that if his decision resulted in defunding Libby for Highland, his children would be very unhappy with him. As a member of the Library Board, he said he had participated in the budget process and was confident that the Board had "sharpened the pencil" and examined the available options carefully. He stated that the library could not continue operating at its current funding level without losing Libby, the TLC, and other services, and he concluded that he believed the Council was making the right decision. Council Member Campbell emphasized the staffing issue, noting that the library would have only one full-time employee without the proposed increase. He pointed out that one part-time position within the city had been filled by eight different people over five years, illustrating the instability that can accompany part-time staffing. He expressed amazement that the library has been able to operate with 11 part-time employees and one full-time employee and stated that the library's ability to accomplish so much with so few resources is "magical."

Council Member Rodela discussed the broader financial pressures facing municipalities and the impact of inflation and reductions in federal and state funding. She noted that cities are increasingly being asked to provide additional services without corresponding funding from higher levels of government. She explained that Highland spends approximately $17.15 per resident on library services, compared with a statewide median of approximately $36.62, and emphasized that Highland was not asking to reach the median level of spending. She stated that the City has also historically kept library employee wages below the median. Council Member Rodela emphasized that the library is about much more than books. She pointed to increasing circulation, digital use, and program participation, including Storytime and programs for seniors and families. She described the library as a “community center” and stated that it is one of the few places in Highland that brings people from throughout the community together. She noted that the library has accomplished these things while operating with 71% fewer resources than in 2006, because revenue has not kept up with inflation. Council Member Rodela stated that the Truth in Taxation process had worked as intended by providing public notice, opportunities for residents to attend information sessions, opportunities to submit comments, and an opportunity for the Council to hear directly from residents. She emphasized that the Council had listened to the public and reviewed the available data but stated that, after considering the information and resident feedback, she continued to believe the appropriate action was to increase library resources rather than continue asking employees to accomplish more with substantially fewer resources.

Council Member Rice thanked residents for attending and acknowledged that the Council was facing difficult decisions. She explained that when she was elected the previous November, she had told the residents who supported her that she would not vote for a property tax increase, including a bond, and stated that she intended to honor that commitment. She also shared her personal history with the library, noting that she was a teacher at Mountain Ridge Junior High when the library was located there and that she would sometimes stay until 7:00 or 8:00 p.m. to help put books away. She acknowledged that the library has come a long way since that time. Council Member Rice stated that she agreed the library is a worthy cause but argued that the City “cannot continue to raise taxes for every noble or worthy cause.” She referenced Garth Jackson's earlier example of paying approximately $1,400 per month in property taxes in his former community and stated that residents would face additional financial pressures in the future. She also addressed Libby, explaining that although she knows many people who love the service—including her sister—“it's not free” and she believed the public needed to better understand its cost. Council Member Rice stated that she had personally spoken with or received communications from approximately 267 residents opposed to the tax and 65 in favor, while noting that many of those had served or previously served on the Library Board or City Council. She acknowledged that the City had characterized the increase as relatively small but stated that her own property tax notice showed a 52.65% increase in the library tax. She referenced her father's saying that “we dig our grave of debt one shovelful at a time” and encouraged residents to pay attention to the percentage increase rather than focusing only on the dollar amount. Council Member Rice further stated that she was concerned about residents on fixed incomes and families already experiencing financial pressure. She identified the Library Foundation, reserves, annual book sale, and grants as potential sources of funding that could help cover expenses for a period of time. She also expressed concern about the future cost of employee benefits and referenced anticipated increases in Pressurized Irrigation costs and potential taxes associated with the new Aspen Peaks School District. Council Member Rice acknowledged that she personally supports the library and noted that she had used some of her discretionary Council funds to purchase a cover for the pickup truck used to transport books between Highland, American Fork, and Pleasant Grove. However, she stated that while the consortium has increased library usage, she was not convinced that it has been entirely beneficial for Highland taxpayers. She emphasized that the proposed property tax is permanent and stated that the City should be “more conservative and deliberate” in its spending decisions. Council Member Rice also questioned whether some community programming could be supported through partnerships with local businesses rather than additional tax revenue. She praised the City's new full-time events coordinator and said the coordinator had done an “amazing job” with the America 250 activities, the Fling, and Colonial Village. However, she expressed concern that the full-time events coordinator could also be used to conduct library programs, effectively causing the City to fund a portion of a full-time position through the library's budget. She stated that she believed the current library tax revenue should be sufficient and that she had expected to see compromises such as adjusted library hours or other cost-saving measures. Finally, Council Member Rice stated that she believed Highland has other higher-priority infrastructure and community needs that will require funding in the near future and that the City cannot continue increasing taxes simply because a service is worthwhile. She referenced American Fork and Pleasant Grove reducing library hours and staffing as examples of other communities making adjustments to control costs. She concluded by stating that she was voting no and reiterated her concern that the City was moving down what she described as a “slippery slope.”

Mayor Brittney P. Bills thanked the residents who attended the meeting and the Council Members for the extensive discussion. She acknowledged that the decision before the Council was difficult and stated that she appreciated hearing the different perspectives expressed throughout the evening. Mayor Bills emphasized that the Council's responsibility was to look beyond the immediate dollar amount of the proposed increase and consider the long-term financial implications of the decision. Mayor Bills expressed concern about using the City's General Fund to subsidize the library's ongoing operating expenses. She explained that while using General Fund dollars could provide a short-term solution, it would not establish a sustainable funding source for the library's continuing staffing and operating needs. She stated that the City has many competing priorities and that permanently shifting library expenses onto the General Fund could undermine the ability of the General Fund to keep up with other City services. She also expressed concern about relying on volunteers, donations, or grants for long-term funding needs. Mayor Bills recognized the proactive decisions of Council Members who sit on other boards and committees and push back on increases from other taxing entities.

Council Member Cortney asked about the risks to subsidizing the library out of the General Fund for one year while working on sustainability issues regarding wages, to which City Administrator Erin Wells acknowledged that while if might be financial feasible, the delay and uncertainty will most certainly be felt among the employees. The bigger concern is the intangible aspects of that decision.

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 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

b. **PUBLIC HEARING/ORDINANCE: Adoption of the Fiscal Year 2026-2027 Final 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 Final Budget.

City Administrator Erin Wells presented the final Fiscal Year 2026-2027 budget and summarized the changes from the interim budget approved in June. The changes were related to the library property tax decision, updated figures, and the removal of holding accounts that had been established pending the Truth in Taxation decision. The final budget therefore reflects the approved library tax increase.

Mayor Brittney P. Bills opened the public hearing at 8:17 pm.

There were no public comments.

Mayor Brittney P. Bills closed the public hearing at 8:17 pm.

Council Members expressed support for the final Fiscal Year 2026–2027 budget, with limited additional discussion following the extensive Truth in Taxation discussion earlier in the meeting. Council Member Rice reiterated her previously stated concerns regarding the library property tax increase and indicated that she could not support the final budget.

Council Member Scott L. Smith MOVED that City Council approve the ordinance adopting the Highland City Fiscal Year 2026-2027 Final Budget.

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

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 8:21 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 August 11, 2026. This document constitutes the official minutes for the Highland City Council Meeting.

Stephannie B. Cottle, CMC, UCC
City Recorder

HIGHLAND CITY COUNCIL MINUTES

Tuesday, August 18, 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 6:05 pm. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting. The prayer was offered by Council Member Liz Rice and those in attendance were led in the Pledge of Allegiance by Council Member Kim Rodela. 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, City Attorney/Planning & Zoning Administrator Rob Patterson, City Recorder Stephannie Cottle, Finance Director David Mortensen, City Engineer/Public Works Director Chris Trusty, Staff Engineer Ryan Selee, Library Director Karen Liu

OTHERS PRESENT: Jon Hart, James Cahoon, Kent Millington, Linda Millington, Brandon Balkman, Jill Cahoon, Jackie Perez, Terry Perez, Jim Smith, Rhett Weller, Bryce Smith, Brenda Kimball, Matt Miller, Jen Miller, Wes Warren, Kathy Mickelson, Ross Mickelson, Bryon Tarbet, Kristoffer Pagel, Kurt Ostler, Lindsey Stanford

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.

Bryce Smith presented a concern regarding proposed ADU setback regulations. Using a specific lot he owns in the Williams View subdivision as an example, he illustrated how the proposed 30-foot setbacks from both a street frontage and a rear property line would render an ADU unfeasible on his half-acre R-1-40 corner lot. He argued that the increased setbacks for ADUs compared to standard detached garages were unreasonable and urged the Council to maintain existing setback standards by zone rather than imposing additional requirements for accessory dwelling units.

Lindsey Stanford, a resident of the Alpine Country Club subdivision, raised a safety concern regarding a gap in sidewalk coverage along the golf cart crossing on their street. She described approximately 216 linear feet where the sidewalk ends and is replaced by overgrown, impassable weeds on a road that narrows to approximately 21 feet. She noted that this forces pedestrians—including children walking to the junior high, wheelchair users, and stroller users—into the roadway around a blind corner. She requested the Council prioritize adding a sidewalk and, at minimum, clear the overgrowth to allow safe passage.

James Cahoon echoed Ms. Stanford's concerns and provided historical context, noting that in 2005 the city had funded a culvert improvement in the same area with an informal understanding that a sidewalk would follow. He emphasized the danger to young children on bicycles who transition off the sidewalk into the roadway without awareness, and requested that, at minimum, the exposed surface be hardened to allow pedestrians to safely exit the road.

Jim Smith echoed the previous speakers' concerns, describing the road as effectively narrowed to one lane with delivery trucks using it as a throughway. He submitted photographs of the conditions for the Council's review and expressed hope that the road could be returned to a condition consistent with the rest of the community.

Terry Perez emphasized the presence of handicapped individuals in the neighborhood and the particular difficulty the conditions present for them. He urged the Council to address the matter in a timely fashion, citing it as a serious safety hazard, particularly as vehicles frequently speed through the area while searching for the golf course entrance.

Kristoffer Pagel presented three Certificates of Special Recognition on behalf of the Friends of Highland Glen Park Pond to be passed along to Lone Peak Police Officers recognizing their community engagement and partnership.

Bryce Smith reapproached and highlighted risks related to traffic spoken of by the previous speakers; he noted that when golfers miss their turn to the country club, trying to make tee times, they speed through their neighborhood, especially given the road configuration, which can be alarming.

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. Mayor's Award - Brandon Balkman

Mayor Bills will present an award to Brandon Balkman for his efforts at the disc golf course at Beacon Hills Park.

Council Member Rodela presented the Heroes of Highland Award to Brandon Balkman on behalf of the Council and Mayor. Mr. Balkman was recognized for his volunteer efforts in building and expanding the trail system near Beacon Hill Park and for developing the disc golf course at Beacon Hill Park, which now features 54 holes and attracts players from throughout the region. The project was largely community-funded, with Mr. Balkman coordinating neighbor contributions and eventually securing professional-grade baskets. The Mayor and full Council joined in presenting the award.

b. Mayor's Award - Brent & Sue Wallace

Mayor Bills will present an award to Brent and Sue Wallace for their service to beautify the community.

Mayor Bills presented the Heroes of Highland Award to Brent and Sue Wallace, recognizing their extensive contributions to trail maintenance and beautification in their neighborhood, as well as Brent Wallace's dedicated service as the city's Code Compliance Officer. Mayor Bills expressed personal gratitude for their community involvement and friendship.

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
July 21, 2026

b. **Ratification of Large Purchases** *General City Management*
David Mortensen, Finance Director
The City Council will consider ratifying large purchases made in July, 2026.

c. **Designating a City Budget Officer** *General City Management*
Stephannie Cottle, City Recorder
The City Council will consider Mayor Bills' appointment of City Finance Director, David Mortensen, as the Budget Officer for Highland City.

d. **Library Board Appointment** *General City Management*
Karen Liu, Library Director
The City Council will consider the Mayor's recommendation to appoint Rhett Weller to the Library Board.

Council Member Ron Campbell MOVED to approve the consent agenda.

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

Following approval, Mayor Bills recognized newly appointed Library Board member Rhett Weller, and invited him to address the Council. Mr. Weller stated he is an eight-year Highland resident with a background in finance. He expressed his enthusiasm for serving and his personal appreciation for public libraries.

4. ACTION ITEMS

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

a. **ORDINANCE: Nuisance Amendments Regarding Vehicle Storage** *Municipal Code Update (Legislative)*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will consider proposed amendments regarding nuisances to prohibit excessive parking and storage of dismantled or inoperable vehicles, unregistered or untitled vehicles, or vehicles not belonging to the property owner or occupant.

City Attorney and Planning & Zoning Administrator Patterson presented proposed amendments to the city's nuisance regulations pertaining to vehicle storage on private property. He explained that existing code only allowed enforcement against vehicles that were both unregistered and junked, leaving no mechanism to address unregistered-but-functional vehicles or vehicles belonging to third parties being stored on residential property. The amendments establish three enforceable categories: (1) wrecked, dismantled, inoperable, or abandoned vehicles; (2) vehicles without a current registration or title; and (3) vehicles not registered to an owner or occupant of the property. A 30-day grace period is retained, and exceptions exist for vehicles that are fully garaged or screened behind a fence.

Council members expressed strong support for the clarifications. Council Member Smith described a specific situation in his neighborhood involving an apparent unpermitted home auto-repair business with up to 16 vehicles and asked how enforcement would proceed. Mr. Patterson confirmed that the city had recently extended an offer to a full-time code compliance officer expected to begin in September, and that escalating remedies include criminal citation or city-funded abatement charged to the property owner's tax bill. Council Member Cortney commended the removal of ambiguity from the code. Council Member Campbell echoed that sentiment, noting that unclear code is unenforceable and of no value to residents.

Council Member Scott L. Smith MOVED that the City Council adopt the ordinance amending nuisance regulations for parking and storing of vehicles on private property.

Council Member Liz 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

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. **ORDINANCE: Water-Wise Landscaping Ordinance - Maintaining Water-Wise Landscapes** *Development Code Update (Legislative)*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will consider additional amendments to the recently adopted water-wise landscaping standards related to the planning and maintenance of landscaping.

City Attorney and Planning & Zoning Administrator Patterson presented additions to the recently adopted water-wise landscaping ordinance, specifically adding maintenance standards. These additions were requested at the prior council meeting and were modeled on standards from peer cities. New requirements include pruning, weeding, and fertilizing; removal of dead or diseased vegetation; removal of volunteer and uncontrolled weed plants; maintaining mulch at a recommended depth of three inches; keeping site triangle areas clear; removing litter and refuse; and maintaining irrigation systems to avoid overspray onto hardscapes. A reference to Wildland-Urban Interface (WUI) maintenance requirements was also incorporated as a cross-reference for properties within designated WUI areas.

Council Member Smith asked for clarification on the WUI provisions, noting that the state maps had recently changed and that affected residents—estimated at approximately 120 homes—should be notified. Mr. Patterson confirmed that a notification and education campaign is planned ahead of the new code taking effect in January, and that the WUI requirements focus on defensible space near the home rather than wholesale landscaping removal.

Council Member Liz Rice MOVED that the City Council adopt the proposed water-wise landscaping maintenance and planning standards as presented.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

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

The motion carried 5:0

Mayor Bills requested that the Communication Items be discussed next.

7. COMMUNICATION ITEMS

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

a. Sidewalk Prioritization and Future Budget Plans
Ryan Selee, Staff Engineer

City Engineer/Public Works Director Trusty introduced Staff Engineer Selee who presented a citywide sidewalk prioritization analysis. He reported that approximately 44,000 linear feet of sidewalk is missing throughout the city, concentrated largely in older areas of town, with newer northern subdivisions substantially complete due to frontage requirements. Cost estimates for sidewalk installation range from $150 to $475 per linear foot depending on complexity, yielding a citywide total ranging from approximately $6.6 million to $21 million, excluding right-of-way acquisition costs. Mr. Selee outlined the primary obstacles to installation: right-of-way ownership gaps, surveying and acquisition costs, curb alignment challenges, stormwater infrastructure needs, elevation differences requiring retaining walls, and utility conflicts such as power poles and irrigation ditches. He displayed examples from around the city including 9600 North, the ongoing project at 10400 North and 6000 West, and Country Club Drive—the location presented during public comment.

Current prioritization criteria include proximity to schools (within one-half mile, aligned with the UDOT Safe Routes to School program), right-of-way ownership status, location along a collector road, and length of the missing sidewalk segment. Mr. Selee invited Council input on additional or revised criteria.

Council members provided substantive direction. Council Member Campbell stressed that safety—particularly the absence of any alternative walking path on either side of a road—should be a primary criterion, citing Country Club Drive as an example. Council Members Smith and Rodela agreed that resident-identified safety concerns should be weighted in the prioritization process. Council Member Cortney noted that while longer projects may offer economies of scale, the process should retain flexibility to address high-priority short segments outside of a strict mathematical ranking. Council Member Rice indicated her willingness to assist with Safe Routes to School applications, including outreach to property owners on 9600 North.

Mr. Trusty noted that the next Safe Routes to School application is due in March 2026, and that staff would bring a recommendation to Council ahead of that deadline. He also indicated that upcoming road improvement projects may create opportunities to bundle sidewalk construction using existing funding. The Council acknowledged that an annual dedicated sidewalk budget allocation should be considered during the next budget cycle.

Regarding Country Club Drive specifically, City staff estimated the cost of that project on the higher end of the range—approximately $80,000—due to elevation challenges and road reengineering requirements.

b. Resident Communication Plans for Upcoming Pressurized Irrigation Rates
Chris Trusty, City Engineer/Public Works Director

City Engineer/Public Works Director Trusty provided an update on the city's progress toward implementing pressurized irrigation (PI) rate structures, as directed by the Council at a prior work session. The Council had previously directed staff to proceed with Option 1: a $15 base rate with a square-footage-based allotment plus tiered usage charges. Staff noted that the goal is revenue neutrality—not generating additional city revenue—and that the state mandate requires metered PI rates to be in place by 2030.

Staff reported that door-hanger notices were delivered to approximately 373 accounts using more than 125% of their allotment, representing roughly 8.2% of city accounts. The exercise identified issues including resident unawareness of usage, irrigation system leaks, and accounts with city maintenance agreements that had not been factored into allotments. As a result of metering and awareness efforts, citywide water usage is down approximately 20% compared to prior years. The city's customer portal sign-up rate of approximately 24% compares favorably to other cities' rates of 10–15%.

Next steps discussed included posting proposed rates and a usage calculator on the city website, including allotment and usage data on utility bills, and notifying residents of the proposed rate structure. Council Member Rodela recommended reaching out to Cedar Hills, which had already implemented a similar system, for lessons learned; she noted Cedar Hills deliberately delayed activating upper tiers during the first high-use summer months to allow residents time to adjust.

Council Member Campbell raised a concern about residents potentially seeing a proposed bill amount much lower than what they currently pay, leading to confusion or frustration, and expressed support for an opt-in/opt-out equal bill pay option rather than large seasonal spikes. Mr. Trusty confirmed the city's accounting system could accommodate equal bill pay and that staff would explore that option.

On the question of implementation timeline, Council Members generally expressed a preference for 2028 over 2027, though Council Member Rodela suggested that a 2027 implementation with a deliberate phase-in of upper tiers during summer months could be workable. The Council directed staff to post proposed rates publicly, provide a usage calculator, include allotment information on bills, and return with a more refined implementation plan.

c. Council Policies and Procedures
Brittney Bills, Mayor

Mayor Bills introduced a discussion on establishing formal Council policies and procedures, noting that Highland's current municipal code contains less guidance on this topic than most comparable cities, and that Utah Code §10-3B-203 specifically authorizes governing bodies to establish rules for the conduct of their business. She framed the item as an opportunity to improve collective functioning—not to address any single incident—and acknowledged that she herself has made mistakes as a new mayor and welcomes constructive feedback. Mayor Bills outlined areas she believed warranted codified standards, drawing from examples in South Salt Lake, West Jordan, Holiday, Lehi, Saratoga Springs, and Eagle Mountain. These included focused engagement during meetings, disagreeing without personal attacks, maintaining public confidence through conduct, routing concerns through appropriate channels rather than through staff, extending good faith to colleagues before assuming bad motives, and implementing Council decisions even when members voted against them. Mayor Bills asked for Council feedback.

Council Member Rice offered to submit suggestions by email.

Council Member Rodela expressed enthusiasm for the effort and asked that policies address specific behaviors including disparaging comments and social media posts targeting Council members, staff, or residents, and that the document include clear consequences for violations. She asked how the rules would be enforced and whether the document would include clear consequences for violations. Mayor Bills responded by explaining that other cities had established various procedures, and that the Highland City Council could include detailed steps and define specific consequences for violations. She emphasized her interest in crafting an approach based on input from all council members, ensuring the rules suit Highland's context while potentially drawing from existing models. This led to high level discussion of optional disciplinary actions the Governing Body could impose if a member violates the policies document; Mayor Bills concluded the policies could be as specific or general as the Council desires.

Council Member Smith expressed gratitude for the Mayor's work on the item, praised the current staff as the strongest he had worked with in his time on the Council. He then directed a question to Mr. Patterson regarding the propriety of texting during Council meetings. Mr. Patterson confirmed that communications between council members should be conducted in a public manner to comply with the Open and Public Meetings Act (OPMA). Council Member Smith then acknowledged his own tendency toward a reactive temper, and committed to continued improvement, and offered a public apology to Council Member Rice for an incident during a prior meeting in which she had felt offended. He has made jokes in the past at the expense of other Council Members, but he does not choose to do these types of things on social media. He affirmed his belief that respectful disagreement and productive working relationships are achievable.

Council Member Cortney read from a prepared statement proposing four guiding practices for the Governing Body: 1. Master our stories. Rather than tell ourselves negative stories about why someone behaved as they did, we should strive to have stories that view the other as a reasonable, well-meaning actor. 2. Have important conversations. When frustrated with someone else, discuss it with that person. Likewise, when faced with major policy disagreements. 3. Strive for understanding. When engaged in conversation about interpersonal issues or about policies, work to understand the other's viewpoint and reasoning. 4. We win or lose as a group. If we adopt a policy that ends up being bad for Highland, that's a loss for all of us. If we adopt a policy that ends up being good for Highland - even if none of us got exactly what we wanted in it - that's a win. Doesn't mean decisions need to be unanimous. But even in disagreement we should work toward passing the best policy possible. He expressed that he personally respects and enjoys working with every member of the Council.

Council Member Campbell expressed full support for formalizing a set of policies akin to a personal creed and acknowledged that self-reflection is an essential first step. He invited colleagues to immediately and cordially challenge him if he states something inaccurate during a meeting and stated that he does not wish to be addressed through social media.

Mayor Bills concluded by affirming that she would compile suggestions and bring a draft policy document back to the Council for formal consideration.

d. Property Tax Follow-ups
Brittney Bills, Mayor

Mayor Bills provided follow-up information regarding the library property tax increase approved at the prior meeting. She noted that no referendum was filed against the vote and that the increase will take effect as passed. She took the opportunity to correct several items of information that had circulated publicly following the vote:

- Staff's presentation of the tax increase figures was accurate and can be verified by residents on their property tax statements.
- Library staff have received merit increases in the past; statements to the contrary were inaccurate.
- There are no current plans or Council discussions regarding a public safety fee increase of any percentage.
- PI rates have not yet been set by the Council; any figures circulating publicly are speculative.
- The school board has no current plans for a property tax increase and has members actively opposed to one.
- The Council explored all alternative funding options—grants, partnerships, general fund subsidies—before proceeding with the truth-in-taxation process.
- The final amount requested was lower than what was initially discussed, reflecting Council responsiveness to resident input.

Mayor Bills acknowledged that she should be more proactive in correcting misinformation as it arises, and committed to doing so.

Council Member Rodela asked how inaccurate information had been disseminated and urged all Council members to verify data with staff before sharing it publicly. Mayor Bills responded that some misinformation appeared to reflect differing interpretations rather than deliberate misrepresentation but stressed the importance of treating staff as the authoritative source on factual matters.

Council Member Smith agreed, while noting it is human nature to emphasize certain facts over others when advocating for a position, and acknowledged that he had himself made statements during meetings that he later recognized as imprecise.

Council Member Cortney offered the caution that statistics frequently appear contradictory due to differences in context, and encouraged colleagues to seek that context before concluding that numbers are wrong.

Council Member Rice provided background on her opposition to the tax increase, citing historical precedent from the Canyons School District split and her broader concern about the cumulative fiscal burden on residents. She affirmed that her concerns were grounded in a genuine effort to represent her constituency and were not intended to disseminate false information.

Council Member Rice stated that she remains concerned about the trend of tax increases and reiterated her commitment to fiscal restraint.

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

There was no community development update.

The meeting recessed at 8:45 pm.

The meeting reconvened at 8:55 pm

6. DISCUSSION ITEMS

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

a. ACTION: Detached Accessory Dwelling Units (DADUs) - Size *Land Use (Legislative)*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will discuss and give direction on desired regulations for detached ADU size

regulations.

City Attorney/Planning & Zoning Administrator Patterson presented the Planning Commission's recommendation for size regulations governing detached ADUs. Three overlapping limitations were proposed: (1) the existing accessory building lot coverage limit by zone (5% for R140; 7% for R120 and R130) continues to apply; (2) the footprint of the accessory building containing the detached ADU may not exceed the footprint of the existing primary home; and (3) the total living area within the detached ADU is capped at 1,250 square feet for lots under one acre and 1,500 square feet for lots of one acre or more. Mr. Patterson clarified that garage space is not counted toward the living area limit, but all connected living space, including basement levels, is counted. The previously preferred 25-foot height limit also continues to apply.

Council members discussed the proposed limits at length; Council Member Smith supported retaining the lot coverage limit and the home footprint restriction, and favored the 1,250 square foot cap uniformly, expressing concern that larger ADUs would effectively subdivide Highland's character of larger lots and incentivize commercial rental rather than family housing. Council Member Cortney agreed with retaining the lot coverage and home footprint limits and indicated general agreement with the 1,250 square foot cap, though he noted his greater concern was with large single-story footprints rather than the total living area spread across multiple levels. Council Member Campbell expressed full support for the Planning Commission's recommendation as presented. Council Member Rice expressed a preference for a lower cap of 1,150 square feet but indicated she would not insist on the distinction and raised questions about whether basements count toward the limit, whether grandfathering of existing large garages might be warranted, and whether two-story structures present concerns. Council Member Rodela supported a maximum of 1,250 square feet and noted that neighboring Alpine City's limit of 1,200 square feet provides a useful comparison.

The majority of the Council reached a consensus in favor of a 1,250 square foot maximum living area for lots under one acre. Council Member Campbell indicated a preference for allowing 1,500 square feet on lots of one acre or greater. Mr. Patterson confirmed he had sufficient direction to finalize the ordinance and return it to the Council for adoption.

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 9:21 pm Council Member Scott L. Smith MOVED that the City Council recess the regular meeting to convene in a closed meeting in the Executive Conference Room to discuss pending or reasonably imminent litigation, and the purchase, exchange, or lease of real property, as provided by Utah Code Annotated §52-4-205.

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

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

The CLOSED MEETING adjourned at 9:49 pm.

ADJOURNMENT

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

The meeting adjourned at 9:50 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 August 18, 2026. This document constitutes the official minutes for the Highland City Council Meeting.

Stephannie B. Cottle, CMC, UCC
City Recorder

CITY COUNCIL AGENDA REPORT
ITEM #4a

DATE:	September 1, 2026
TO:	Honorable Mayor and Members of the City Council
PREPARED BY:	Jay Baughman, Assistant City Administrator
SPONSORED BY:	Barbara Barry
SUBJECT:	Declare Certain Property Adjacent to 10653 N Canterbury Dr. as an Orphan Parcel
TYPE:	General City Management

PURPOSE:
The City Council will consider declaring city-owned property adjacent to property owned by Barbara Barry 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 the 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

Barry, Barbara - 10653 N Canterbury Dr., Highland, UT 84003

This property sale has been requested by the City due to an active encroachment by the applicant onto City property. The City proposes having Mrs. Barry purchase only the specific area currently being encroached upon. Because the encroachment involves a permanent structural improvement to the land rather than temporary landscaping, it is not eligible for a standard Maintenance Agreement and requires a formal property transfer. Staff has discussed this arrangement with Mrs. Barry who is in agreement. She is currently in the process of formally applying for purchase of the property.

Nature of Encroachment: Approximately 1,005 square feet of encroached area, consisting of roughly two-thirds gravel with a few garden boxes, a small section of sod, and three trees. This entire section is supported by a retaining wall situated on City property.

Staff Review of Application

- **Public Works:** The proposed land for sale is located at the top of a very steep embankment. The City has no infrastructure in the area, and due to the steep terrain, it would not be suitable for a future trailway.
- **Community Development:** Reviewed – No comments.
- **Engineering:** Reviewed – No comments.

Staff Review of Sale Possibility

Staff believes that the proposed purchase satisfies the criteria for approval. There is no underlying municipal infrastructure, the sale would not compromise the open-space feel of the neighborhood, and there are no known future City needs for the property. Additionally, selling the parcel would neither create an orphan parcel nor generate access issues for the City.

Because the property was not originally intended to be irrigated, there is an unplanned impact to the pressurized irrigation (PI) system covering a small area of sod, approximately 255 square feet. Consequently, staff recommends requiring the applicant to pay PI impact fees as part of the purchase.

Staff Recommendations & Stipulations

- Staff recommends approval of the application for the sale of property.
- The applicant must submit a completed Highland City Property Use or Sale application.
- The applicant shall pay all applicable pressurized irrigation (PI) impact fees relative to the additional property.
- The applicant shall be responsible for all transaction-related costs, including but not limited to land surveying and closing fees required to prepare the parcel for sale, consistent with historical City practice.

FISCAL IMPACT:

An approximate measurement of the property the applicant is requesting to purchase is estimated at 1,005 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 $5,748. The cost for pressurized irrigation impact fees is estimated at $130. 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.

As previously directed by Council, half of the sale proceeds would go towards general trail projects and the other half towards trail improvement in the general area of the sale.

MOTION:

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

ATTACHMENTS:

1. Resolution Declaring Properties as Orphan Open Space 10653

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 10653 N Canterbury Drive and illustrated in the attached application ("Property") be declared as a surplus orphan parcel eligible for sale subject to:

    a. The applicant must submit a completed Highland City Property Use or Sale application.
    b. 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 September 1, 2026.

PASSED and ADOPTED by Highland City Council this 1st day of September, 2026

HIGHLAND CITY, UTAH

____

Brittney P. Bills
Mayor

ATTESTED:

Stephannie B. Cottle
City Recorder

CITY COUNCIL AGENDA REPORT
ITEM #4b

DATE:	September 1, 2026
TO:	Honorable Mayor and Members of the City Council
PREPARED BY:	Jay Baughman, Assistant City Administrator
SPONSORED BY:	Scott Burgon
SUBJECT:	Declare Certain Property Adjacent to 10641 N Canterbury Dr. as an Orphan Parcel
TYPE:	General City Management

PURPOSE:
The City Council will consider declaring city-owned property adjacent to property owned by Scott Burgon 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 the 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

Burgon, Scott – 10641 N Canterbury Dr., Highland, UT 84003

This property sale has been requested by the City due to an active encroachment by the applicant onto City property. The City proposes having Mr. Burgon purchase a strip of land that would encompass the area currently being encroached upon. Because the encroachment involves a permanent structural improvement to the land rather than temporary landscaping, it is not eligible for a standard Maintenance Agreement and requires a formal property transfer. Staff has discussed this arrangement with Mr. Burgon who is in agreement. He is currently in the process of formally applying for purchase of the property.

Nature of Encroachment: Portions of Mr. Burgon's retaining wall behind his house were inadvertently built on or protrude onto City property. Because the wall extends onto City property by a minor amount—estimated by staff during an onsite inspection at 18 inches at most—the City proposes selling a 24-inch strip of land along his rear property line. This buffer ensures full ownership of the ground supporting the retaining wall. Staff estimates approximately 226 total square feet of property to be sold, but a formal survey is required to determine the precise boundaries.

Staff Review of Application

- **Public Works:** The proposed land for sale sits on a very steep embankment. The City has no infrastructure in the area, and due to the steep terrain, it would not be suitable for a future trailway.
- **Community Development:** Reviewed – No comments.
- **Engineering:** Reviewed – No comments.

Staff Review of Sale Possibility

Staff believes that the proposed purchase satisfies the criteria for approval. There is no underlying municipal infrastructure, the sale would not compromise the open-space feel of the neighborhood, and there are no known future City needs for the property. Additionally, selling the parcel would neither create an orphan parcel nor generate access issues for the City.

Because the only intrusion onto City property consists of large retaining boulders, there is no impact to the pressurized irrigation (PI) system. Consequently, staff does not recommend requiring the applicant to pay PI impact fees as part of the purchase.

Staff Recommendations & Stipulations

- Staff recommends approval of the application for the sale of property.
- The applicant must submit a completed Highland City Property Use or Sale application.
- The applicant shall be responsible for all transaction-related costs, including but not limited to land surveying and closing fees required to prepare the parcel for sale, consistent with historical City practice.

FISCAL IMPACT:

An approximate measurement of the property the applicant is requesting to purchase is estimated at 226 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 $1,292. Unless directed otherwise, all costs the City directly incurs for the potential sale would be borne by the applicant with the purchase.

As previously directed by Council, half of the sale proceeds would go towards general trail projects and the other half towards trail improvement in the general area of the sale.

MOTION:

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

ATTACHMENTS:

1. Item Attachment Files Resolution Declaring Properties as Orphan Open Space 10641

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 10653 N Canterbury Drive and illustrated in the attached application ("Property") be declared as a surplus orphan parcel eligible for sale subject to:

    a. The applicant must submit a completed Highland City Property Use or Sale application.
    b. 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 September 1, 2026.

PASSED and ADOPTED by Highland City Council this 1st day of September, 2026

HIGHLAND CITY, UTAH

____

Brittney P. Bills
Mayor

ATTESTED:

Stephannie B. Cottle
City Recorder

CITY COUNCIL AGENDA REPORT
ITEM #4c

DATE:	September 1, 2026
TO:	Honorable Mayor and Members of the City Council
PREPARED BY:	Rob Patterson, City Attorney/Planning & Zoning Administrator
SPONSORED BY:	Planning Commission
SUBJECT:	Update to Accessory Dwelling Unit (ADU) Code including Detached ADUs
TYPE:	Development Code Update (Legislative)

PURPOSE:
The City Council will consider amendments to the Development Code to allow detached accessory dwelling units.

STAFF RECOMMENDATION:
Staff recommends that the City Council consider the proposed ordinance allowing detached ADUs, which ordinance has been updated with the Council's direction given over the past several meetings, and adopt the ordinance.

PRIOR COUNCIL DIRECTION:
In 2023, the City Council amended the General Plan to update its moderate income housing plan. As part of that plan, the Council specified that the City would gauge support for detached ADUs in 2023, and, if significantly supported, work with the Planning Commission in 2025 to update the Development Code to allow for detached ADUs.

In January 2026, the City Council adopted a comprehensive update and amendment to the General Plan. This included updates to the City's moderate income housing plan. The updated plan included new directions related to detached ADUs, directing, "Begin the process of drafting an ADU ordinance that aligns with Highland's community goals, housing needs, neighborhood character, and alignment with city infrastructure (consider owner-occupied requirements, rental license requirements, consistent enforcement, etc). Adopt the ordinance by the end of 2026." The plan also directs the city to monitor the development of detached ADUs in 2027-2028 and revise the ordinance as necessary to encourage ADUs or mitigate impacts.

The City Council held a public hearing on the proposed DADU ordinance and the Planning Commission's recommendation on May 5. Thereafter, the Council discussed and refined the draft ordinance in several meetings, including a work session held on July 21, 2026, and during regular council meetings in August 2026. The version of the ordinance attached to this report reflects staff's understanding of the Council's direction given throughout these meetings.

BACKGROUND:
The City's moderate income housing plan directs the City to adopt an ordinance in 2026 to allow detached ADUs. In addition, SB 284, adopted in the 2026 general legislative session, requires cities to

adopt an ordinance allowing detached ADUs by October 1, 2026. In compliance with both the City's General Plan and SB 284, the Planning Commission has been working on detached ADU regulations since 2023 and has now recommended an ordinance to be considered by the City Council. The proposed ordinance integrates detached ADUs into the City's existing code related to internal/attached ADUs. The proposed ordinance is summarized below, with the areas mandated or limited by state law noted:

- General ADU regulations - apply to both internal and detached ADUs
    - ADU must be registered and recorded
    - Short-term rentals must have business license and comply with business regulations
    - Only one ADU, internal or detached, allowed per lot
    - Property must be owner-occupied
    - ADU conforms to building, fire, health, and safety codes. Constructing ADU requires building permit and is subject to building official and fire marshal inspection (state law)
    - No separate utilities - all connected to home utilities
    - ADU cannot be constructed unless property is served by adequate utilities and facilities and city has capacity in utility systems. Allows septic tanks to continue, and new ADUs to connect to an existing septic tank, with County Health Department approval
    - ADU and primary dwelling unit have separate addresses (or A/B type designations). This is a recommendation from police and fire, as they prefer to have some marker that identifies that there are two separate units on the property that may have occupants. Building department also supports this.
    - Any required parking lost due to ADU must be replaced.
    - ADU cannot be subdivided or sold separate from the property.
- Internal ADU regulations
    - Removed duplicative regulations from general regulations
    - Keep limiting IADUs to single-family lots with at least 6,000 square feet (state law)
    - Keep requiring 1 off-street parking space for the IADU (state law)
    - Keep requiring home to appear as single-family home, not duplex
    - Keep requiring entrance to IADU to be from back or side of home
- Detached ADU regulations
    - Allow DADUs on single-family lots with at least 11,000 square feet (state law)
    - DADUs must be in accessory buildings that meet current accessory building regulations, including lot coverage and maximum height regulations
    - DADUs must be in accessory building that meet the setbacks applicable to the home (not the setbacks for accessory buildings), though the rear setback can be reduced to 20' if the accessory building is limited to 1 story/15 feet height.
    - DADUs are limited to accessory building height (25') or the existing home's height, whichever is less.
    - Allow accessory building to be converted to DADU, if building conforms or made to conform with DADU regulations, accessory building regulations, and building codes
    - DADU requires certificate of occupancy.
    - DADU living area is limited to 1,250 square feet. This is further limited by the lot coverage limitation for accessory buildings.
    - Accessory building can have other areas/rooms that are not part of DADU, subject to accessory building regulations
    - Accessory building with DADU cannot exceed footprint of main dwelling
    - 1 parking space required for DADU less than 650 square feet, 2 parking spaces for DADUs 650+ square feet (state law)
    - Accessory building with DADU must be complimentary to main dwelling

Staff has also proposed amendments to the land use authority table to allow staff to be the land use authority for all ADUs and has proposed amending the prohibition on accessory building used as living quarters to allow detached ADUs. Staff also proposes amendments to the general definition section to create or update definitions for:

- Accessory Dwelling Unit - clarified existing definition to allow detached or internal, made more consistent with other defined terms, and require to be on same property as primary dwelling unit
- Detached ADU - added new definition for detached ADU
- Internal ADU - added new definition for internal ADU
- Dwelling Unit - clarified existing definition to require interior access within dwelling unit, made requirements more consistent with building code.
- Primary Dwelling Unit - added new definition for the dwelling unit on the property that is not the ADU
- Living Area - clarified existing definition for what counts toward living areas for dwelling units. This is particularly relevant to the DADU size limit regulation, as it defines what is and is not included in that size calculation. Excludes parking areas, decks/porches, and rooms that do not have internal access to the DADU (shop or storage room that is accessed from outside the building, not the DADU)
- Residential Property - added new general definition for properties considered residential for ADU regulations

PLANNING COMMISSION ACTION
The Planning Commission held a duly noticed public hearing on the proposed amendments on April 28. The Planning Commission's recommendation was presented during the May 5 public hearing and July 21 work session. The City Council directed the majority of the Commission's recommended ordinance be adopted, with some changes regarding height and size of DADUs.

STAFF REVIEW
Staff has prepared the detached ADU ordinance to integrate with existing City development code and to reflect the Planning Commission's recommendation, as reviewed and updated by the City Council. Staff believes the proposed ordinance aligns with the City's moderate income housing plan and state law. Staff will monitor uptake of DADUs in the City and provide periodic reports, so the Council may determine whether any changes to the ordinance (either relaxing or further restricting the regulations) are needed.

FISCAL IMPACT:
The fiscal impact of detached ADUs is difficult to gauge. More housing typically means increased use of City utilities, increasing both user fees and operational costs. However, additional buildings typically reduce the amount of secondary water used, decreasing user fees and operational costs with that system. There will be additional building and development revenues from permits and ADU registration, but increased staff time reviewing these plans. Overall, the impact is similar to increased density in that it generates more revenues and costs, though specific numbers are difficult to pinpoint.

MOTION:
I move that City Council adopt the ordinance amending regulations related to accessory dwelling units.

[Council may specify different or additional amendments to be adopted]

ATTACHMENTS:

1. Ordinance - DADU Amendments - Final Proposal

AN ORDINANCE AMENDING HIGHLAND CITY DEVELOPMENT CODE RELATED TO ACCESSORY DWELLING UNITS

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

WHEREAS, Highland City has previously adopted regulations regarding internal accessory dwelling units;

WHEREAS, Highland City has previously adopted a general plan and moderate income housing plan that directs the City to also adopt regulations to allow for detached accessory dwelling units;

WHEREAS, Highland City desires to implement its moderate income housing plan and comply with newly enacted state law by adopting an ordinance to allow detached accessory dwelling units, subject to certain regulations and requirements, and integrate such regulations and requirements with the City's existing regulations and requirements for internal accessory dwelling units;

WHEREAS, a duly noticed public hearing was held by the Planning Commission regarding the proposed amendments on April 28, 2026, after which hearing the Commission recommended the adoption of certain amendments to allow and regulate detached accessory dwelling units;

WHEREAS, the Highland City Council provided notice of and conducted a public hearing regarding the proposed amendments and to review the recommendation of the Planning Commission on May 5, 2026, and further considered the proposed amendments and recommendation in several subsequent meetings;

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. The Highland Development Code is amended as shown in <u>Exhibit A</u>, 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 1st day of September, 2026.

____

Brittney P. Bills
Mayor

ATTESTED:

____

Stephannie B. Cottle
City Recorder

Exhibit A

Amendments to Development Code

Table 2-704A

LAND USE APPLICATION OR MATTER	1. REVIEWING BODY	2. RECOMMENDING BODY‡‡	3. LAND USE AUTHORITY	4. APPEAL BODY‡
Accessory Dwelling Unit~~ - Internal~~*	DRC	—	ZA	AA

* Application may require separate building permit approval

3-606 Accessory Buildings Prohibited As Living Quarters

Except as permitted by Section 3-624, ~~Living and sleeping quarters~~ dwelling units shall not be permitted in any accessory building or structure, and no person shall live or sleep in an accessory building or structure.

3-624 Accessory Dwelling Units

~~An accessory dwelling unit is a room or set of rooms in a single-family home in a single-family zone that has been designed or configured to be used as a separate dwelling unit, which has a separate kitchen, living/sleeping area, and sanitation facilities, and has been established by permit.~~

1. General Requirements. All accessory dwelling units (ADUs), whether detached or internal, shall comply with the following requirements:

    a. Each ADU shall be registered with the city, subject to the review and approval of the Land Use Authority for compliance with this Section and other applicable law. To register an ADU, the owner of the property shall:

        i. Complete an application and pay applicable fees;

        ii. Execute and cause to be recorded against title to the property a notice of approval that designates the addresses for the primary and accessory dwelling unit, requires the property to be owner-occupied, and provides notice of the City's right to enforce these requirements.

    b. Any rental, lease, or sublease of an ADU ~~If the renting/subleasing of the unit is~~ for a period of less than thirty (30) consecutive days ~~, it~~ is considered a short term rental, ~~and~~ requires a business license, and shall comply with all regulations applicable to businesses and short-term rentals. ~~See Chapter 5.24 in the Municipal Code for the regulating of short term rentals.~~ Renting, leasing, or subleasing an ADU for a period of thirty (30) consecutive days or longer shall not require a business license.

    c. No more than one (1) ADU, whether detached or internal, shall be permitted for each residential property. No more than two total dwelling units, one primary and one accessory, may be created within a single-family residential lot or parcel.

    d. The residential property shall be owner-occupied. The owner may reside in the primary dwelling unit or the ADU.

    e. Each ADU shall conform to building, fire, health and other safety codes. Construction of an ADU, including remodeling, reconstruction, or conversion of use of existing buildings or structures, shall require a building permit and be subject to inspection and approval by the building official and fire marshal prior to occupancy.

f. Separate utility accounts, meters, or laterals for the primary and accessory dwelling units are not permitted. All ADUs shall connect to and use the utilities serving the primary dwelling unit.

g. An ADU shall not be constructed or occupied unless the residential property is served by adequate utilities and public facilities, and the city determines there is sufficient capacity in the city utility systems and public facilities to serve the ADU.

i. If the property is served by a private septic system, the owner shall obtain the approval of the Utah County Health Department to connect the ADU to the septic system prior to connection. The owner shall comply with all requirements and regulations of the Utah County health department regarding the septic system.

ii. If the owner cannot or fails to comply with all requirements and regulations of the Utah County health department regarding the septic system, the owner shall be required to connect the ADU and primary dwelling unit to the City's sewer system at the owner's expense.

h. An ADU shall be designated with an address separate from the primary dwelling unit. The address shall be set by the city. The owner of the property shall affix address markers to the structure(s) and residential property to mark the separate dwelling units. Separate mailboxes are permitted, and the owner of the property shall coordinate with the United States Post Office regarding mailboxes and mail delivery.

i. Any parking spaces required for the primary dwelling unit or ADU contained within a carport or garage that are lost due to the creation of an ADU shall be replaced or otherwise provided for on the residential property.

j. An ADU may not be subdivided from or transferred separately from the residential property or main dwelling. Each ADU shall remain under common ownership with the residential property and main dwelling.

~~1.~~2. Internal Accessory Dwelling Units (IADUs) shall meet the following requirements in addition to the general requirements set forth herein:

a. ~~Accessory dwelling units~~ IADUs shall only be permitted ~~in single family homes that are owner occupied,~~ on single-family residential property within lots or parcels ~~with~~ of at least 6,000 square feet~~, and~~

~~served by adequate public facilities~~.

~~Accessory~~

~~dwelling units shall not be permitted in detached accessory buildings.~~

b. A minimum of one (1) off-street parking space shall be provided for the IADU ~~accessory dwelling unit~~ in addition to any other required parking spaces for the ~~home~~primary dwelling unit. ~~Any required parking spaces contained within a carport or garage that are lost due to the creation of the accessory dwelling unit shall be replaced or otherwise provided for through off-street parking.~~

~~The minimum 70% front yard landscaping as defined in Section 3-4107 and 3-621, Highland City Development Code shall be provided.~~

~~No more than one (1) accessory dwelling units shall be permitted for each single family home.~~

~~The unit and home shall be modified to meet all fire, safety, health and building codes as required by the Building Official and Fire Marshall.~~

c. The front of the ~~home~~ main dwelling shall not be modified in any form that will give the appearance that separate dwelling units are incorporated within the main dwelling ~~home including,~~ except separate addresses and mailboxes.

d. The primary entrance for the ~~accessory dwelling units~~ IADU shall be provided for from the rear of the main dwelling~~home~~; a side entrance is allowable in the event that the entrance is camouflaged by property fencing or landscaping and is not visible from the street fronting on the front property line.

~~Separate utility meters of the home and accessory dwelling unit are not permitted.~~

3. Detached Accessory Dwelling Units (DADUs) shall meet the following requirements in addition to the general requirements set forth herein:

   a. DADUs shall only be permitted on single-family residential property within lots or parcels of at least 11,000 square feet.

   b. A DADU shall be constructed within a detached accessory building that meets the following requirements:

      i. Except as otherwise provided herein, the accessory building shall comply with all accessory building regulations of the applicable zone.

ii. Except as otherwise provided herein, the accessory building shall not exceed the lesser of the maximum height allowed for accessory buildings for the applicable zone, or the actual height of the main dwelling.

iii. The accessory building shall comply with the setback regulations applicable to the main dwelling, provided that the rear setback may be reduced to a minimum of twenty feet (20') from the rear property line if the accessory building is limited to a single story above grade with a maximum height of fifteen feet (15').

iv. The accessory building shall not be located between the main dwelling and the front property line.

v. The accessory building footprint shall not exceed the main dwelling building footprint.

vi. The architecture of the accessory building shall be complementary to the main dwelling.

c. An existing accessory building may be remodeled, reconstructed, or otherwise converted to contain a DADU if the accessory building conforms or is made to conform to all requirements of this section and all applicable building, fire, and other safety codes, and the portion of the accessory building containing the DADU conforms to all requirements of this section.

d. A DADU shall receive a certificate of occupancy in conformance with applicable building code prior to use as a dwelling.

e. A DADU shall not exceed 1250 square feet of living area.

f. An accessory building may contain a DADU and other areas or rooms that are not part of the DADU, subject to applicable accessory building and DADU size regulations.

g. A minimum of one (1) off-street parking space shall be provided for a DADU that is smaller than 650 square feet, and a minimum of two (2) off-street parking spaces shall be provided for a DADU that is 650 square feet or larger, in addition to any other required parking spaces for the primary dwelling unit.

~~Applications for Accessory Dwelling Units shall be made in the Community~~

~~Development Department on an application form with required documentation and accompanied with appropriate fees as required. All Accessory Dwelling Units shall be subject to review and approval by the Land Use Authority. The Land Use Authority may record a notice of approval for the accessory dwelling unit with the county recorder as provided by state law.~~

~~2.~~4. The City may enforce these requirements through any means available to the City, including by recordation of a lien in accordance with state law.

10-102 Definitions

3. Accessory Dwelling Unit (ADU). ~~An Accessory Dwelling Unit (ADU) is a room or set of rooms in a single-family home in a single-family zone that has been~~ A dwelling unit added to, created within, or detached from an existing detached single-family main dwelling on a residential property. An accessory dwelling unit shall be designed and constructed ~~or configured~~ to be ~~used~~ occupied as a ~~separate~~ complete dwelling unit separate from the primary dwelling unit.~~, which has a separate kitchen, living/sleeping area, and sanitation facilities, and has been~~ An accessory dwelling unit shall be established by ~~permit~~registration. An ~~ADU~~ accessory dwelling unit shall be constructed and contained on the same lot or parcel as the primary dwelling unit.~~shall be attached to the single-family home.~~

4. Accessory Dwelling Unit, Detached (DADU). An accessory dwelling unit that is not attached to or within the main dwelling, is located on the same lot or parcel as the main dwelling, and is constructed within an accessory building.

5. Accessory Dwelling Unit, Internal (IADU). An accessory dwelling unit created within or attached to a main dwelling.

...

~~26.~~ 28. **Dwelling Unit.** One or more rooms with uninhibited interior access in a building designed for living purposes, with living areas that include permanent facilities and areas for ~~(~~sleeping, eating, cooking, and sanitation that are separate from and independent of any other dwelling unit's living areas and facilities~~bathing, eating, and sleeping)~~, except as permitted by law. A dwelling unit shall be ~~and~~ occupied by no more than one family.

29. Dwelling Unit, Primary. The dwelling unit created within the main dwelling that meets all minimum living area, garage, and other requirements to permit the property to be used for residential uses under the applicable zone.

...

~~45.~~ 48. **Living Area**. Those portions of a dwelling unit having a headroom height of six feet eight inches or greater and ~~which are~~ used for customary living activities, including sleeping, eating, cooking, sanitation, and storage. ~~For purposes of this Code, l~~Living area shall not include portions of the structure used for parking of vehicles, unenclosed decks and porches, ~~storage~~ rooms that cannot be accessed internally from the dwelling unit ~~having only outside access~~, and rooms devoted exclusively to the housing of heating or ventilating or similar mechanical equipment.

...

74. Residential Property. A property zoned under applicable land use regulations to be used primarily for residential uses.

...

[Renumber subsections accordingly]

CITY COUNCIL AGENDA REPORT
ITEM #4d

DATE:	September 1, 2026
TO:	Honorable Mayor and Members of the City Council
PREPARED BY:	Rob Patterson, City Attorney/Planning & Zoning Administrator
SPONSORED BY:	City Staff
SUBJECT:	City Parking Regulation Amendments
TYPE:	Municipal Code Update (Legislative)

PURPOSE:
The City Council will consider amendments to the City's parking regulations related to city-owned parking lots and spaces, including parking spaces in Town Center.

STAFF RECOMMENDATION:
Staff recommends adoption of the proposed amendments.

PRIOR COUNCIL DIRECTION:
The Council discussed current parking regulations on July 21, 2026, and expressed support for amendments to the code to provide clarity and better enforcement capacity, particularly for the Town Center area (splash pad, Town Center Blvd).

BACKGROUND:
Current Highland City regulations regarding allowed parking in city parking spaces is unclear. The proposed amendments address this and establish clearer standards by doing the following:

- Defining "city parking space" as any city parking lot or on-street designated parking space such as the splash pad parking, but not including unmarked on-street parking on street shoulders
- Requiring all parking to comply with posted signage
- Unless otherwise designated by posted signage, limiting parking in city parking spaces to 48 hours, which is the same time period as the City allows RVs and trailers to be parked on a city street.
- Prohibiting parking inoperable, unregistered, or untitled vehicles in city parking spaces
- Prohibiting use of city parking spaces for commercial activities

This provides a general background rule, while still allowing the City to impose area-specific parking regulations that are more or less strict if the City posts appropriate signage. So, for example, the parking around the splash pad will remain limited to no overnight parking because of the signage which is there to ensure adequate parking for splash pad use. But now, there will be a general rule that if a car is parked in the same space for 2 days, the City can have it ticketed or towed at the City's discretion.

The ordinance also includes a minor amendment to the City's regulations regarding on-street parking of trailers and RVs on City streets to have the two sections better corollate with each other.

City staff will also be updating the signage near Toscana and the businesses along Town Center Blvd to more clearly regulate and prohibit parking for more than 1 day. The thought with one day was that it would allow visitors to businesses and Toscana alike, but not allow long-term parking.

FISCAL IMPACT:

No direct fiscal impact. There are minor costs to install new signage along Town Center Blvd.

MOTION:

I move that the City Council adopt the proposed ordinance regulating city owned parking spaces.

ATTACHMENTS:

1. Ordinance - Parking In City Spaces

AN ORDINANCE AMENDING REGULATIONS FOR PARKING OF TRAILERS AND OVERSIZED VEHICLES ON CITY HIGHWAYS

WHEREAS, Highland City is authorized pursuant to Utah Code § 10-8-8, -11 -30 to establish and regulate the use of City parking areas, including parking on city-owned streets and parking lots;

WHEREAS, Highland City has previously adopted regulations prohibiting the parking in City parking areas;

WHEREAS, Highland City desires to clarify the previously adopted regulations to ensure that parking spaces are used for their intended purposes, are not used for long-term storage, and do not become a nuisance in order to preserve the appearance, safety, and functionality of City parking areas;

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. Title 10, Chapter 8 of 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.

ADOPTED AND PASSED BY THE CITY COUNCIL OF HIGHLAND CITY, UTAH, this 12th day of June, 2025.

____
Brittney P. Bills
Mayor

ATTESTED:

____
Stephannie B. Cottle
City Recorder

Exhibit A

10.08.040 Parking Trailers And Oversized Vehicles Upon City Streets

A. Parking on city streets shall comply with all city and fire department signage, marking, and other traffic control devices.

~~A.~~B. It is unlawful for any person to leave, park, or station upon any public street in Highland City any unattended motor vehicle, recreational vehicle, trailer, boat, camper, travel trailer, or trailer which:

1. Is licensed for more than twelve thousand pounds gross; or
2. Creates a traffic hazard or impedes traffic flow; or
3. Is commonly referred to as a "semi-tractor"; or
4. Is what is commonly referred to as construction equipment including back hoes, transport trailers, construction trailers, excavation equipment, etc., except in conformance with Section 12.04.090.

~~B.~~C. It is unlawful for any person to park a recreational vehicle, trailer, boat, camper, travel trailer, or similar vehicle or conveyance, whether attached or unattached to a motor vehicle, upon any public street for more than forty-eight (48) hours.

1. If a parked vehicle or conveyance is moved and then reparked within forty-eight (48) hours on the same Block Street or within 200 feet of the Block Street on an Intersecting or Continuing Street, it shall be deemed to have been continuously parked on the same public street.
2. “Block Street” as used herein means the entire width of a public street between Intersecting Streets, the terminus of a dead-end street or cul-de-sac, city boundary, public park, or other natural boundary.
3. “Continuing Street” as used herein means a public street that has the same name as the Block Street and continues beyond an Intersecting Street.
4. “Intersecting Street” as used herein means the entire width of a public street that meets, continues into, or crosses a Block Street that has a different name.

~~C.~~D. Exceptions. Notwithstanding the foregoing, the temporary parking of moving vans, delivery trucks and service vehicles for a reasonable time to accommodate loading or unloading or the performance of service shall be permitted.

~~D.~~E. A first violation of this section is punishable by an infraction. A subsequent violation of this section is punishable by a Class "C" misdemeanor. Any motor vehicle trailer, or other conveyance parked in violation of this section may be removed by the city or its designee at the owner's expense.

10.08.090 ~~Prohibition;~~ Parking ~~Of Trailers And Inoperable Vehicles O~~In City~~-Owned~~ Parking Spaces

A. “City parking space” means any designated parking lot or stall located on property owned or under the control of the city, including parking lots serving city buildings, parks, and other facilities, whether improved or unimproved, and designated parking stalls within a public right of way. Does not include parking allowed along the shoulder area of a public street.

B. Parking within a city parking space shall comply with all city signage and marking.

C. Unless otherwise designated by posted signage or marking, a motor vehicle, recreational vehicle, trailer, boat, camper, travel trailer, trailer, off-highway vehicle, or golf cart shall not be parked in the same city parking space for more than forty-eight (48) hours. If a parked vehicle or conveyance is moved and then reparked within forty-eight (48) hours within the same city parking space, it shall be deemed to have been continuously parked in the same city parking space.

D. It shall be unlawful for any person or owner to leave, park, station, or allow ~~it~~ to be parked ~~or abandoned~~ any ~~unattended, inoperable, or unregistered~~ motor vehicle, recreational vehicle, trailer, boat, camper, travel trailer, ~~or~~ trailer, off-highway vehicle, or golf cart that is abandoned, wrecked, junked, partially or fully dismantled, inoperable, or that lacks valid and current registration and titling, in any city~~-owned~~ parking space~~s (town center, parks, public buildings, etc.) unless otherwise designated and signed~~.

E. ~~Attended and registered trailers may be parked for a period not to exceed twenty-four hours.~~ City parking spaces may not be used for commercial activities without the prior written approval of the city.

F. A first violation of this section is punishable by an infraction. A subsequent violation of this section is punishable by a Class "C" misdemeanor. Any motor vehicle, ~~or~~ trailer, or other conveyance ~~which is~~ parked in violation of this section may be removed by the city or its designee at the owner's expense.

CITY COUNCIL AGENDA REPORT
ITEM #4e

DATE:	September 1, 2026
TO:	Honorable Mayor and Members of the City Council
PREPARED BY:	Chris Trusty, City Engineer/Public Works Director
SPONSORED BY:	City Staff
SUBJECT:	Change Order for Mitchell Hollow
TYPE:	General City Management

PURPOSE:
The City Council will consider a contract modification with Consor for construction engineering and inspection services on the Mitchell Hollow Trail.

STAFF RECOMMENDATION:
Staff recommends approval of contract modification #3 with Consor for construction engineering and inspection services for Mitchell Hollow Trail in the amount of $15,000.

PRIOR COUNCIL DIRECTION:
On June 4, 2024, the City Council approved an award to Consor for the design of the Mitchell Hollow Trail project. Subsequently, the Council approved a change order with Consor on the design contract on April 15, 2025. The City's FY2026 budget includes funding for this trail as previously approved by Council. (A budget adjustment for FY27 will be needed to account for timing of work.) This project was awarded to Vancon on January 20, 2026 by the Highland City Council in the amount of $2,025,100 which included a 10% contingency. An Interlocal Agreement with Utah County was approved by City Council on January 20, 2026, agreeing that Utah County would fund up to $2,355,969 of this project with Highland's match of 6.77% providing $171,081.

BACKGROUND:
The City has been awarded by Mountainland Association of Governments (MAG) $2,527,050 to construct the Mitchell Hollow Trail. The funds for construction were made available in calendar year 2025. A. See below for a break down of funding and expenses for this project. As is shown below, funding this modification would still keep the entire project within budget.

MAG via Utah County	$2,355,969
Highland 6.77% match	$171,081
TOTAL FUNDED	$2,527,050
Design Cost	$189,170
Construction Bid Award	$2,025,100

Construction Management	$45,000 (modified)
AMOUNT COMMITTED	$2,259,270
BALANCE	$372,780

Previously, staff had approved a construction management agreement with Consor for construction management for $25,000. Staff felt like Consor was the best choice as they had done the design work and knew the project well. Because the contract amount was withing staff's threshold, it was not brought to Council. However, with this requested modification, the total amount crosses into the threshold for City Council. The modification is necessary to cover additional engineering costs to add a retaining wall near the Bybee property that had not been initially included in the plans, as well as to cover additional inspection services needed on the boardwalk section. Initially, we weren't sure how much we might be able to rely on performing some of the inspections with city staff, but with all the infrastructure projects we currently have going on, we wanted to allow staff to focus on those and have Consor assist.

FISCAL IMPACT:
Funding for this project is included in GL# 40-40-76 Trails within the Parks Capital Fund for the FY2026 budget. A budget adjustment for FY27 will be needed to account for timing of work done in the FY27 budget year.

MOTION:
I move that City Council approve the contract modification with Consor for additional construction engineering and inspection services in the amount up to $15,000.

ATTACHMENTS:
1. Highland City- Mitchell Hollow Trail Modification Request 20260812

August 12, 2026

Chris Trusty
City Engineer
Highland City
5400 W. Civic Center Drive
Highland City. UT 84003

PROJECT: Construction Engineering and Inspection Services for Mitchell Hollow Trail Contract, Modification #3

Dear Mr. Trusty:

Consor North America Inc. (Consor) respectfully requests a contract modification to address additional work to provide Highland City additional engineering oversight throughout the construction phase, ensuring quality and compliance with project documents.

While the specific level of support required has evolved, we propose additional funds, to support the construction engineering services budget of **$15,000**.

Consor's request for additional funding will continue to support collaboration for construction coordination meetings; on-site visits to inspect, observe, and track progress and compliance for each contractor progress milestone. Additional work to wall, boardwalk and fence construction. Along with review of contractor submittals and documentation; timely response to contractor Requests for Information (RFIs) with design clarifications or field directives as needed.

Consor looks forward to continuing the project. Please give me a call if you have any questions or comments.

Respectfully,
Consor North America Inc.

Robert Haslam, SE
Principal Project Manager

Acceptance

CITY COUNCIL AGENDA REPORT
ITEM #4f

DATE:	September 1, 2026
TO:	Honorable Mayor and Members of the City Council
PREPARED BY:	Erin Wells, City Administrator
SPONSORED BY:	City Staff
SUBJECT:	Contract Authorization with DLS Consulting, Inc.
TYPE:	General City Management

PURPOSE:
The City Council will consider renewing a contract with DLS Consulting, Inc. for consultant services focused on grant and legislative support for a one (1) year term.

STAFF RECOMMENDATION:
Staff recommends Council consider the proposed contract and potential benefits of renewing the contract with DLS Consulting, Inc.

PRIOR COUNCIL DIRECTION:
For the past four years, the City Council has authorized an annual contract with David Stewart's consulting firm. The Fiscal Year 2027 budget previously approved by Council funds the continuation of this contract.

BACKGROUND:
For the past contract terms with Mr. Stewart, the City has, with his assistance, successfully obtained $1,000,000 of funding per year for a variety of projects:

- Fiscal Year 2023 - well rehabilitation in our culinary water system
- Fiscal Year 2024 - installation of three pressure-reducing valves (PRV's) and preparations for the last two wells for chlorination in the culinary water system
- Fiscal Year 2025 - improvements of 10400 North and 6000 West and the reconstruction of 6800 West
- Fiscal Year 2026 - construction of the Highland Boulevard roundabout and landscaping work

In discussing additional needs and grant possibilities throughout the City, staff have asked Mr. Stewart to target obtaining grant funding to help with the road projects such as the improvements needed in road width and sidewalk at Country Club Drive previously discussed by Council.

Mr. Stewart's contract also covers lobbying efforts during the 2027 Legislative Session. Some topics staff is anticipating in the next legislative session that Highland may have particular interest in include: land use related to affordable housing, adjustments to water rights, and automated license plate reader cameras (Flock). Staff will also continue to watch for any legislation dealing with the water use of major commercial entities. Having a lobbyist to advocate for the City's interests on these topics would be beneficial.

FISCAL IMPACT:

The cost of the contract with DLS Consulting, Inc. is $100,000. Funding for this expense is included in the Culinary Water Fund GL 55-40-31, Engineering & Professional Services within the FY27 budget. The intent is that the Fund that Mr. Stewart is able to obtain grant money for pays for the cost of his services. Thus, if Mr. Stewart is able to receive funding for road projects, staff would bring back a budget adjustment where the charges for his services for this contract would be moved into the Roads Capital Fund.

MOTION:

I move that City Council approve a contract with DLS Consulting, Inc. in the amount of $100,000 and authorize the City Administrator to sign the contract.

ATTACHMENTS:

1. Proposed Contract

CONSULTING AGREEMENT

This Consulting Agreement (this "*Agreement*") is entered and effective this 1st day of October 2026, by and between Highland City ("*Client*") with principal offices located at 5400 W. Civic Ctr. Drive, Highland, UT 84003 and DLS Consulting, Inc. with principal offices located at 11671 Granite Flats Rd., Highland, UT 84003 ("*Consultant*").

(1) SCOPE OF WORK. Consultant is knowledgeable in work to be performed by Consultant. The Scope of Work to be performed by Consultant is set forth in *Exhibit A* to this Agreement incorporated herein by this reference. This Agreement may be amended only by written instrument signed by both the authorized representatives for Client and the Consultant. Consultant is an independent contractor with respect to the work provided to Client.

(2) AUTHORIZATION TO PROCEED. Execution of this Agreement by the authorized representatives of Client and Consultant will serve as authorization for the Consultant to proceed with the services called for in this Agreement.

(3) PAYMENT OF FEES. Consultant shall invoice Client for services performed for Client under this Consulting Agreement at the rates specified in *Exhibit A*. Each invoice shall be itemized and have an invoice number. Consultant will make all appropriate tax, social security, Medicare and other withholding deductions and payments; will provide worker's compensation insurance coverage; and will make all appropriate unemployment tax payments. All payments due to Consultant are due 15 days from date of Client's receipt of invoice. Consultant shall not invoice more frequently than once per month.

(4) OWNERSHIP OF DOCUMENTS. All documents including notes, drawings, and reports generated by the Consultant under this Agreement are the property of Client. Any reuse by Client without written authorization from the Consultant will be at Client's sole risk and without legal or liability exposure to the Consultant. Consultant may not use the work product for any other client or purpose without the express written consent of Client.

(5) CONFIDENTIALITY Consultant acknowledges that it will have access to Client information that is confidential and proprietary including, without limitation, the existence and terms of this Agreement and any trade secrets, technology, information pertaining to business operations and strategies, customers, pricing, marketing, finances, sourcing, personnel, or operations of Client, its Affiliates, or their suppliers or customers, in each case whether spoken, printed, electronic, or in any other form or medium (collectively, the "***Confidential Information***"). Consultant agrees to treat all Confidential Information as strictly confidential, not to disclose Confidential Information or permit it to be disclosed, in whole or part, to any third party without the prior written consent of Client in each instance, and not to use any Confidential Information for any purpose except as required in the performance of the services Consultant is required to perform hereunder. Consultant shall notify Client immediately in the event it becomes aware of any loss or disclosure of any Confidential Information. If Consultant makes a disclosure contrary to the provisions of this Section, Client shall have the right, without prejudice to any other rights or remedies it may have hereunder or otherwise, to terminate this Agreement effective immediately upon notice to Consultant. This obligation shall be of a continuing nature and shall survive the expiration, suspension or termination of the Agreement. In the event Consultant is compelled by law or judicial or administrative process to disclose any such Confidential Information, it shall give prior notice of such disclosure to Client and shall cooperate with Client's efforts to avoid or minimize the extent of the required disclosures. Client shall be entitled to seek injunctive relief for any violation of this Section. Confidential Information shall not include information that: is or becomes generally available to the public other than through Consultant's breach of this Agreement; or is communicated to Consultant by a third party that had no confidentiality obligations with respect to such information.

(6) CONFLICT OF INTEREST. Consultant agrees to advise Client prior to undertaking services for any other company whose interests are known, or could reasonably be believed to be, adverse to the interests of Client.

(7) INDEMNITY. Consultant will indemnify, defend and hold harmless Client and its agents, directors, officers and employees from and against all suits, losses, damages, causes of action or claims (including attorneys' fees and costs) arising from Consultant's breach of any obligation in this Agreement or any error, omission or negligent act of Consultant or any person employed by Consultant or acting on Consultant's behalf. Client may satisfy such indemnity (in whole or in part) by way of deduction from any payment due to Consultant.

(8) TERM. The term of this Consulting Agreement shall be for the base period stated in *Exhibit A*. This Agreement shall terminate at the end of the base period unless Client extends the term of the Agreement in writing.

(9) NOTICES/APPROVALS. All notices and approvals required under or because of this Consulting Agreement shall be in writing and shall be deemed given when sent to each party's authorized representative as follows:

Client	Consultant
Highland City	DLS Consulting, Inc.
Attn: Erin Wells	David Stewart, President
5400 W. Civic Center Drive Ste. 1	11671 Granite Flats Rd.
Highland, UT 84003	Highland, UT 84003
Telephone: (801) 772-4566	Telephone: (801) 910-3936
Email: ewells@highlandut.gov	Facsimile: (801) 763-8160

(10) CHOICE OF LAW AND REMEDIES. This Consulting agreement is made and shall be enforced pursuant to the laws of the State of Utah. The parties agree that monetary damages alone would not be sufficient remedy for any breach of this Agreement and each party, in addition to monetary damages, shall be entitled to specific performance and injunctive relief as remedies for any such breach. Additionally, the prevailing party in any judicial proceeding shall be entitled to recover from the other its/his/her reasonable costs and expenses, including attorney's fees. Such remedies shall not be deemed to be the exclusive remedies for a breach of this Agreement but shall be in addition to all other remedies available at law or in equity.

(11) EQUAL OPPORTUNITY. Consultant shall comply with Equal Employment Opportunity as provided by Executive Order 11246.

(12) SEVERABILITY AND SURVIVAL. Should any part of this Consulting Agreement by found to be void, voidable or unenforceable, such void, voidable or unenforceable provision shall be deemed severed from this Agreement and shall not affect the remainder of this Agreement. The provisions of Sections 4, 5, 6, 7, 10, and 12 shall survive the termination of this Agreement for a period of one (1) year from any such termination.

(13) ASSIGNMENT. Client shall have the right to assign this Consulting Agreement to its successors or assigns and all covenants and agreements hereunder will inure to the benefit of and be enforceable by or against its successors or assigns. The rights and obligations of Consultant under this Agreement are personal to Consultant, and no such rights, benefits, or obligations shall be subject to voluntary or involuntary alienation, assignment or transfer.

This Agreement entered as of the date written above.

Client	**Consultant**
Highland City	DLS Consulting, Inc.
______________________________	______________________________
Print Name: Erin Wells Title : City Administrator, Highland City	Print Name: David Stewart Title: President

Attest

____

Stephanie Cottle, City Recorder

Exhibit A

Scope of Work to Be Performed

1. **Scope of Work.** Consultant shall perform the following services as requested by Client:

   A. Consultant will work with client to identify funding for a road project selected by client.
   B. Consultant will work with client during the 2027 legislative session on policy issues the city and client identify as a priority.
   C. Consultant shall advise client on legislative issues.

2. **FEES**

A retainer of $100,000 will be paid in monthly installments of $8,333.33 upon the receipt of invoices.

3. **TERM**

This Agreement shall be effective from October 1, 2026 through September 30, 2027. The length or terms of the contract can be extended or amended with agreement from both parties.

CITY COUNCIL AGENDA REPORT
ITEM #5a

DATE:	September 1, 2026
TO:	Honorable Mayor and Members of the City Council
PREPARED BY:	Chris Trusty, City Engineer/Public Works Director
SPONSORED BY:	City Staff
SUBJECT:	Road Striping Bid Award
TYPE:	General City Management

PURPOSE:
The City Council will consider awarding a bid for the City's annual road striping project.

STAFF RECOMMENDATION:
Staff recommends awarding a bid for the City's annual striping project to RoadSafe Traffic Systems, Inc in the amount of up to $50,173.20 which includes a 10% contingency.

PRIOR COUNCIL DIRECTION:
On August 11, 2026, Council approved a final budget which included funding for this project.

BACKGROUND:
Highland City's goal is to re-stripe roadways over a three-year cycle to ensure road markings adequately protect the safety of users. City staff have reached out to three striping vendors to obtain a cost to perform this service for the roadways shown in the attached map. Only one vendor provided a bid to the city, which was from RoadSafe Traffic. The City has worked with RoadSafe in the past and has been pleased with the quality of their work.

FISCAL IMPACT:
The cost of this project is $50,173. Funding for this expense is included within the FY(fiscal year) budget as follows:

- $40,000 in GL 10-60-39 Street Striping; and
- $10,173 in GL 10-60-41 Pedestrian Crossing.

MOTION:
I move that City Council approve the bid for the annual striping project to RoadSafe Traffic Systems, Inc in the amount of up to $50,173.20.

ATTACHMENTS:
1. Road Striping Bid
2. Striping Map

Highland City Striping

RoadSafe TRAFFIC SYSTEMS

RoadSafe Traffic Systems, Inc.

1255 W 2550 S

Ogden, UT 84401

Estimator: **Derek Hard**

Phone: **M: (385) 460-8935 O: (801) 399-0099**

Email: **dhard@roadsafetraffic.com**

Project #:		Estimate #:	260803-02P
Project Code:		Bid Date:	
Funding:	City	Date Submitted:	07/31/2026
State:	UT	Date Expires:	10/01/2026
County:	Utah	Region:	

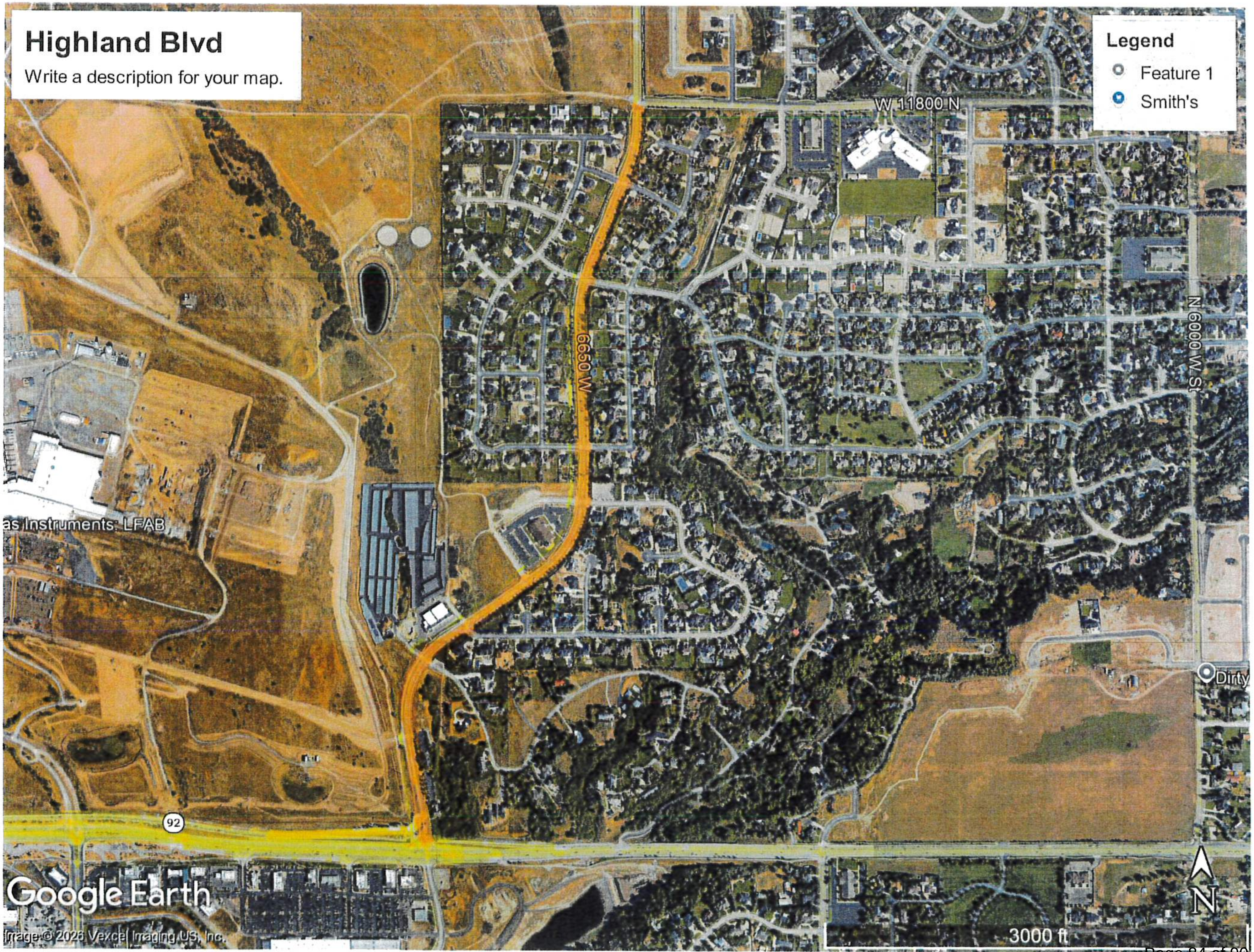
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	MOBILIZATION	1.00	LSU	2,500.00	2,500.00
2	PAVEMENT MARKING 4"	111,935.00	FT	0.20	22,387.00
3	PAVEMENT MESSAGES	1.00	LSU	14,225.00	14,225.00
	*Price include, 12" X-Walks/stop bars, 2'x10' High Visibility X-Walks, Directional Arrows, Optical Speed Bars and Sharks Teeth.				
4	CITY HALL PARKING LOT	1.00	LSU	6,500.00	6,500.00

GRAND TOTAL **$45,612.00**

NOTES:

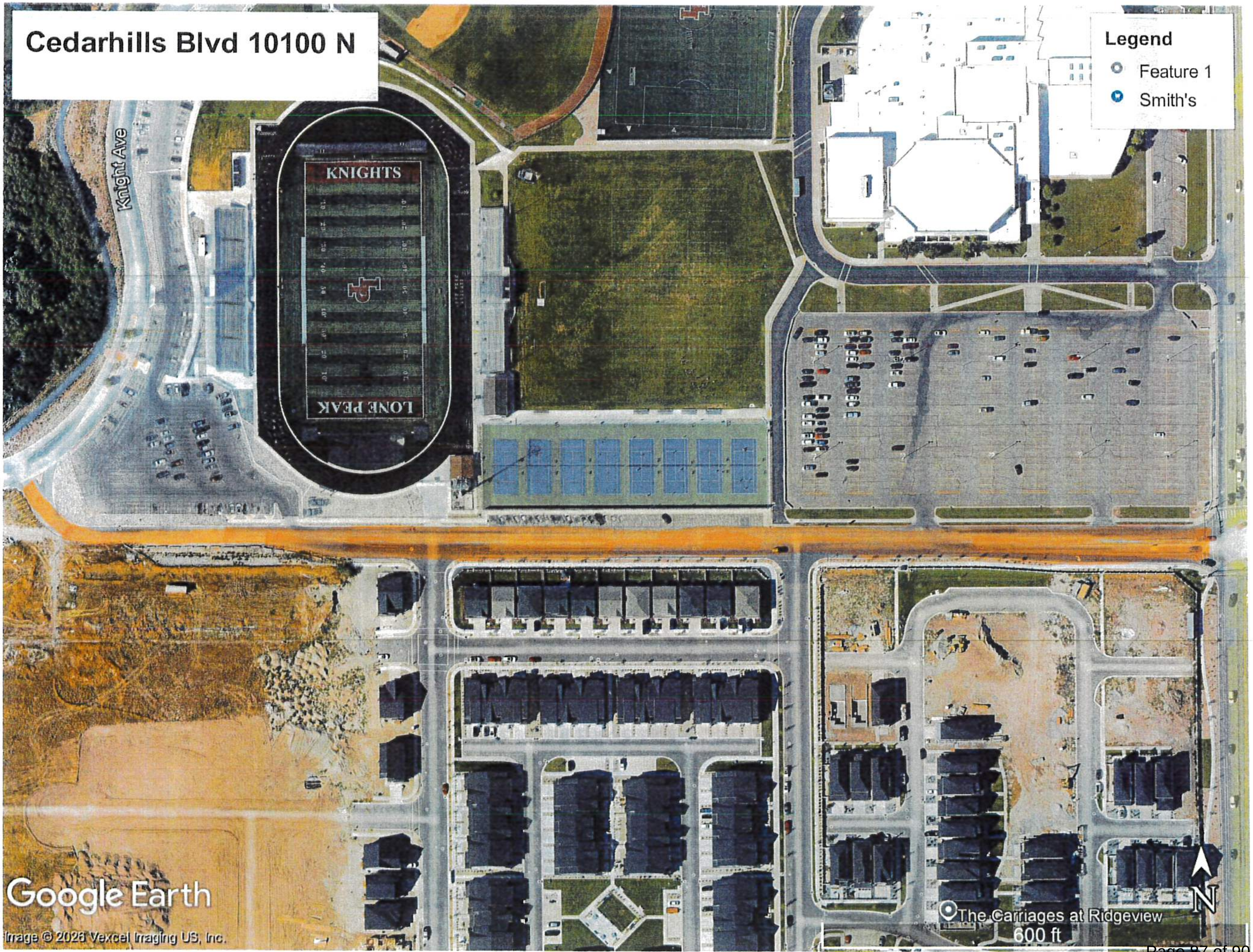
RoadSafe Traffic Systems is not responsible for the following:
* Surface Preparation
* Traffic Control
* Layout / Survey of Striping

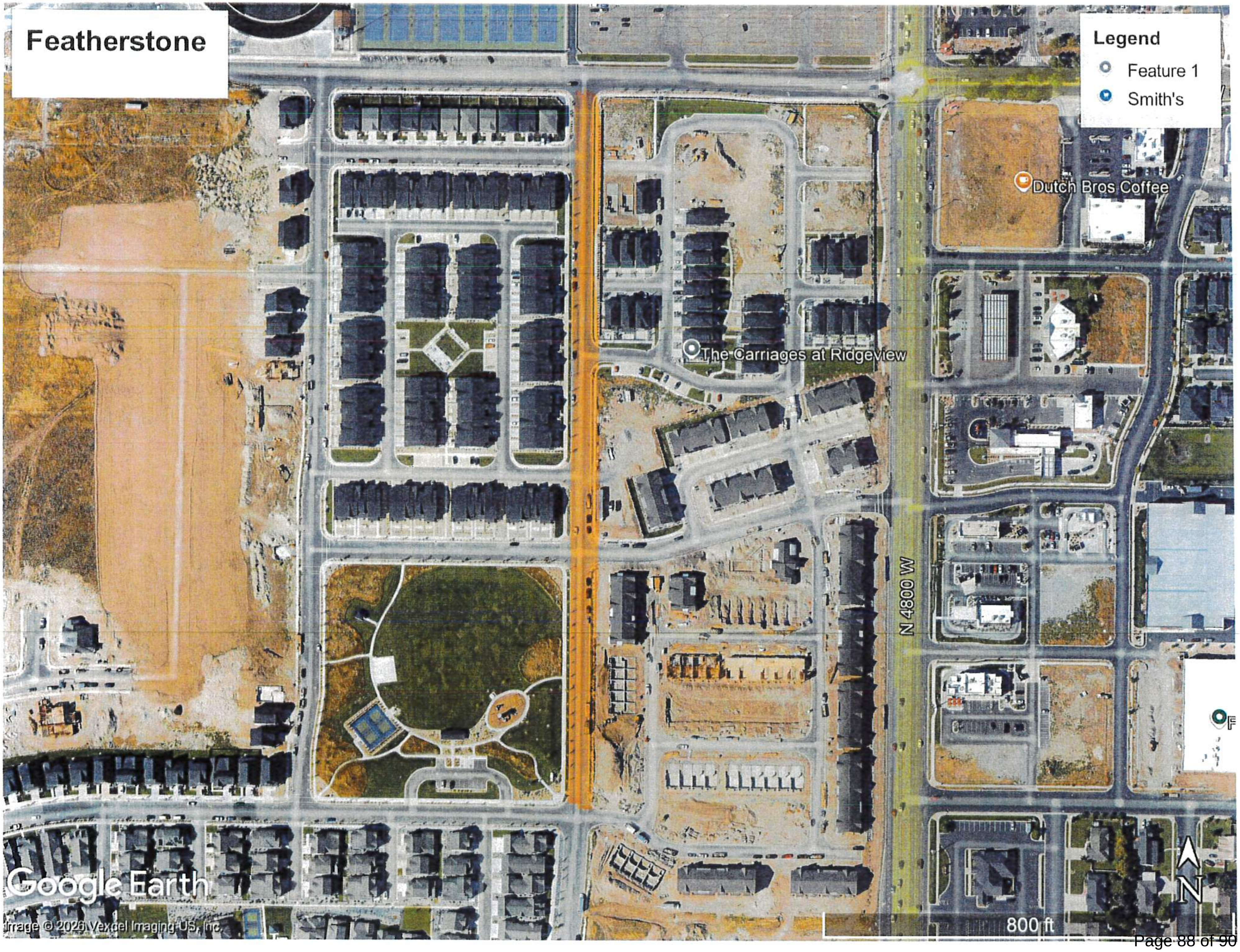
Rcvd by:________ Date:________
Req #:________ PO #:________
Apvd by: TC Date: 8-12-26
GL #: 10 60 39
Pay Method:________ Date:________


Highland Blvd
Write a description for your map.
Legend
Feature 1
Smith's
W 11800 N
6650 W
N 6000 W St
as Instruments: LFAB
Dirty
92
Google Earth
Image © 2023 Vexcel Imaging US, Inc.
3000 ft
N


Canal Blvd/9850 N
Write a description for your map.
Legend
Feature 1
Smith's
N 6000 W St
N 6800 W St
5300 W
W 9600 N
Highland Glen Park
Fox Hollow Golf Club
Google Earth
Image © 2026 Vexcel Imaging US, Inc.
4000 ft


Parkway West
Write a description for your map.
Legend
Feature 1
Smith's
10850 N
Google Earth
Image © 2026 Vexcel Imaging US, Inc.
200 ft
N


Cedarhills Blvd 10100 N
Legend
Feature 1
Smith's
Knight Ave
KNIGHTS
LONE PEAK
The Carriages at Ridgeview
600 ft
N
Google Earth
Image © 2026 Vexcel Imaging US, Inc.



Featherstone
Legend
Feature 1
Smith's
Dutch Bros Coffee
The Carriages at Ridgeview
N 4800 W
Google Earth
Image © 2026 Vexcel Imaging US, Inc.
800 ft
N


Park Drive
Write a description for your map.
Legend
4150 W
W 11000 N
Google Earth
Image © 2026 Vexcel Imaging US, Inc.
N
600 ft


City Hall Parking
Legend
Feature 1
Smith's
10850 N
N 5490 W
Highland City Library
N Town Ctr E
Google Earth
Image © 2026 Vexcel Imaging US, Inc.
500 ft
N