

**AGENDA**  
**HIGHLAND CITY COUNCIL MEETING**  
**August 4, 2015**

**7:00 p.m. Regular City Council Session**  
Highland City Council Chambers, 5400 West Civic Center Drive, Highland Utah 84003

**7:00 P.M. REGULAR SESSION – CITY COUNCIL CHAMBERS**

CALL TO ORDER – Mayor Mark Thompson  
INVOCATION – Brian Braithwaite  
PLEDGE OF ALLEGIANCE – Dennis LeBaron

**APPEARANCES**

**Time has been set aside for the public to express their ideas, concerns, and comments.**  
*(Please limit your comments to three minutes each.)*

**PRESENTATION**

1. Highland History Committee – Charles Greenland

**CONSENT**

2. **MOTION: Approval of Meeting Minutes for City Council Regular Session – May 19, 2015**
3. **MOTION: Approval of Contract for City Administrator – Nathan Crane**
4. **MOTION: Ratifying the Mayor’s Appointment to the Highland City History Committee – Ray Buhler.**
5. **MOTION: Ratifying the Mayor’s Appointment to the Highland City Web & Social Media Committee – Dave Ventrano.**
6. **ORDINANCE: Adopting a Temporary Land Use Regulation to Prohibit the Approval of New Residential Development for the next Six Months - Town Center Overlay**
7. **MOTION: Request from Questar Gas for an Extension of Existing Agreement for use of City Owned Property as a Staging Area – 4361 West 11000 North**

ACTION ITEMS

- 8. **MOTION: Request to Expand the Parking Lot for Lone Peak High School by Acquiring City Owned Land** – Alpine School District
- 9. **MOTION: Selection of a Consultant for preparation of Construction Plans - Dry Creek Phase 3 Trail**
- 10. **MOTION: Approval of a Mountain BMX Bike Track in Highland Glen Park** – Bobby Seegmiller
- 11. **RESOLUTION: Amendments to the Personnel Policy and Procedures Manual for Highland City Employees** – Adopting a Catastrophic Leave Policy

MAYOR/ CITY COUNCIL & STAFF COMMUNICATION ITEMS

- A. Park Maintenance Building – Josh Castleberry, Park Superintendent

ADJOURN TO A CLOSED EXECUTIVE SESSION

The City Council will hold a closed executive session for the purpose of discussing:

- The purchase, exchange, or lease of real property and reasonably imminent litigation;
  - The sale of real property; including any form of water right or water shares;
  - The character, professional competence, or physical or mental health of an individual.
- Pursuant to Section 52-4-205(1) of the Utah State Code Annotated.

RECONVENE CITY COUNCIL MEETING

ADJOURNMENT

*(These items are for information purposes only.)*

Description	Requested/Owner	Due Date	Status
Road Capital Improvement Plan for FY 15-16 <i>Prioritize and Communicate to Residents</i>	City Council	~	Continued Discussion
Determine Park Use for Recreation	City Council Parks Staff	TBD	Staff to make Recommendations
Building Use Policy - Fees	Rod Emily	August 4, 2015	In Progress
HW Bldg. – PW Storage Status	City Council Mayor/PW	End of 2015	In Progress

CERTIFICATE OF POSTING

The undersigned duly appointed City Recorder does hereby certify that on this **30<sup>th</sup> day of July, 2015**, the above agenda was posted in three public places within Highland City limits. Agenda also posted on State (<http://pmn.utah.gov>) and City websites ([www.highlandcity.org](http://www.highlandcity.org)).

JOD'ANN BATES, City Recorder

- In accordance with the 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 3 days in advance to the meeting.
- The order of agenda items may change to accommodate the needs of the City Council, the staff and the public.
- This meeting may be held electronically via telephone to permit one or more of the council members to participate.

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

MINUTES  
HIGHLAND CITY COUNCIL MEETING  
Tuesday, May 19, 2015

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

**PRESENT:** Mayor Mark S. Thompson, conducting  
Councilmember Brian Braithwaite  
Councilmember Dennis LeBaron  
Councilmember Tim Irwin  
Councilmember Jessie Schoenfeld  
Councilmember Rod Mann

**STAFF PRESENT:** Aaron Palmer, City Administrator  
Nathan Crane, Community Development Director  
Gary LeCheminant, Finance Director  
JoD’Ann Bates, City Recorder  
Justin Parduhn, Public Works O&M Director  
Brian Gwilliam, Chief of Police  
Tim Merrill, City Attorney

**OTHERS:** Rick Hellstrom, Brady Nowers, James Bullington, Carter Bullington, Clark Avondet, Ken Gibson, Sam Robbins, Micah Shinsato, Adam Buetler, Jake Newman, Parker Simmons, Michelle DeKorver, Robert DeKorver, Scott Smith, Blythe Shupe, Ed Barfuss, David Boren, Corey Boren.

The meeting was called to order by Mayor Mark S. Thompson as a regular session at 7:01 p.m. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting. The prayer was offered by Tim Irwin and those assembled were led in the Pledge of Allegiance by Corey Boren, a scout.

**APPEARANCES:**

None.

**CONSENT ITEMS:**

- MOTION: Approval for Meeting Minutes for City Council Work Session – April 14, 2015
- MOTION: Approval for Meeting Minutes for City Council Regular Session – April 21, 2015
- MOTION: Creation of an ADHOC Committee – History Committee
- MOTION: Ratifying the Mayor’s Appointments to the Highland City History Committee – Charles Greenland, Quentin White and David Larsen.

**Tim Irwin moved City Council approve the Consent Items as listed.**

# DRAFT

1  
2 **Jessie Schoenfeld seconded the motion.**  
3 **Unanimous vote, motion carried.**

4  
5 **PUBLIC HEARING**

6  
7 Tentative Budget – Fiscal Year 2015-2016

8  
9 Gary LeCheminant, Finance Director, stated that a Work Session in which the Fiscal Year 2015-  
10 2016 Tentative Budget was discussed took place in April. The General Fund went from having a  
11 balanced budget consisting of revenue and expenses of \$7.72 million, to \$8.05 million on both  
12 accounts. Building permit revenue has increased by \$13,000, and Class C road funds are  
13 estimated to increase from \$530,000 to \$560,000. All of the Class C road funds have been  
14 moved into the capital road fund. Building maintenance has been lowered from \$51,000 to  
15 \$35,000, and vehicle maintenance was lowered from \$30,000 to \$15,000. Gary continued to  
16 speak about fees and services, noting that architectural review went from zero to \$4,500,  
17 preliminary view from \$3,000 to \$19,500, and final reviews went from \$62,500 to \$59,000.  
18 Wimbledon Park and Heritage Park maintenance expenses have not changed at this point. Trail  
19 maintenance has been increased from \$20,000 to \$80,000, considering that part of the park will  
20 be removed and rebuilt. Tree pruning is labor for seasonal employees, and therefore he  
21 transferred \$15,000 to the account which funds seasonal employees.

22  
23 Staff and Council discussed whether or not to modify maintenance expenses for Wimbledon  
24 Park, specifically relating to either the repair or replacement of existing playground equipment.

25  
26 Mayor Thompson opened the public hearing.

27  
28 Scott Smith commented that the Highland City Foundation was approached about raising funds  
29 for the Wimbledon Park playground. Consequently, he recently mailed 62 fundraising letters,  
30 with the anticipation of sending more. He is supportive of replacing, rather than repairing the  
31 equipment, and noted that there is a County grant that may also be available. The Highland City  
32 Foundation is happy to raise up to \$10,000 to help with this objective. Scott also explained that  
33 he would like to discuss ideas and compromises with staff when it comes to funding and  
34 maintaining the library.

35  
36 Mayor Thompson closed the public hearing.

37  
38 **ACTION ITEMS:**

39  
40 **MOTION: Questar Gas Easement Request**

# DRAFT

1 BACKGROUND: *Questar Gas Company is in the process of replacing an existing ten-inch high*  
2 *pressure natural gas line in Salt Lake and Utah Counties. The replacement pipeline will be a*  
3 *twelve-inch line that will be run parallel to the existing line. Upon completion, the existing line*  
4 *will be abandoned. Part of the pipeline runs through property owned by Highland City in the*  
5 *northeast corner of the city in the vicinity of the upper pressurized irrigation pond. The existing*  
6 *pipeline is within an existing sixteen-foot easement. Questar Gas Company would like to expand*  
7 *the easement from sixteen feet to thirty feet. The expansion does not impact any existing*  
8 *Highland City utilities.*

9 Rod Mann asked why there is a need for a 30-foot easement, when there is only a combination of  
10 24 inches in height.

11 Staff explained that the easement is needed for the security of future infrastructure. Sufficient  
12 space is needed for additional access in order to move equipment in and out of the area for pipe  
13 installation.

14 Rick Hellstrom (Questar) and Brady Nowers (Property Agent) explained that the trench depth is  
15 typically five to six feet. Federal statute requires at least three feet, or enough to cover the pipe  
16 line. There is a pipe zone that is shaped with salt materials so that there isn't any damage done to  
17 the coating. Trench width is dependent upon soil conditions. To avoid creating too wide of a  
18 trench in roadways, shoring boxes are used, whereas in open country, trenches tend to be V-  
19 shaped. Rick explained that the original easement in this area dates back to 1947, and it was 16  
20 feet on the whole pipe line. One requirement associated with the existing easement is that  
21 nobody can build within at least ten feet. In the event that the area is ever developed, the pipe  
22 line needs to be protected.

23 Tim Irwin inquired as to what the City really needs in terms of the easement. The Council is  
24 responsible for protecting the citizens from improper encroachment, as well as any potential  
25 problems that may occur with the pipeline. Tim also inquired as to what restrictions would exist  
26 on a 30 foot easement.

27 Rick Hellstrom explained that shrubs would be allowed, but trees and buildings would be  
28 prohibited. Essentially nothing can be placed on the easement that would affect the pipe.  
29 Questar would maintain the pipe line on the property.

30 Other safety hazards were then discussed.

31 Rick Hellstrom commented that staff would review the document, and explained that it  
32 specifically outlines that the easement is for the installation, protection and maintenance of a  
33 natural gas pipe line. However, additional detail can be added noting that the line is  
34 underground.

35 Dennis LeBaron asked if the pipe is at least 70 years old, inasmuch as the original easement was  
36 created in 1947.

# DRAFT

1 Rick Hellstrom responded affirmatively, and explained that Questar is proactively and  
2 systematically replacing old lines before they become problematic. Rick Hellstrom continued to  
3 explained that Questar will oversee the pipeline on the property, not the landscape itself. The  
4 property still belongs to the City, and therefore they can do whatever they want with the land  
5 within the limitations set forth in the easement. Anytime Questar needs to dig underground to  
6 access the pipe, they will restore existing conditions above ground accordingly.

7 **MOTION: Tim Irwin moved the City Council continue this item, allowing staff to work**  
8 **with Questar Gas on a contract and bring it back within 30 days.**

9  
10 **Brian Braithwaite seconded the motion.**

11  
12 **Unanimous vote, motion carried.**

13  
14 RESOLUTION: Approval of Fiscal Year 2015-2016 – Tentative Budget

15  
16 *BACKGROUND: A working budget was presented to City Council on March 20, 2015 and a*  
17 *City Council budget work session was held April 14, 2015. Under state law the jurisdiction is to*  
18 *present to the council a “Tentative Budget” to be adopted in May. City Council is required to*  
19 *hold a public hearing on the proposed Tentative Budget and adoption of this Tentative Budget is*  
20 *simply a part of the process, concluding with the Council adopting the Final Budget, which is*  
21 *scheduled on June 16, 2015. City Council members may continue to make proposals to alter the*  
22 *tentative budget. The proposed Tentative Budget is a balanced budget.*

23 Rod Mann stated that in light of a possible County grant and fundraising efforts from the  
24 Highland City Foundation for new playground equipment, the funds that are currently allocated  
25 towards that project should alternatively go towards road funds. He commented that when  
26 members of the community identify something that they want, they are able to find a way to raise  
27 the money. Rod was hesitant to move around any funds related to maintenance, particularly for  
28 tree pruning. He noted that this and any other maintenance need is a safety measure for the  
29 community. He then spoke about ways in which to financially continue operating the library,  
30 should its budget be reduced. Rod felt that the library should be independently run by the  
31 Library Board, rather than by the City Council.

32 Blythe Shupe, Highland City Library Board Chair, stated that a Library Board meeting will take  
33 place next week. She suggested that discussions related to the library’s becoming independently  
34 operated could take place during that meeting, as well as any possible actions. The Council  
35 agreed that this would be a good use of meeting time. She noted that there can be no more than  
36 two Council Members, otherwise the meeting will need to be postponed to allow for public  
37 noticing. Blythe explained that during the meeting, the Library Board would like to review each  
38 line item and provide justifications for each expense. Any decisions pertaining to budget cuts  
39 can then be made.

40 Jessie Schoenfeld pointed out that funds for the pageant had been removed, and felt strongly that  
41 they should be restored. The pageant serves a valuable purpose in the Highland community.

# DRAFT

1 Rod Mann disagreed, and explained that these types of activities are best served by private  
2 donations and fundraising.

3 Jessie Schoenfeld stated that other clubs are funded by the City and Alpine School District.  
4 Furthermore, pageant participants use their talents to represent Highland City as well as provide  
5 valuable community service.

6 Tim Irwin agreed with Rod, that if the City opts not to contribute to the pageant, members of the  
7 community will step up and fund the event by way of private donations.

8 The Council discussed the role of government in donating to charitable causes.

9 Mayor Thompson added concluding remarks to the overall budget discussion which has taken  
10 place.

11 Brian Braithwaite commented that the pageant participants are heavily involved in the  
12 community, and while the City's contribution to the event is small, it is not insignificant. Brian  
13 expressed his support for the organization, and noted that the City also contributes to Boy Scout  
14 projects in both time and supplies. Brian also explained that staff needs to conduct an overall  
15 assessment of which projects need to be done, and a timeline created. At this point, the City  
16 doesn't have sufficient funding to meet current needs, namely for roads. He echoed a previous  
17 comment by Mayor Thompson by stating that in order to meet these needs, the Council needs to  
18 be bold in making certain budget decisions. Brian made reference to a plan which Lehi has  
19 implemented in order to address their city's road needs, and suggested that Highland adopt a  
20 similar strategy.

21 The Council brainstormed various bold steps that could be taken in order to secure the funding  
22 necessary for Highland City's roads.

23 Scott Smith agreed that a specific plan needs to be put in place for addressing the City's road  
24 needs. He spoke about the importance of communicating accurate, simplified, transparent  
25 financial facts with the citizenry.

26 Brian Braithwaite stated that he is advocating for taking care of the City's good roads, but not at  
27 the risk of causing other areas in the City to fail.

28 Mayor Thompson explained that the City builds trust in its citizens by doing more than what is  
29 expected. Once trust from the citizens is gained, they are more inclined to support their  
30 government and the projects that need to be dealt with around the City.

31 **MOTION: Dennis LeBaron moved that the City Council approve a Resolution accepting**  
32 **the Tentative Budget for Fiscal Year 2015-2016, changing the amount of funds for the**  
33 **Wimbleton Park from \$65,000 to \$40,000, with the \$25,000 difference being applied to the**  
34 **roads.**

35 **Tim Irwin seconded the motion.**

36

# DRAFT

1 **AMENDED MOTION: Jessie Schoenfeld moved that the City Council amend the motion to**  
2 **include placing \$1,500 from the Wimbledon Park and placed into accounts 107253 and**  
3 **107256.**

4  
5 **Brian Braithwaite seconded the amendment.**

6  
7 **Those voting Aye: Jessie Schoenfeld, Brian Braithwaite**

8 **Those voting Nay: Rod Mann, Tim Irwin, Dennis LeBaron**

9 **Motion failed.**

10  
11 **ORIGINAL MOTION:**

12  
13 **Those voting Aye: Tim Irwin, Dennis LeBaron, Rod Mann, Brian Braithwaite.**

14 **Those voting Nay: Jessie Schoenfeld.**

15 **Motion passed.**

16  
17 **MAYOR, CITY COUNCIL & STAFF COMMUNICATION ITEMS**

18 *(These items are for information purposes only and do not require action or discussion by the*  
19 *City Council.)*

20  
21 Brian Braithwaite requested an update on the park maintenance building.

22  
23 Nathan Crane answered that staff has been working with a consultant and will have a draft plan  
24 ready for review by the Planning Commission in an upcoming meeting. Nathan met with  
25 adjacent residents today, who expressed concerns with lighting, noise, storage of mulch, blocked  
26 views, height of the building, etc. The Commission will review the item next week, and the  
27 Council will review it the subsequent week. Location of the building was discussed, as well as  
28 placement of a well.

29  
30 Jessie Schoenfeld inquired as to whether or not there are any concerns with the location of the  
31 park maintenance building in relation to another public building.

32  
33 Rod Mann agreed that this will likely be problematic, but that much of the discussion will take  
34 place in the Planning Commission meeting prior to its coming forward to the Council.

35  
36 Mayor Thompson commented that regardless of the outcome, the City will find a space for  
37 storing equipment until a more suitable location for the park maintenance building is identified.

38  
39 Rod Mann mentioned a flyer that was distributed at the library open house, which contained a  
40 link to a community poll on questions relevant to the library. He was concerned with the  
41 verbiage used for the rating scale, and was disappointed that the Council didn't have the  
42 opportunity to review the poll prior to publication. Furthermore, he inquired as to the methods  
43 by which the poll will be distributed, and explained that the results will be one-sided if it is only  
44 distributed to library patrons as opposed to a random sample.



# DRAFT

1  
2 Michelle DeKorver stated that she discussed the poll with Mayor Thompson, and noted that  
3 Blythe Shupe was under the impression that she was specifically supposed to present the poll to  
4 the Mayor for review. Michelle visited with Mayor Thompson, who determined that the poll  
5 was sufficient for publication.  
6

7 Ken Gibson added that Blythe will be disseminating the data collected from the poll, which she  
8 has not done at this point. Furthermore, she will be soliciting the help of the Youth Council to  
9 distribute the poll to a more random sample of citizens. A suggestion was made to have this item  
10 added to the agenda for next week's Library Board meeting.

11 Rod Mann stated that he has had several citizens inquire as to why sprinklers are running when it  
12 is raining outside. He requested that this inquiry be addressed by way of the City's website.  
13

14 Tim Irwin responded that because of the amount of rain in the area, the City's reservoirs are now  
15 full. Therefore, the City has two choices: 1. The water can either be used for parks and  
16 parkways, or 2. The water can run into Utah Lake. Since there have been several trees that have  
17 been replanted in many of the City's parks, they are in need of extra water.  
18

19 Mayor Thompson agreed that a reasonable explanation needs to be communicated to the public.  
20

21 Justin Parduhn, Public Works O&M Director, explained that approximately 240 irrigation clocks  
22 are run around the City. Of those clocks, 140 of them need to be manually shut off, which takes  
23 a couple of days. The other 100 valves are independently operated by a battery, which may or  
24 may not still be turned on. However, as of now the 140 clocks are turned off due to the rain.  
25 Justin clarified that residents are not being penalized at this point for having their sprinklers  
26 turned on during the day.  
27

28 Rod Mann commented that everyone should be held accountable for their water usage, and that  
29 conservation efforts should be exercised.  
30

31 Justin Parduhn also updated those in attendance on the grass situation up in Highland Hills and  
32 Dry Creek that was sprayed with the wrong spray last year. The City will have the grass hydro-  
33 seeded, and the company providing this service has recommended best results will occur if more  
34 of the dead grass is removed. This has been a difficult task due to the rain; however the Public  
35 Works Department is hoping to accomplish the task this week, weather permitting. Portions of  
36 the lawn will then be sectioned off to allow the hydro seed to grow.  
37

## **ADJOURN CITY COUNCIL MEETING**

38  
39

40 **MOTION: Rod Mann moved to adjourn.**

41 **Brian Braithwaite seconded the motion.**

42 **Unanimous vote. Motion carried.**  
43  
44

**DRAFT**

1 **Meeting adjourned at 9:44 p.m.**

2

3

4

5

6

7 Date Approved: August 4, 2015

---

JoD'Ann Bates, City Recorder



# CITY COUNCIL AGENDA REPORT

---

## Item # 3

**DATE:** Tuesday, August 4, 2015

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Mark S. Thompson  
Mayor

---

**SUBJECT:** APPROVAL OF AN EMPLOYEE CONTRACT FOR THE CITY ADMINISTRATOR POSITION AND AUTHORIZE THE MAYOR TO SIGN THE AGREEMENT

---

**RECOMMENDATION:**

City Council move to approve the Employee Contract for the City Administrator Position and Authorize the Mayor to sign the agreement.

**BACKGROUND:**

**FISCAL IMPACT:**

N/A

**ATTACHMENTS:**

- Proposed Agreement

## EMPLOYMENT AGREEMENT

WHEREAS, Highland City ("City") and Nathan Crane ("Crane" or "Administrator") desire to enter into a Agreement whereby Crane may serve and act as the City Administrator; and

WHEREAS, Crane has acted as the interim City Administrator since the departure of the previous Administrator on June 22, 2015; and

WHEREAS, the City Council is required to appoint a City Administrator to act with the powers and duties specified by statute and city ordinance;

THEREFORE, in consideration of the promises, covenants, and conditions contained herein, and other good and valuable consideration, the parties agree as follows:

### TERMS

1. APPOINTMENT. Crane is hereby appointed as City Administrator. Crane accepts such appointment and agrees to perform the functions and duties of a City Administrator under Utah state law and city ordinance, to faithfully administer, manage, and oversee the functions of city government and other duties as the Council may assign to him.
2. TERM. The initial term of employment shall be from August 4, 2015 to December 31, 2015 ("Probationary Period"). Thereafter, this Agreement shall automatically continue in effect for successive one-year renewal periods. Notwithstanding the foregoing, Crane shall serve at the Council's pleasure, and nothing in this Agreement shall prevent, limit or otherwise interfere with the Council's right to terminate Administrator's employment at any time, with or without cause, subject to Crane's right to severance as provided herein. Likewise, nothing herein shall prevent, limit or otherwise interfere with Crane's right to resign at any time as provided below. Subject to the foregoing, this Agreement shall continue in effect until it is terminated by either party.
3. STATUS. The City Administrator shall be considered a full-time "exempt" City employee who serves "at-will". Throughout the duration of this Agreement, Administrator shall devote his full time, attention and best efforts to the City's business and affairs. Crane shall not be employed by any other person or entity while he is employed hereunder. Notwithstanding the foregoing, Crane may continue to work for Vineyard during a transition period that shall not extend beyond September 15, 2015.
4. REMUNERATION. The City agrees to pay Crane a base annual salary in the amount of \$105,000.00. Crane currently receives a monthly car allowance of \$400.00 and a monthly phone allowance of \$90.00 which shall continue under this Agreement. Crane was awarded a \$5,000.00 bonus prior to the previous City Administrator's departure; for his

service as interim City Administrator, Crane shall be awarded an additional \$2,000.00 bonus. Crane's benefit package shall be that outlined in the City Personnel Policy Manual. Crane shall be eligible for pay increases from time to time as determined by the City Council.

5. PROFESSIONAL DEVELOPMENT. The City shall pay the professional dues for the Administrator's ICCMA and AICP membership and for seminars, conferences, and committee meetings as approved in the City's annual budget or as are separately authorized from time to time.
6. TERMINATION. This Agreement may be terminated by the Council at any time, with or without cause.

- a. PROBATIONARY PERIOD. Upon review of Administrator's performance at the conclusion of the Probationary Period, the Council may reassign Crane to his previous role as Director of Community Development with a salary that is the average of his base salary as Administrator and his previous salary as Director of Community Development.

- b. FOR CAUSE. The Council may terminate Administrator's employment "for cause" for (i) misfeasance, malfeasance, and/or non-feasance in performance of Administrator's duties; (ii) conviction of a felony, whether or not such conviction is upheld on appeal; (iii) gross neglect of duty, including inability or unwillingness to properly discharge responsibilities of office; (iv) violation of any substantive City policy, rule or regulation which would subject any other full-time employee to termination; (v) the commission of any fraudulent act against the City's interest; (vi) the commission of any act of moral turpitude that causes the City disrepute or embarrassment; or (vii) a material violation of the Ethic's Code. Upon the Council's determination of the existence of one or more of these elements supporting termination for cause, this Agreement shall be terminated immediately upon written notice to Administrator. No severance will be paid when Administrator is terminated "for cause".

- c. WITHOUT CAUSE. Any termination by City of Administrator's employment for a reason other than "for cause" shall be considered "without cause." Upon termination without cause, City shall pay Administrator a severance in the amount of six (6) months of his base salary. The City shall also pay any accrued vacation time to which Administrator is entitled pursuant to City policy. In addition, City shall be the premium for Administrator's COBRA insurance coverage for six (6) months. Severance shall not include any car or phone allowance, sick time or admin time, and shall not be construed as compensation. Such severance shall constitute full and complete payment and satisfaction of any claim that Administrator may have or assert to have against City under this Agreement or otherwise.

d. RESIGNATION. Crane may resign by giving thirty (30) day written notice to City. No severance will be paid under circumstances where Crane resigns.

7. SEVERABILITY. The unenforceability or invalidity of any one or more provisions hereof shall not render any other provisions herein contained unenforceable or invalid and each term, covenant and condition hereof shall be enforced to the fullest extent permitted by law.

8. INTERPRETATION AND ENFORCEMENT. The laws of the State of Utah shall govern the validity, construction, performance and enforcement of this Lease.

**HIGHLAND CITY:**

**Attest:**

\_\_\_\_\_  
MAYOR MARK THOMPSON  
DATE:

\_\_\_\_\_  
CITY RECORDER

**NATHAN CRANE:**

\_\_\_\_\_  
DATE:

\_\_\_\_\_  
NATHAN CRANE



# CITY COUNCIL AGENDA REPORT

---

## Item # 4

**DATE:** Tuesday, August 4, 2015

**TO:** Members of the City Council

**FROM:** Mayor Mark S. Thompson

**BY:** JoD'Ann Bates, City Recorder

---

**SUBJECT:** RATIFYING THE MAYORS APPOINTMENT TO THE HISTORY COMMITTEE

---

### **BACKGROUND:**

On May 19, 2015, a resolution was approved by the City Council to create a History ADHOC Committee to recommend, develop, support, implement programs and activities to promote community awareness and participation in city history, and help preserve knowledge and resources for future generations.

Mayor Thompson has reviewed the application from Ray Buhler and feels he would bring great insight and be an asset to have as members of the committee.

### **FISCAL IMPACT:**

N/A

### **ATTACHMENTS:**

- Volunteer Application

7-29-15  
OK  
MSJ



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

### Highland City Volunteer Statement of Interest

The residents of Highland have great pride in their City. The City utilizes many volunteers in numerous capacities to improve the overall quality of life in our town.

In order to encourage this participation, Mayor Richie is requesting statement of interests from those who are willing to serve. As vacancies or needs arise within the City, the Mayor and the Community Enhancement Coordinator will review the statements, conduct interviews and make a selection(s).

If you are interested in serving as a volunteer within Highland City, please submit this Statement of Interest to the City Offices.

Name Ray Bukler Date 7-20-15  
Phone number [REDACTED] Email address [REDACTED]  
Residence address [REDACTED] Highland, Ut 84003

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

How long have you resided in Highland City? 50 years

Occupation Carpenter

Education Associates Degree

Are you able to meet in the evenings? yes Semi-monthly \_\_\_\_\_ Monthly Whenever

List any background and experience you have that you think would be helpful to the Committee or Commission you would like to serve: Lifetime resident. Raised on a farm here in Highland.

Please state why you would like to serve: Fascinating

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

Additional comments: already on the committee

Please select your interest:

Standing Committees

- Arts Council
- Beautification
- Highland Fling
- Tree Commission
- Youth Council

Planning Commission

Historical Society

Ad Hoc Committees

- Economic Development
- Open Space
- Parks
- Transportation





# CITY COUNCIL AGENDA REPORT

---

Item # 5

**DATE:** Tuesday, August 4, 2015

**TO:** Members of the City Council

**FROM:** Mayor Mark S. Thompson

---

**SUBJECT:** RATIFYING THE MAYORS APPOINTMENTS TO THE SOCIAL MEDIA COMMITTEE

---

**BACKGROUND:**

On May 6, 2014 Mayor Thompson formed the Highland City Social Media Committee to work proactively to promote, encourage, and increase the level of engagement between residents and the city.

Resolution 2014-09 was approved by the City Council to create a Social Media ADHOC Committee to help increase the level of engagement between residents and the city.

Mayor Thompson has reviewed the applications by Dave Ventrano and feels he would bring great insight and be an asset to have as members of the committee.

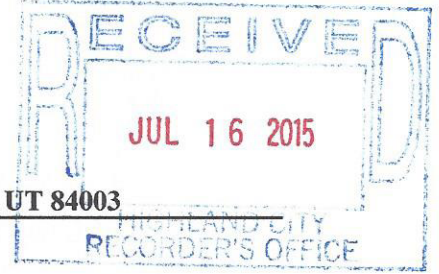
**FISCAL IMPACT:**

N/A

**ATTACHMENTS:**

- Volunteer Application

OK M&J  
7-29-15



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

### Highland City Volunteer Statement of Interest

The residents of Highland have great pride in their City. The City utilizes many volunteers in numerous capacities to improve the overall quality of life in our town.

In order to encourage this participation the mayor is requesting statement of interests from those who are willing to serve. As vacancies or needs arise within the City, the Mayor and the Community Enhancement Coordinator will review the statements, conduct interviews and make a selection(s).

If you are interested in serving as a volunteer within Highland City, please submit this Statement of Interest to the City Offices.

Name Dave Ventrano Date 07/16/15  
Phone number [REDACTED] Email address [REDACTED].com  
Residence address \_\_\_\_\_

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

How long have you resided in Highland City? \_\_\_\_\_

Occupation Police Officer

Education \_\_\_\_\_

Are you able to meet in the evenings? Yes Semi-monthly \_\_\_\_\_ Monthly x

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

Please state why you would like to serve: To help the community of Highland.

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

Additional comments: \_\_\_\_\_

Please select your interest:

Standing Committees

- Arts Council
- Beautification
- Highland Fling
- Tree Commission
- Youth Council

Planning Commission

Web & Social Media

Ad Hoc Committees

- Economic Development
- Open Space
- Parks
- Transportation



# CITY COUNCIL AGENDA REPORT

---

**Item # 6**

**DATE:** August 4, 2015

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Nathan Crane, Interim City Administrator/Community Development Director

---

**SUBJECT:** ORDINANCE - ADOPTING A TEMPORARY LAND USE REGULATION TO PROHIBIT THE APPROVAL OF NEW RESIDENTIAL DEVELOPMENT IN THE TOWN CENTER OVERLAY FOR THE NEXT SIX MONTHS AUTHORIZE STAFF TO SELECT A CONTRACT EMPLOYEE OR CONSULTANT TO ASSIST WITH THE AMENDMENT.

---

**STAFF RECOMMENDATION:**

Adopt an ordinance establishing a temporary land use regulation to prohibit the approval of new residential development in the Town Center Overlay for the next six months and authorize staff to select a contract employee or consultant to assist with the amendment.

**BACKGROUND:**

Utah Municipal Code Section 10-9a-504 allows the City Council to enact a temporary land use regulation if the Council finds a compelling, countervailing public interest or the area is unregulated. The temporary land use regulation may prohibit any new development approvals. The maximum amount of time a temporary land use regulation can be in effect is six months. Temporary land use regulations do not apply to projects that have been submitted and are under review. Depending on the extent of the revisions and the desired public involvement process, staff will need assistance from a contract employee or consultant to complete the amendment within the six month time frame.

The City Council should conduct a public meeting and determine if the proposed temporary land use regulation prohibiting new residential development in the Town Center Overlay Zoning District is in the best interest of the community. The Council should also authorize staff to select a contract employee or consultant to assist with the amendment.

**FISCAL IMPACT:**

None

**ATTACHMENTS:**

1. Ordinance

ORDINANCE NO. O-2015-\*\*\*

AN ORDINANCE OF HIGHLAND CITY, UTAH  
ESTABLISHING A SIX-MONTH TEMPORARY LAND USE REGULATION PROHIBITING THE  
APPLICATION AND APPROVAL OF NEW RESIDENTIAL DEVELOPMENT IN THE TOWN CENTER OVERLAY  
ZONING DISTRICT THE HIGHLAND CITY DEVELOPMENT CODE.

WHEREAS, the City Council of Highland has adopted Article 4.7 Town Center Overlay of the Highland City Development Code; and

WHEREAS, in order to further the purpose of these regulations, the City Council finds that some aspects of the zone may need to be addressed; and

WHEREAS, pursuant to 10-9a-504 UCA, the City Council of Highland finds that a temporary moratorium on application to Article 4.7 Town Center Overlay of the Highland City Development Code is in the best public interest.

NOW, THEREFORE, be it ordained by the City Council of the City of Highland that a six month moratorium on applications for new residential development to Article 4.7 Town Center Overlay of the Highland City Development Code is established effective August 5, 2015.

PASSED AND ADOPTED by the Highland City Council, August 4, 2015.

HIGHLAND CITY, UTAH

---

Mark Thompson, Mayor

ATTEST:

---

JoD'Ann Bates, City Recorder

COUNCILMEMBER	YES	NO
Brian Braithwaite	<input type="checkbox"/>	<input type="checkbox"/>
Tim Irwin	<input type="checkbox"/>	<input type="checkbox"/>
Dennis LeBaron	<input type="checkbox"/>	<input type="checkbox"/>
Rod Mann	<input type="checkbox"/>	<input type="checkbox"/>
Jessie Schoenfeld	<input type="checkbox"/>	<input type="checkbox"/>



# CITY COUNCIL AGENDA REPORT

---

Item # 7

**DATE:** August 4, 2015

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Nathan Crane, Interim City Administrator/Community Development Director.

---

**SUBJECT:** QUESTAR GAS IS REQUESTING extension of an existing agreement Authorizing Questar TO USE THE CITY OWNED PROPERTY AT 4361 WEST 11000 NORTH (SR 92) AS A CONSTRUCTION STAGING YARD until April 1, 2016.

---

**STAFF RECOMMENDATION:**

The City Council should approve the extension of the agreement until April 1, 2016.

**BACKGROUND:**

Questar gas is requesting an extension of the existing agreement to use land owned by Highland City located at 4361 West 1100 North that was approved in November of 2104. The extension is for an additional seven months until April 1, 2016. Questar is offering \$15,225.00 for use of the property during this time frame. This is the same rate of \$2,175.00 per month as the current agreement. Staff is not aware of any complaints regarding the use. The following information was provided with the initial request.

Questar Gas currently in the process of replacing their high pressure gas main throughout Utah County. As part of that project they are requesting to lease or rent a parcel of land owned by Highland City located at 4361 West 1100 North. Questar proposes to “rent” this space through the signing of a Temporary Construction Right-of-Way and Easement Grant. The proposed uses for this property are as follows:

- Temporary storage of pipe, and other construction materials as needed for the project
- Temporary storage of construction equipment such as side boom dozers, flatbed trailers, excavators etc.
- Employee and carpool van parking
- Other construction related activities

Employee parking would be provided for an estimated 50 vehicles, although that could be reduced considerably due to a new ride sharing program initiated by our contractor which involves bringing employees to specific job sites using 14 passenger vans.

In addition, the site would be used to mix sand and water in concrete trucks for use on the project. The wet sand mix (slurry) is then used in bedding the pipe in the trench, to protect it from damage from rocks and other hard or sharp objects in the backfill material. This slurry mixing process involves

dumping sand in a hopper with a front end loader, which then loads it into the concrete trucks via a conveyer belt. Water would be purchased from the City from a hydrant located on or near the site, if possible, or will be brought onto the site with 2,000 gallon water trucks if necessary. The slurry operation will require as many as 25 mixer trips per day and approximately 8 trips by a dump truck and pup to bring in the sand.

The property will be fenced, gated, and locked when there is no activity, and would have track-out provisions and silt fence in place, as required by our project Storm Water Pollution Protection Plan (SWPPP).

Access to the site would be through the existing pit access onto SR 92.

Questar expects to need this yard for a period of 9 – 12 months, beginning as soon as an agreement can be reached. There are no plans, at this time, to place any type of structure on the property.

**FISCAL IMPACT:**

An addition of \$15,225.00 in miscellaneous revenue.

**ATTACHMENTS:**

1. Questar Extension Request Letter and Agreement
2. Staging Map

July 29, 2015

Attn: Nathan Crane  
Highland City  
5400 W Civic Center Drive, Suite 1  
Highland, UT 84003

**RE: Questar Gas Company  
Proposed Temporary Construction Easement**

Dear Nathan,

This letter is in follow-up to our phone conversation on July 29, 2015. Questar Gas Company (QGC) is requesting an extension of a temporary construction right-of-way and easement agreement entered into with Highland City on Nov. 26, 2014. Said agreement is set to expire August 31, 2015.

The 4.66 acre parcel of land is located on the north side of SR92 near the mouth of American Fork Canyon. QGC would like to execute a new temporary construction right-of-way and easement agreement for a period of an additional 7 months beginning September 1, 2015 and running through March 31, 2016.

Using our current agreement as our basis, QGC calculates the value of the easement as follows:

Easement Value Calculation     \$2,175.00 (per month) X 7 months     = \$15,225.00

Based on the above calculations, **QGC hereby offers \$15,225.00** for the easement rights as outlined on the attached Temporary Construction Right-of-Way and Easement, with granting of the easement rights to be on said form.

This offer is contingent on QGC being able to continue using current access points to the site and Highland City permitting the use as outlined in a previous letter to you (copy attached). Please call me if you have any questions concerning this proposal, and let me know how I can move this proposal forward.

Sincerely,

Brady Nowers  
Property Agent  
(801) 324-3410

enclosures

*Space above for County Recorder's use*  
PARCEL I.D.# 11:055:0023

**TEMPORARY CONSTRUCTION  
RIGHT-OF-WAY AND EASEMENT AGREEMENT**

HIGHLAND CITY, a municipal corporation of the State of Utah \_\_\_\_\_,  
Grantor, does hereby convey and grant to **QUESTAR GAS COMPANY**, a corporation of the  
State of Utah, Grantee, its successors and assigns, for the sum of One Dollar (\$1.00), in hand  
paid and other good and valuable consideration, receipt of which is hereby acknowledged, a  
temporary right-of-way and easement (Easement), for the staging and construction of a high  
pressure natural gas pipeline, said Easement being situated in the County of Utah, State of Utah,  
and more particularly described as follows, to-wit:

ALL OF PARCEL 11:055:0023 in the Utah County Records

SEE ATTACHED EXHIBIT A

TO HAVE AND TO HOLD the same unto said Questar Gas Company, commencing on  
September 1, 2015 and terminating on March 31, 2016.

Grantee, upon the termination of the Easement, shall restore the surface of the Easement,  
to, as near as practicable, the condition of the surface, prior to said construction.

This agreement, and payment of the above referenced consideration is contingent on  
approval from Highland City for use of the Easement as a construction staging area and laydown  
yard.

It is hereby understood that any parties securing this grant on behalf of Grantee are  
without authority to make any representations, covenants or agreements not herein expressed.

WITNESS the execution hereof this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

HIGHLAND CITY

\_\_\_\_\_  
City Recorder

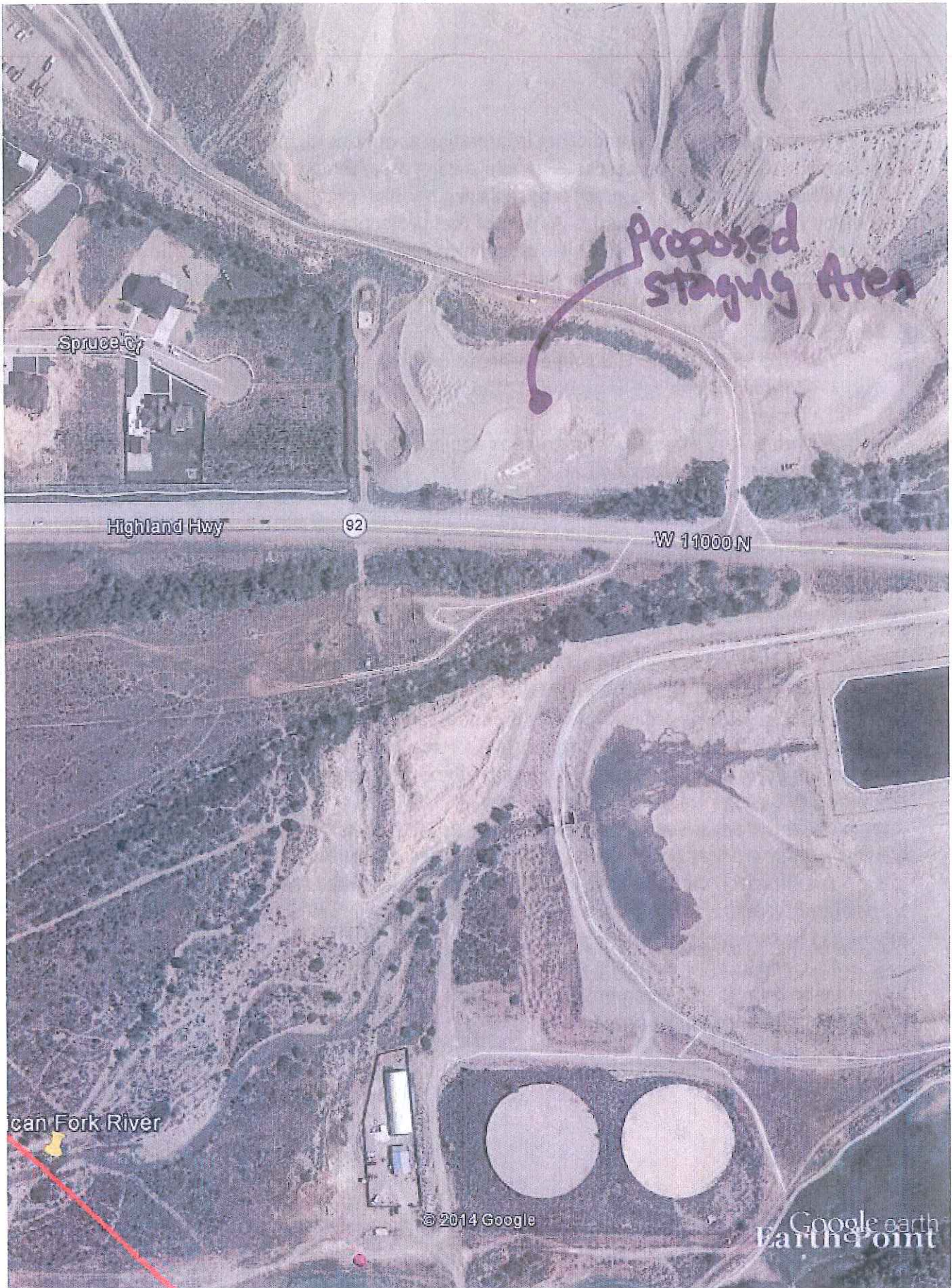
By- \_\_\_\_\_  
Mayor



STATE OF UTAH            )  
  ) ss.  
COUNTY OF UTAH        )

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ personally appeared before me \_\_\_\_\_, and \_\_\_\_\_ who, being duly sworn, did say that they are the \_\_\_\_\_ and \_\_\_\_\_, respectively, of HIGHLAND CITY, and that the foregoing instrument was signed on behalf of said city and acknowledged to me that they duly executed the same.

\_\_\_\_\_  
Notary Public



Spruce Cr

Proposed staging Area

Highland Hwy

92

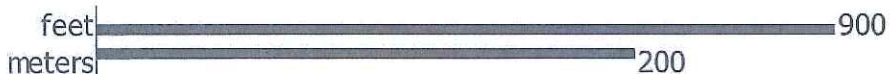
W 11000 N

McAn Fork River

© 2014 Google

Google earth  
Earth Point

Google earth





# CITY COUNCIL AGENDA REPORT

---

Item # 8

**DATE:** August 4, 2015

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Nathan Crane, Interim City Administrator/Community Development Director.

---

**SUBJECT:** A REQUEST BY ALPINE SCHOOL DISTRICT TO EXPAND THE PARKING LOT FOR LONE PEAK HIGH SCHOOL BY ACQUIRING CITY OWNED LAND

---

## **STAFF RECOMMENDATION:**

Discussion regarding a request by Alpine School District to expand the parking lot for Lone Peak High School by acquiring city owned land.

## **BACKGROUND:**

The Alpine School District (ASD) has approached city staff with a request to acquire additional land. The land will be used for additional parking for Lone Peak High School. ASD is requesting the property to the west of the baseball and football fields and to the west of the seminary building. The exact total acreage is unknown but will range between 6-7 acres. The ASD has provided design alternatives for the area west of the seminary building. This was first discussed by the Council on March 17, 2015.

### *Baseball/Football Fields*

There is land area between Knight Avenue and the baseball fields. The width of this area varies. However, there is enough area to build a parking lot between the football and baseball fields. Staff supports the use of this area for additional parking spaces.

### *Seminary Building*

This area would accommodate 100 to 183 parking spaces. This area was planned for a soccer field. In addition, the Lone Peak High School Marching Band uses a football field sized area for marching band rehearsals.

With the Council's action to remove organized sports activities from all but three of the city parks, field space is at a premium. Staff is concerned with losing additional land that is owned by the City that could be used for fields.

## **Updated Discussions**

The Mayor and Staff recently met with School District Officials. The results of the meeting are as follows:

## **Highland Needs**

- Replacement of field space is needed if the property swap occurs (Mountain Ridge Junior High and LPHS).
- Additional parking needed at Heritage Park / Mountain Ridge Junior High if an additional soccer field is added at this location.

#### School District Needs

- Additional parking needed at Lone Peak High School, especially during the spring due to a surge in drivers.
- ASD is willing to clean up area west of the baseball field to allow for parking (grade, take out trees, put in crushed concrete and outline with jersey barriers to provide better safety, look, and use of space.
- ASD needs to maintain options at Mountain Ridge Junior High to accommodate trailers or reconstruction.
- ASD would like to construct the parking lot this fall.

#### Issues left to resolve:

1. The ASD is not interested in owning property outside of the existing parking lot and the area requested to expand the lot. Does the ASD offer of cleaning up the property from the ditch north address the Council's concerns?
2. The ASD is not interested in swapping the land near the tennis courts due to possible future expansion and reconstruction. This leaves little or no room for the City to access the proposed soccer fields. Is the Council willing to move forward under this condition?

#### **FISCAL IMPACT:**

Unknown

#### **ATTACHMENTS:**

1. ASD Proposal

# What ASD needs from Highland City

The area outlined is what is needed for ASD to add additional parking to Lone Peak High. The area is 2.92 acres.

**Legend**







- 4800 West @
- Ashford Alzheimer's and Memory Care
- Highland City
- Lone Peak High School
- Park
- SUBWAY
- School
- Smile Perfect Orthodontics
- The Church of Jesus Christ of Latter-day Saints
- Walmart Pharmacy
- Walmart Supercenter



# Untitled Map

Give your map a description.

## Legend

-  Church of Jesus Christ of LDS
-  Green Space (Soccer Fields)
-  Heritage Park
-  Mountain Ridge Jr High School
-  Mountain Ridge Junior High School
-  Proposed Land Swap with Highland



Mountain Ridge Junior High School



# CITY COUNCIL AGENDA REPORT

Item # 9

**DATE:** August 4, 2015

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Nathan Crane, Interim City Administrator/Community Development Director

---

**SUBJECT:** MOTION – SELECTION OF A CONSULTANT FOR THE PREPARATION OF THE CONSTRUCTION PLANS FOR THE DRY CREEK PHASE 3 TRAIL

---

**STAFF RECOMMENDATION:**

City Council select a consultant for the preparation of the construction plans for the Dry Creek Phase 3 Trail.

**BACKGROUND:**

Over the past several months the City Council has been discussing the status of the Dry Creek Bench Trail. On May 5, 2015, the Council directed staff to return with a phase plan for engineering work, removal and replacement of asphalt for Phase II and III or the expansion of the easements.

At the July 21, 2015 staff presented a proposal to authorize the construction of the trail. Several concerns were expressed regarding the cost of construction and design. In response to these concerns staff solicited proposals from three engineering firms:

Firm	Fee
Forsgren Associates, Inc.	\$11,470
Hansen Allen and Luce, Inc.	\$10,900
JUB Engineers	\$15,846.23

All firms included a pre-construction staking and a post construction survey verifying that the trail is in the correct location.

**RECOMMENDATION AND PROPOSED MOTION:**

Staff recommends the City Council authorize the Mayor to sign a contract with Hansen Allen and Luce, Inc. to complete the design of the trail.

**FISCAL IMPACT:**

Funding for the trail was included in the FY 2015/2016 Budget in account 10-70-38 which has \$80,000.

**ATTACHMENTS:**

1. Foresgren Associates Proposal
2. Hansen, Allen and Luce Proposal
3. JUB Proposal



Mr. Nathan Crane, AICP  
Community Development Director  
Highland City  
5400 W. Civic Center Dr.  
Highland, UT 84003

July 28, 2015

RE: Consulting Proposal for Highland City  
Dry Creek Highlands Phase 3 Trail Design

Dear Nathan:

Hansen, Allen & Luce, Inc. (HAL) is pleased to present this proposal to provide consulting services to Highland City for the design of a trail in the Dry Creek Highlands Phase 3 Development.

This proposal addresses our understanding of the project, scope of services, assumptions, estimated project costs, and schedule.

## UNDERSTANDING OF THE PROJECT

Recently it has come to the attention of the City that the existing trail is not within the 30-foot trail easement. The City Council has directed staff to construct a trail within the easement. The easement has grading restrictions and will need to connect to the trail that was constructed within the actual easement at the ends of the development.

## SCOPE OF SERVICES

Preparation of the trail design and construction will include the following tasks:

1. Prepare a Base Map with Surveying – A base map utilizing the most recent aerial imagery along with LIDAR topographical information will be utilized. Surveying of the beginning and the end of the trail will be necessary to match existing grades. Surveying will also provide control for construction staking.
2. Prepare Construction Plans – Utilizing the base map, HAL will prepare 50-scale plan drawings for the construction of the new trail. The trail will be placed within the easement. Profiles for the trail will not be produced. The plans will show existing and future grading, typical details and trail layout.
3. Review Meeting with City – A single review meeting with the City is anticipated to discuss the trail alignment and alignment.
4. Bid Documents and Specification – HAL will prepare Bid Documents and Specifications for the project including a bid schedule for bidding.
5. Assistance during Bidding – HAL will support the City during the bidding of the project. It is anticipated that bidding will be through the City's BidSync account. HAL will plan on attending the pre-bid meeting and answering contractor questions.

6. Construction Admin Assistance – HAL will provide assistance during construction by administering the contract. It is anticipated that construction will take less than a month. HAL will prepare the Notice of Award, Notice to Proceed, Contract, Pay Applications, Change Orders and the Final Punchlist. Also HAL will attend the Pre-Construction meeting and provide limits of disturbance staking with lathe along the easement corridor.
7. Construction Survey Staking – HAL can at the request of the City provide construction staking. However the City may elect to require the Contractor to provide surveying for construction of the trail.
8. As-Built Survey – HAL will provide a survey at the end of construction to verify the trail was built correctly.

## **ASSUMPTIONS**

In preparation of our proposal, we have made a number of assumptions which are listed below. Any desired changes to these assumptions can be incorporated into a modified scope of work and modified fee estimate negotiated with the City.

- Profiles of the trail will not be required.
- Construction Observation or Material Testing is not included.

## **COST PROPOSAL**

Our proposal is based upon a "Not to Exceed" contract. We would be happy to discuss our Scope of Work with you should you desire to include any modifications to better fit the needs and desires of the City.

Our estimated cost for designing the trail with construction admin services as detailed above is **\$10,900**. This cost is based on our Scope of Work and assumptions as noted above and upon information available to us at this time. As an additive item HAL can also provide construction surveying for an additional fee of \$750 or the City can have the Contractor provide their own staking.

## **SCHEDULE**

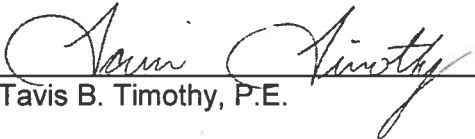
Our anticipated schedule for completion of the Trail Design is within 30 days from receiving authorization to proceed.

Mr. Nathan Crane  
July 28, 2015  
Page 3 of 3

We wish to thank you for your consideration of our firm to complete this important work on your behalf. We invite you to call if you have any questions related to the scope of work or level of services outlined above.

Sincerely:

**HANSEN, ALLEN & LUCE, INC.**

  
Tavis B. Timothy, P.E.

# HAL PROPOSAL SPREADSHEET

BASE COST/HR

CLIENT: Highland City

PROJECT: Dry Creek Highlands Phase 3 Trail Design



Pha Task #	Task Activity	Hours						Total Hours	Labor Cost	Expense Cost	Total HAL Cost with Contingency & Rate Inc.	COMMENT
		Principal	Sr Prof II	Prof III	GPS Survey	CAD/Tech	Secretary					

I Trail Design & SDC

101	Base Map & Prelim Survey		1	8	3			12	\$1,397.00	\$104.50	\$1,576.58	Lidar Base Map
102	Prepare Construction Plans with Grading		2	30				32	\$3,656.00	\$224.50	\$4,074.53	Plan Sheets with Grading
103	Review Meeting with City		2					2	\$266.00	\$25.00	\$305.55	
104	Prepare Bid Docs & Specs		2	12				14	\$1,622.00	\$116.50	\$1,912.35	
105	Assist During Bidding		2	4				6	\$718.00	\$68.50	\$825.83	
106	SDC & Admin		4					7	\$892.00	\$74.50	\$1,014.83	
107	Survey Staking					3		6	\$720.00	\$68.50	\$827.93	
108	As-Built Survey					4		4	\$480.00	\$24.00	\$525.20	
109	Quality Control (QC) / Quality Assurance (QA)		4					4	\$532.00	\$24.00	\$583.80	
SUBTOTAL HOURS/UNITS:		0	17	54	16	0	0	87	\$10,283.00	\$730.00	\$11,650.58	Subconsultant Costs w/Sub Contingency
SUBTOTAL:		\$0.00	\$2,261.00	\$6,102.00	\$1,920.00	\$0.00	\$0.00					

PHASE	TASK	Labor Costs	Direct Exp Cost	Subtotal w/Contingency	Subconsultant Costs	SubTotal
I	Trail Design & SDC	\$10,283.00	\$730.00	\$11,650.58	\$0.00	\$11,650.58
TOTAL:		\$10,283.00			\$0.00	\$11,650.58



July 30, 2015

Nathan Crane  
Community Development Director  
5400 West Civic Center Drive  
Highland, Utah 84003

**RE: Proposal to provide engineering services for the Bull River Trail Project**

Dear Nathan:

Thank you for taking some time to visit with us to discuss the above referenced project. Based on our discussion, we have prepared the following scope of work to describe our understanding of the project and the services necessary to complete the project.

**Scope of Work:**

- Kickoff and Design Review Meetings
- Prepare Construction Drawings Designed From City Supplied Survey Data
  - Trail Alignment with Stationing and Survey Control
  - Trail Elevations and Cross Sections with Cut and Fill Volumes
  - Trail Construction Details
- Prepare Construction Specifications
- Prepare Bidding Documents

The following are additional services that we could provide to the City if the need arises:

- Geotechnical Investigation (if necessary)
- Retaining Wall Design (if necessary)
- Construction Inspection and Management Services
- Landscaping Design
- Easements
- Topographic and Boundary Survey

We anticipate the following meetings with Highland City:

- Kick off Meeting (1)
- Planning/Design Review Meetings (2)
- Additional Meetings as needed (1)

**Schedule**

In the event we are able to provide these services, we will schedule the kick off meeting and planning/design meetings with the staff and begin working immediately on the alignment and grading plan for the trail.

We anticipate that we will complete the project within 30 days (with an additional 2 weeks needed for geotechnical investigation if necessary) and be ready to go to bid.



### **Compensation**

We have attached a detailed cost break down of the project. We propose to provide the included service for a lump sum amount of \$7,720.00 if no retaining wall and geotechnical engineering investigation is required. If required, a retaining wall design and geotechnical investigation can be added for an additional sum of \$8,860.

We appreciate the invitation to offer this proposal for Bull River Trail Project. If you have any questions please do not hesitate to call me (801) 647-2615 or Bruce Ward at (801) 360-6297.

Sincerely,

Josh Petersen  
Project Engineer

**STAFFING PLAN AND LABOR COST ESTIMATE**

CLIENT: Highland City  
 PROJECT: Bull River Trail  
 DATE: 28-Jul-15  
 DESCRIPTION: Trail Project

Personnel Assigned		Rate
Category	Description	
1	Managing Engineer	\$ 160.00
2	Project Engineer	\$ 145.00
3	Staff Engineer	\$ 110.00
4	Senior Designer	\$ 90.00

Task Description	Hours By Personnel Category				Total Hours	Total Labor Charges	Other Direct Costs	Other Sub-Consultants Costs	Total Other Direct Charges	Total Fee (Labor + TODC)
	1	2	3	4						
<b>Scope of Work</b>										
1 Kick Off Meeting	1		2		3	\$ 380.00			\$ -	\$ 380.00
2 Design Meetings	2		4		6	\$ 760.00			\$ -	\$ 760.00
3 Input Existing Survey			2	4	6	\$ 580.00			\$ -	\$ 580.00
4 Prepare Trail Construction Drawings	1		8	32	41	\$ 3,920.00			\$ -	\$ 3,920.00
5 Prepare Construction Specifications	1		8		9	\$ 1,040.00			\$ -	\$ 1,040.00
6 Prepare Bidding Documents	1		8		9	\$ 1,040.00			\$ -	\$ 1,040.00
<b>Total</b>	<b>6</b>	<b>0</b>	<b>32</b>	<b>36</b>	<b>74</b>	<b>\$ 7,720.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,720.00</b>
<b>Additional Bid Items</b>										
1A Geotechnical Investigation	1		2			\$ 380.00		\$ 1,500.00	\$ 1,500.00	\$ 1,880.00
2A Retaining Wall Design	1		8	16		\$ 2,480.00		\$ 3,500.00	\$ 3,500.00	\$ 5,980.00
<b>Additional Bid Item Total</b>						<b>\$ 2,860.00</b>	<b>\$ -</b>	<b>\$ 6,000.00</b>	<b>\$ 6,000.00</b>	<b>\$ 8,860.00</b>

*cite survey cost is estimated at \$3,750 bringing total cost \$11,470*

JUB

Project Work Plan - DRY CREEK PHASE 3 TRAIL

Engineering/Design Services Phase		
TASK NO.	DESCRIPTION - SCOPE OF SERVICES	TOTAL BUDGET
1	Site Plan design	\$2,809.88
2	Site Grading Plan	\$3,446.92
3	Contract/Bid Documents	\$1,475.64
4	Project coordination (team meetings, site visits, etc.)	\$1,566.34
5	Project coordination (client meetings)	\$765.00
6	Construction coordination	\$1,341.88
<b>Total Estimate</b>		<b>\$11,405.66</b>

Survey and Construction Staking Services Phase		
TASK NO.	DESCRIPTION - SCOPE OF SERVICES	TOTAL BUDGET
1	Topographic Survey and Base Map Creation	\$1,800.00
2	Construction staking	\$1,200.00
<b>Total Estimate</b>		<b>\$3,000.00</b>

	Subtotal	\$14,405.66
	Contingency - 10%	\$1,440.57
	<b>Project Work Plan Total</b>	<b>\$15,846.23</b>





# CITY COUNCIL AGENDA REPORT

---

Item # 10

**DATE:** August 4, 2015

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Nathan Crane, Interim City Administrator/Community Development Director.

---

**SUBJECT:** MOUNTAIN AND BMX BIKE PROPOSAL FOR HIGHLAND GLENN PARK

---

## **STAFF RECOMMENDATION:**

Discussion regarding a request by Bobby Seegmiller to construct a Mountain and BMX bike track at Highland Glenn Park.

## **BACKGROUND:**

Bobby Seegmiller to construct a Mountain and BMX bike track at Highland Glenn Park. This project will be part of an Eagle Scout project. Mr. Seegmiller is requesting Highland City participation through monetary, labor, and material donations. The park would be maintained by the City and volunteers.

### *Monetary*

- \$10,000 for a track design, professional help and fund a portion of compaction soil.

### *Labor Donations*

- Movement of the clay pile and possible earthwork. Cost will be determined by the amount of soil need.

### *Material Donations*

- Use of the "clay pile" soil located near the debris basin.
- Pressurized irrigation including connections to the existing line in Knight Avenue. Estimated cost per connection is \$5,000.
- Annual maintenance costs. Specific costs will need to be determined.

The Council should discuss the proposal and provide staff and the applicant with direction.

## **FISCAL IMPACT:**

A minimum of \$15,000 plus labor to move the clay soil, earthwork, and annual maintenance costs. Funding for this project has not been included in the FY 2015/2016 Budget.

**ATTACHMENTS:**

1. Proposal
2. Park City Mountain Bike Track History

## General Concept

The family track and pump track are our first and second phase of the bike park. Initially we were planning on 100% volunteer help but are considering another option and wanted input from Highland City Council. Professional help is desired for a great park, but comes at a cost. The park will be used by Lone Peak Mountain bike team for skills training. Park City has also shared they do two adult clinics and several kids camps to produce revenue.

## Pre-Planning Needs

- Water- Water is critical to the success of this project. Without water, we have no means of compacting soil. Two water locations are recommended for the site.
- Funding- We are requesting funding for a portion of this project. \$10,000 will provide a track design, professional help and fund a portion of compaction soil.
- Grants- There are a few trail grants that other cities have utilized to fund these projects.
  - a. Utah County Tourism Grant
  - b. Utah State Business Grant through the economic opportunity grant
- Soil- 80% can be from excavated locations and city owned soil by mouth of canyon

## Build out

- Equipment- combination of volunteer and city if desired
- Signage- We can leverage Draper language. They spent a lot of money on legal verbiage and working with risk management. Example: Do not require helmets unless you plan to enforce.
- We would like to have the park in by October 1. Once we socialize the idea through bike shops and community channels I believe we will see the support the other bike parks have seen. PG expressed that donors and volunteers will step up to help.

## Post care and maintenance


- Volunteer- I believe once we socialize the idea of a bike park we will have clubs like Lone Peak mountain bike team and several in the community that will maintain the park...under the Highland City Guidance. \*See below for what other bike parks do with the community.
- Park City staff runs a park larger than this and they allocate \$10k a year for ongoing maintenance. It is a different style park that requires more maintenance than what we are proposing.

Support your favorite bike park by helping parks staff repair trails, maintain landscape beds, remove weeds, and do general cleanup in the dog park and disc golf course areas.

Volunteer Days will be from 9 a.m. to noon on the following days, weather permitting:

- Sunday, July 5
- Saturday, Aug. 1
- Saturday, Sept. 5
- Saturday, Oct. 3

Both individuals and groups welcome. Youth volunteers ages 12 and under need to be accompanied by an adult, 13+ can be unsupervised. Court ordered volunteers welcome. If you are bringing a group, please contact Mary Malley at [malleym@bouldercolorado.gov](mailto:malleym@bouldercolorado.gov).

No advanced registration is required. All participants are required to sign an [Acknowledgement of Risk and Release](#)  form.

Please bring a water bottle, hat, sunscreen and wear closed-toe shoes. Meet at the pavilion in the park's plaza, 3160 Airport Road. Volunteers will receive one free pass to the Boulder Reservoir.



# **PARK CITY DIRT JUMP PARK RULES & REGULATIONS**

**The Dirt Jump Park is a ride-at-your-own-risk facility. This is a non-supervised facility designed for non motorized bicycles only.**

**Use of these facilities is a high-risk activity. Protective equipment, including helmet, gloves, shin, knee and elbow pads, wrist protection, and proper shoes should be used at all times. Use of this park may expose the user to serious injury.**

**Bicycles and other equipment must be used in good repair. Use this facility within the limits of your abilities.**

**Inspect the riding surfaces before you begin use. Remove any trash, debris or objects on riding surfaces. Do not ride if there is damage to the riding surface. Report any facility damage to the Park City Recreation Department at 615-5401.**

**Use of this facility is prohibited when the surfaces are wet or during routine maintenance periods.**

**Motorized vehicles, dirt bikes or four wheelers are not permitted in the dirt jump park.**

**Modifications to the riding surface are prohibited.**

## **Other Rules & Operating Hours**

- **Hours of Operation: 8am to dusk**
- **Food, beverages and smoking are prohibited in the dirt jump park facility**
- **Organized events require the prior approval of the Recreation Department**
- **This is a drug-free/alcohol-free recreation area**
- **Abusive, profane or foul language, or aggressive behavior, will not be tolerated**
- **Amplified music is prohibited**
- **No pets allowed in the Dirt Jump Park**
- **Failure to adhere to Dirt Jump Park regulations may result in loss of facility privileges and/or citation**



### **Park City Dirt Jump Park History and Information-**

In July 2005 Park City Municipal, with help from IMBA, completed the city's first dirt jump park as a temporary site to gauge interest. Once open, the city's recreation department took the lead to build awareness by offering a wide variety of programs and clinics. In October 2006, after the first full summer of programming, the city offered a community oriented dirt jump jam with many professional athletes coming to spend a day with the local kids. That event in addition to our clinics receiving state recognition for "new outstanding program" was the spark for today's success and development of our permanent dirt jump park. After a few years of running the park as a temporary facility, in 2011 the park received a permanent conditional use permit and underwent a complete remodel and design funded through the city's capital improvement project funds and grant monies. Today the recreation department has full oversight of the park, its maintenance, camps, programs and events. The park runs daily from dawn to dusk, unless the park is considered unsafe to ride due to weather, maintenance or other circumstances.

### **2014 Review-**

The weather allowed our park to be open from early May through mid-November last year. During that time, Park City Recreation hosted seven youth and adult camps and our 7<sup>th</sup> Annual Dirt Jump Jam. The programs and events drew riders from all over the state and intermountain region, as well as those grassroots riders that came through our camps and clinics. We have great support from Diety, Skullcandy, Red Bull, Diamondback, Clif Bar, The North Face and other local sponsors. In total, we had nearly 400 riders and spectators participate in our scheduled camps, clinics and community events. On any given day the park has many riders enjoying our world class facility.

### **2015 Plans-**

We will be offering our dirt jump programs, clinics and events as we have for over many years now. Our goals for 2015 are to focus on the community through these programs and events.

### **Summary-**

Park City is a renowned resort destination, and our dirt jump park sits in a prime location along our city's main bike path, close to Main Street and the resorts, shopping and dining. Our goal for the park is to build awareness, focusing on the future of progressive riding, while providing quality events and a phenomenal park for both the rider and spectator.

### **Contact-**

For dirt jump park questions, sponsorship, program or event information visit [www.parkcityrecreation.org](http://www.parkcityrecreation.org).

Tate Shaw, CPRP

435-615-5418

[tshaw@parkcity.org](mailto:tshaw@parkcity.org)

## Nathan Crane

---

**From:** Bobby <bobbyseegmiller@gmail.com>  
**Sent:** Thursday, July 30, 2015 11:25 AM  
**To:** Nathan Crane  
**Subject:** Fwd: Bike track

----- Forwarded message -----

**From:** **Tate Shaw** <[tshaw@parkcity.org](mailto:tshaw@parkcity.org)>  
**Date:** Thu, Jul 30, 2015 at 9:56 AM  
**Subject:** RE: Bike track  
**To:** Bobby <[bobbyseegmiller@gmail.com](mailto:bobbyseegmiller@gmail.com)>

Sounds good Bobby.

I am going to send you some information on a separate email. As for cost, we spent nearly \$30K to develop the park. This money was both funding through a Summit County Restaurant Tax Grant and Park City Municipal Capital Improvement Funds. The funding was initially \$8K for a temporary use and initial design with IMBA. They sent a designer and helped us build it. Four years later, we finalized a permanent Conditional Use Permit and then increased the overall size of the park. We tore everything down and started over with the \$22K of grant and CIP funds. The park is fully fenced for safety and risk management purposes.

As for ongoing maintenance, we have six guys who dig and keep the park safe. Each year we have a budget of roughly \$10K for paying our staff to keep the park maintained.

Again I will send more details and media from some of the other areas we have helped to get parks going.

Cheers!

*Tate Shaw, CPRP*

Park City Municipal

Assistant Recreation Manager

O: [435.615.5418](tel:435.615.5418)  
F: [435.658-8933](tel:435.658-8933)



Your thoughts and suggestions are important to us! Please take our 2015 PC MARC Survey here:  
<https://www.surveymonkey.com/r/PCMARC2015>

**From:** Bobby [mailto:[bobbyseegmiller@gmail.com](mailto:bobbyseegmiller@gmail.com)]  
**Sent:** Thursday, July 30, 2015 8:07 AM  
**To:** Tate Shaw  
**Subject:** Bike track

Hello Tate,

Please send me grant info, cost etc. How long did it take you to get it all in? I'll have more questions as we go





# CITY COUNCIL AGENDA REPORT

---

**Item # 11**

**DATE:** August 4, 2015

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Nathan Crane, Interim City Administrator/Community Development Director

---

**SUBJECT:** RESOLUTION AMENDING AMENDING THE HIGHLAND CITY PERSONNEL POLICIES AND PROCEDURES MANUAL TO ALLOW EMPLOYEE TO EMPLOYEE LEAVE DONATION FOR EMPLOYEES THAT HAVE EXPERIENCED A CATASTROPHIC EVENT

---

**STAFF RECOMMENDATION:**

Adopt the resolution to allow employee to employee leave donation for employees that have experienced a catastrophic event.

**BACKGROUND:**

The City Treasure has experienced a catastrophic medical event and will be out of the office until at least October 1, 2015. Upon learning of the event, City employees inquired regarding the possibility of donating leave as a way to assist with the financial burden related to medical expenses and loss of income due to the exhaustion of all leave.

Staff has contacted thirteen other cities regarding their catastrophic leave policies. Two cities did not respond. The findings are as follows:

- Nine of the eleven cities have catastrophic leave polices
- Although American Fork does not have an official policy, the Mayor authorized donations for one event
- Five of the cities require the use of vacation, compensation, or annual leave
- Three of the cities require the use of sick leave
- Most cities require the all leave be exhausted before donation is allowed
- Two cities require the donating employee to maintain a specific number of hours

Staff has prepared a draft catastrophic leave policy. The full text is included in the attached resolution. The highlights of the policy are as follows:

- Participation is voluntary
- Employee must use all leave before donations can be used
- Donating employees are required to have a minimum of 160 hours of leave after the donation
- Maternity leave is not included unless there is a catastrophic event
- Donated hours will be deducted from the donor's leave, converted to dollars and used to compensate the recipient at the recipient's regular rate of pay

- Unconverted donations revert to the donor

A catastrophic leave policy allows employees to assist coworkers with life changing events. The majority of cities have a similar policy. The key issue appears to be what type of leave should be donated. If vacation or compensatory time is used for the donation, the donated hour is converted to dollars and use to compensate the recipient. If sick leave is used the policy, the donated hour is not converted to dollars. The hour is then used to compensate the recipient. The Council should determine what type of leave can be donated and adopt the resolution.

**FISCAL IMPACT:**

Undetermined

**ATTACHMENTS:**

1. Resolution
2. City Survey

RESOLUTION NO. 2015-\*\*

**AN RESOLUTION OF THE HIGHLAND CITY AMENDING THE HIGHLAND CITY PERSONNEL  
POLICIES AND PROCEDURES MANUAL ADOPTING A CATASTROPHIC LEAVE POLICY**

WHEREAS, the Highland City Personnel policies and procedures manual establishes and details certain rights and responsibilities of City employees;

WHEREAS, the City Council of Highland City, Utah, finds that it is in the interest of the management of the City to revise the Personnel Policies and Procedures Manual with respect to catastrophic leave;

NOW, THEREFORE, BE IT Resolved BY the City Council of Highland City, Utah:

SECTION 1. The Highland City Personnel Policies and Procedures Manual is hereby amended as follows:

Section XIX Leave of Absence

...

14. Catastrophic Leave

Catastrophic Leave is a voluntary program and is not a guaranteed benefit.

- A. Who is Eligible. All employees, regardless of their length of service and employment status are eligible to receive contributions of leave from other employees. Any employees who receive leave who have been employed with the City at least six (6) months may donate time.
- B. When an Employee is Eligible. An employee is eligible to receive catastrophic leave donations upon date-of-hire. An employee can donate time after six (6) months of employment.
- C. Benefit. The purpose of Catastrophic Leave is to permit employees to contribute a portion of their accrued sick leave, vacation leave, administrative or compensation time to another City employee, when such employee has suffered a catastrophe injury or illness. This type of leave may also apply to an employee who is caring for a terminally ill member of his/her family. Under hardship circumstances described below, an employee may donate, to other employees, accrued vacation or compensation time, if donating employee will have a combined minimum of one hundred-sixty (160) hours of accrued vacation and compensation time left on the books, after the donation. The donation must be approved by the employee's Department Head and the City Administrator. The donated leave will be allocated on an as-needed basis to the employee receiving the leave. Those donating will have time deducted from their accrued vacation or compensation accrual balances only when the receiving employee uses the time. If the employee receiving the donation returns to work before all "committed" donated time is used, the donation will be returned to the employee committing the donation without being deducted.

Listed below are the provisions of the plan:

1. Participation is voluntary.
2. For the purposes of this leave program, "catastrophe" shall include an illness or event which is monumental, unusual, unexpected, immediate in nature, and which is expected to preclude the employee's returning to work for an extended period of time. Catastrophic leave shall not include maternity leave unless there are catastrophic events. The City reserves the right to request supporting documentation.
3. The receiving employee must have been absent from work due to injury or illness and have exhausted all earned leave credits, including but not limited to sick leave, vacation leave, holiday leave, compensation time, administrative leave, etc., and is therefore facing financial hardship.
4. The hours will be deducted from the donor's leave, converted to dollars and used to compensate the recipient at the recipient's regular rate of pay. Sick leave into converted to dollars and is a one to one transfer.
5. Donations will be listed in the order in which the City Administrator receives them. For each pay period, a sufficient number of donor hours will be converted and used to compensate the recipient. Unconverted donations shall revert to the donor.
6. Donations must be in one-hour increments.
7. Requests must be initiated by the employee, recommended by the Department Head, and receive final approval from the City Administrator.

SECTION 3. This Resolution shall take effect immediately its enactment by the City Council.

PASSED AND ADOPTED by the Highland City Council, August 4, 2015.

HIGHLAND CITY, UTAH

---

Mark Thompson, Mayor

ATTEST:

---

JoD'Ann Bates, City Recorder

COUNCILMEMBER	YES	NO
Brian Braithwaite	<input type="checkbox"/>	<input type="checkbox"/>
Tim Irwin	<input type="checkbox"/>	<input type="checkbox"/>
Dennis LeBaron	<input type="checkbox"/>	<input type="checkbox"/>
Rod Mann	<input type="checkbox"/>	<input type="checkbox"/>
Jessie Schoenfeld	<input type="checkbox"/>	<input type="checkbox"/>

### City Survey Summary Chart

City	Catastrophic Policy	Type of Leave Donated	Approvals	Notes
American Fork	N			American Fork does not have an official policy, however, the Mayor authorized a onetime donation for a specific instance.
Bluffdale	Y	Vacation or Compensation Time	Department Head and City Manager	Requires all leave to be used prior to donations
Cedar Hills	Y	Vacation, Compensation Time, or Annual Leave Accruals	Unknown	
Draper	Y	Annual Leave (Vacation Time)	Department Head and City Manager	Donating employee must maintain a minimum balance of 80 hours Total donations may not exceed 200 hours Employee receiving the donation must have less than 40 hours of leave
Eagle Mountain	Y	Sick Leave Only	Unknown	Requires all leave to be used prior to donations Donating employee must maintain a minimum balance of 96 hours Total donations may not exceed 160 hours
Herriman	N			
Lehi	Y	Sick Leave Only	Unknown	
Lindon	Y	Sick Leave Only	Unspecified	
Pleasant Grove	N			
Orem	Y	Vacation Only	Human Resource Manager and Department Head	Donate up to 24 hours
Riverton	Y	Vacation or Compensation Time	Department Head and City Manager	Requires all leave to be used prior to donations

Alpine and Provo did not respond to the request for information.