

AGENDA
HIGHLAND CITY COUNCIL MEETING
November 17, 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 – Rod Mann
PLEDGE OF ALLEGIANCE – Brian Braithwaite

APPEARANCES

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

CONSENT

- 1. MOTION: Meeting Minutes for the City Council Regular Session – September 1, 2015**
- 2. MOTION: Meeting Minutes for the City Council Regular Session – October 20, 2015**
- 3. MOTION: Formally Certifying the Election Canvass for the 2015 General Municipal Election - Including Additional Votes from Provisional and Timely Absentee Ballots**

ACTION ITEMS

- 4. ORDINANCE: Amending Chapter 13.48 City Cemetery Policies and Regulations – Cemeteries on Private Property**
- 5. MOTION: Authorization to Proceed with New City Logo – Web & Social Media Committee**
- 6. MOTION: Agreement for Temporary Gravel Parking Lot - Alpine School District for Lone Peak High School**
- 7. MOTION: Discussion and Approval - Storm Drain Maintenance Plan**
- 8. MOTION: Discussion and Approval - Pressurized Irrigation Maintenance Plan**
- 9. RESOLUTION: Consideration of a Resolution for a Bond Refinance – 2007 Park Bonds**
- 10. MOTION: Approval of a Bid for the Construction of a Fence – Around the Splash Pad**

11. MOTION: Authorization to Purchase Work Order Software – Mobile 311 with Facilitydude

MAYOR/ CITY COUNCIL & STAFF COMMUNICATION ITEMS

12. Park Maintenance Update – Justin

13. Road Maintenance Repair Update - Justin

ADJOURN TO A CLOSED EXECUTIVE SESSION

The City Council will recess into a closed executive session for the purpose of discussing 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 | 2016 | Staff to make Recommendations |
| Building Use Policy Fees | DeVirl Barfuss | December 1, 2015 Agenda | Gathering Information |
| HW Bldg. – PW Storage Status | City Council Mayor/PW | End of 2015 | In Progress |
| Moratorium for the Town Center Overlay | City Council | January 2016 | |
| Urban Deer Control Plan | Council City Recorder | January 2016 | Scheduled for January 19 th |

CERTIFICATE OF POSTING

The undersigned duly appointed City Recorder does hereby certify that on this **11th day of November, 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).

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, September 1, 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: Nathan Crane, City Administrator/Community Development Dir.
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
Todd Trane, Contract Engineer
Brad Freeman, Fire Chief

OTHERS: Rhonda Bromley, Dennie Butterfield, Fay Butterfield, Lillie Kohler, Paul Bennett, Jeanie Westover, Mike May, Carol May, Stuart Anderson, Christine Anderson, Amy Jones, Gil Wilburn, Lynne Wilburn, Christopher McGahan, Alice Anderson, Roy Anderson, Mike Gagon, Alison Gagon, Julie Brinkerhoff, Stephanie Collins, Paul Atkinson, Ryan Nuesmeyer, Rollin Johnson, Kathy Mead, Lafe Harris, Willard Spykes, Jeannie Spykes, Bryce Ashcraft, Kenney McEwan, Pattie McEwan, Jennifer Moulder, Rob Gulbrandsen, Srina Gulbrandsen, Jeff Beer Cheyin Siggard, Karin Siggard, Bill Haines, Linda Haines, David Lukens, Brandon Baucnton, Diana Pitcher, Sheila Packard, Cheryl Clyde, Jeff Clyde, Brett Johnson, Lygia Johnson, Charles Allen, Kim Allison, Ryan Highlequist, Sherie Stewart, Joe Pavia, George Ramjoue, David Perez, Brent Morrill, David Pixton, Joe Totorica, Elvira Totorica, Mark Whitney, Henry Boogaard, Shirley Boogaard, Tim Aalder, Dennis Likes, Heidi Parker, Cathy Allred, Stephanie Lewis, Janice Clouse, Randy Clouse, Evelyn Cahoon, Joel Zabriskie, Catherine Pavia, Vern Cahoon, Jennifer Ashcraft, Anne-Marie Hancock, Bill Bennett, Kenny Anderson, Bob Emmett, Brandon Newman, Natalie Ball, Tonya College, Wendy Condie and Robert Lewis

The meeting was called to order by Mayor Mark S. Thompson as a regular session at 7:02 p.m. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting. The prayer was offered by Dennis LeBaron and those assembled were led in the Pledge of Allegiance by Tim Irwin.

DRAFT

1 **APPEARANCES:**
2

3 Rhonda Bromley, principal at Lone Peak High School (LPHS), gave a report and thanked the
4 City for all that they have done. She announced that LPHS has a 95.3% graduation rate, which is
5 above the State average. LPHS is also in the top five high schools in Utah in the areas of science
6 and math. Ms. Bromley thanked the City for their support in Lone Peak Community for Hope.
7 Lastly, she thanked the Council for being proactive on the parking issues, and hopes that a
8 resolution can be reached soon.
9

10 Allison Gagon commented on the church that is being proposed on 6900 West. She expressed
11 concerns with the road being a dead end street, and was worried that when people park on both
12 sides of the street it will be reduced to one lane only. Ms. Gagon explained that they have a
13 horse trailer and truck which they pull out of the driveway on a daily basis. She requested that
14 “no parking” signs be posted on both sides of the road so that they can still get in and out of their
15 driveway, and stated that these signs should be posted prior to the start of construction.
16

17 Mike Gagon reiterated Ms. Gagon's remarks, and stated that they need to be able to get in and
18 out of their driveway every day.
19

20 Lygia Johnson stated that she lives in the Town Center, and outlined the Goals and Policies of
21 Section 8 of the Highland City General Plan regarding Parks and Recreation. She was of the
22 opinion that there is not a sufficient amount of parking near parks and splash pads. Furthermore,
23 she does not believe that the Blackstone project meets the master plan and goals of Highland
24 City, and feels that it should be denied.
25

26 Mark Whitney noted that he is a Highland resident, and asked the Council to carefully consider
27 prior to casting a vote on the Blackstone project whether or not their actions will potentially lead
28 to a lawsuit. Mr. Whitney stressed the importance of only committing to projects that remain in
29 the best interest of the City.
30

31 Kathy Mead thanked the Mayor and Council for their willingness to serve the community. With
32 regards to the Blackstone project, Ms. Mead explained that there are always two sides of the
33 decision. She believes that the Council needs to choose what is right and let the consequences
34 follow. In keeping with the standards as they are set forth by Highland City, the Council should
35 deny the Blackstone application.
36

37 Brett Johnson has been a Highland resident for 18 years, and has worked as a researcher for
38 nearly 35 years. He stated that the impact of high density living and overcrowding is detrimental
39 to the health and general welfare of individual and families. Mr. Johnson then provided some
40 statistics on mental health issues in Utah and the effects of growing community development.
41 He argued that community contentment is lowered as a community begins to get overcrowded,
42 and agreed with previous remarks that the Blackstone project should be denied.
43

DRAFT

1 George Ramjoue stated that he has been a Highland resident for eight years, and is a retired City
2 Planner. With regards to the Blackstone project, the community has become heavily involved in
3 the process, and is frustrated that they have to fight against another development. He explained
4 that the purpose of the flex use code is to provide an essential area where retail and residential
5 areas can be blended. The Planning Commission recommended that the Council deny this
6 proposal. In conclusion, Mr. Ramjoue expressed frustration that the City is not using the General
7 Plan as a guide when reviewing this application, and hopes that the Blackstone project will be
8 denied.

9
10 Stan Mead acknowledged that the Council has a difficult decision to make tonight. Mr. Mead
11 explained that the Town Center Overlay indicates that it may include affordable housing, retail,
12 commercial and professional operations. The flex use code also lists approximately 40 different
13 types of businesses that could be used in this area. Mr. Mead encouraged the Council to side
14 with the residents, who have brought forth facts that show how detrimental the Blackstone
15 project would be for the City.

16
17 Dennis Likes presented a photo to the Council, and explained that recently he walked behind a
18 shopping center, which alerted him to several safety and noise concerns with regards to delivery
19 of supplies, should this project proposal be approved.

20
21 Joe Pavia spoke about the proposed storage facility on SR92 on the bottom of Park Drive.
22 Currently that space is used for a parking lot for the school buses as they drop off and pick up
23 kids from school. He explained that the lot was purposed as a parking lot because the road
24 leading to the neighboring housing development ended up being too steep for the bus. He
25 requested that the Council prohibit placement of the storage facility on that lot, as it will be
26 detrimental to the safety of the children.

27
28 Stuart and Christine Anderson recently lost their daughter in a traffic accident, and they are
29 present at tonight's meeting to make comments during Item 17, which is a motion on the
30 Operational Safety Report. As a former police officer, Mr. Anderson has some suggestions on
31 how to ensure greater safety at the City's intersections.

PRESENTATIONS:

32
33
34 **Highland Fling Chairs** – Jessie Schoenfeld and Emily Gillingwater
35
36
37

DRAFT

1 Jessie Schoenfeld she would like to start by thanking the volunteers, Council Members and staff
2 for their help and support, and stated that this year's Fling was the biggest event ever. She would
3 like to recognize the chairman's of the main events for all their help and support. Jessie
4 presented recognition to the following: Aubrey Wright, Jeannie Westover, Bruce Sparks,
5 Brandon Baulkman, Kurt Ostler, Shauna Larson, Patsy Wilson, Justin Lees, Deann Carlise,
6 Jenny Westwood and Jeannie Spykes. Jessie continued to state that having an announcer at the
7 parade was a great idea; however, she felt that there wasn't enough participation from City-
8 sponsored committees and commissions. She had wanted to see them participate in the parade as
9 a way for them to gain recognition for what they do for the City. Next year Jessie would like
10 more emphasis to be placed on the Flag Raising Ceremony. She enjoyed having activities all
11 day rather than just a portion of the day. Next year she would like the information booth to be
12 staffed the entire day by the Mayor and Council. Enlisting volunteer support from scouting
13 troops for cleanup has also been a huge help, which she hopes will continue next year as well.
14

15 Emily Gillingwater provided an overview of the events that took place at this year's Fling, as
16 well as the budget. She noted that the Fling brought in almost \$29 thousand and the expenses
17 were about \$43 thousand, making the actual cost being around \$15,000, and mentioned
18 additional changes that were made this year from last year's event.
19

20 **Public Works Department** – Fire Chief Freeman and Justin Parduhn

21
22 Fire Chief, Brad Freeman, reported a recent house fire that started in a garage. The Public
23 Works staff saw the fire as they were working nearby, they immediately took action, and were
24 able to contain the fire from going inside the house. Due to a dispatching error the fire
25 department was delayed about 4 minutes and he would like to recognize those employees for
26 their attention and quick action that saved this home. He recognized the following: Tyson
27 Arnoldson, Sam Orton, Benji Smith, Spencer Hart and Jed Harris
28

29 Justin Parduhn, Public Works O&M Director, thanked the staff for all that they do in service to
30 the community. He briefly mentioned another situation that occurred last year in which a child
31 was rescued from potentially drowning in a nearby park. The City's personnel goes above and
32 beyond their daily responsibilities.
33

34 **Changes in Drug Enforcement** – Police Chief Gwilliam and Attorney Tim Merrill

35

DRAFT

1 Tim Merrill, City Attorney, explained some changes which will be effective as of October 1,
2 2015. He reported that the statistics for illegal drug use are slightly lower than the national
3 average, and prescription drug use is 5% higher than the national average. The State Legislature
4 has reclassified felony drug offenses as misdemeanors, which has been an extremely unpopular
5 legislative action among law enforcement and prosecutors. He explained that the state can
6 classify an offense as anything but cities may only classify prohibited conduct as an infraction or
7 Class C or B misdemeanor which will shift the burden of prosecution to municipalities. The
8 changes in the law reflect a society trend to get offenders into rehabilitation programs. Tim
9 Merrill is of the opinion that the real reason behind these legislative changes relate to fiscal
10 impacts to the State. He pointed out that the new law was enacted in light of moving the State
11 prison, and this new law will inevitably reduce the overcrowding at the prison. Misdemeanors
12 cannot have a prison sentence, which puts added financial burden on counties to house people
13 sent to the county jail for drug use, rather than sending them to the State Prison.

14
15 Chief of Police, Brian Gwilliam, echoed Tim's remarks. He reiterated that law enforcement
16 opposed this bill, knowing the effects that it would have on drugs in the community. Chief
17 Gwilliam stated that county jails are already full, and this new mandate will create an even
18 bigger burden on them.

19 20 **Open Meeting Law – Tim Merrill**

21 *This item was continued until the next regularly scheduled City Council Meeting.*
22

23 24 **CONSENT ITEMS:**

25
26 **MOTION: Approval of Minutes for City Council Regular Session – May 5, 2015**

27
28 **MOTION: Approval of Minutes for City Council Regular Session – June 16, 2015**

29
30 **MOTION: Approval of Minutes for the City Council Regular Session – June 21, 2015**

31
32 **MOTION: Approval of Minutes for the City Council Regular Session – August 4, 2015**

33
34 **MOTION: Tim Irwin moved that the City Council approve the Consent Items on the**
35 **agenda.**

36
37 **Dennis LeBaron seconded the motion.**

38 **Unanimous vote, motion carried.**
39

40 41 **PUBLIC COMMENT:**

42
43 **Urban Deer Control Program – Requirement of DWR**

DRAFT

1 Ben Fitkau stated that he is a local resident who favors this program going into effect. He would
2 like to get the animals out of his property, because he does not want anyone who visits his
3 property to pick up any diseases that the animals may be carrying. He provided a breakdown of
4 how the animals have impacted his property over the past two years.

5
6 City Recorder, Jody Bates, explained that the Highland City Urban Deer Control Program
7 currently does not utilize a processing location, all the meat is donated to local residents that are
8 responsible for the cost of the processing. Brian Braithwaite asked about the City's previous plan
9 for covering costs associated with animal processing. Jody answered that they have enough
10 residents requesting the meat that the City has donated all of it, thereby covering all costs. Tim
11 Irwin suggested that this item be placed on a future agenda so that a public hearing can take
12 place.

13 14 15 **PUBLIC HEARING:**

16 17 **Highland Oaks – Annexation and Approval of Ordinance**

18
19 ***BACKGROUND:** On February 3, 2015 the City Council adopted a resolution declaring an
20 intent to annex the above referenced property. The Council held a public hearing on March 17,
21 2015 regarding the proposed annexation. No one spoke in favor of or in opposition to the
22 request.*

23 *The property owner submitted an application for a Planned Development (PD) District which
24 has been withdrawn. A request for the property to be zoned R-1-20 (Single Family Residential)
25 will be considered as a separate agenda item.*

26 *An Annexation Policy Plan was approved by the City Council in June 2002. Infrastructure
27 studies and planning were completed for the annexation area. These plans/studies identify the
28 infrastructure needs to serve the areas identified for future annexation. The proposed annexation
29 is within the area identified for future annexation and has been planned for low density
30 residential.*

DRAFT

1 Nathan Crane presented the staff report. Tim Irwin expressed concerns with a portion of the
2 property for the ravine encroaching on some of the lots, and inquired as to whether or not this
3 will be fixed. Nathan answered that there aren't any plans in place to make this change, however
4 staff can further look into the matter. Brian Braithwaite asked how the development will work
5 around the property, and opined that the R1-20 zone will not offer sufficient flexibility. He
6 suggested that this item go back to the Planning Commission so that they can make adjustments.
7 Rod Mann agreed with his remarks.

8
9 Rob Gulbrandsen stated that from an engineering standpoint, the impact is less on R1-20 than
10 any other zone. The General Plan identifies the R1-20 as a zone that is preferred by the City,
11 because it is a low density. Mr. Gulbrandsen then presented slides and design grading plans, and
12 explained that according to an analysis he feels it would be best to rezone an R1-40 property to
13 R1-20. The grades in R1-20 are no larger than what already exists in other subdivisions. The
14 drainage will affect five lots, which can potentially be adjusted. Sewage issues have successfully
15 been negotiated in order to connect into this new division. Mr. Gulbrandsen stated that they
16 would like own the street scape along 11800 North and Highland Boulevard, which would be
17 maintained by an HOA.

18
19 Mayor Thompson opened the Public Hearing.

20
21 Bill Bennett stated that he lives across the street from the proposed development, and explained
22 that most developers with whom he has associated are usually only interested in money, rather
23 than the needs of the community. However, Mr. Rob Gulbrandsen is not this way. In reviewing
24 some of Mr. Gulbrandsen's other projects, Mr. Bennett has been duly impressed. Mr.
25 Gulbrandsen is highly experienced in his profession, and he will make an absolutely gorgeous
26 development.

27
28 Kenny Anderson stated that he is a builder and a Highland resident. He commented that the lot
29 size that the majority of people are requesting is a half-acre or a R1-20 lot size. He was
30 supportive of the proposed solution and hopes that it is approved.

31 Bob Emmett lives on the east side of the proposed lot, and commented that he loves his view and
32 would rather not have anything come on the property. However, he believes that the developer
33 seems competent and Mr. Emmett would be supportive of his development.

34
35 Brandon Newman lives in the Dry Creek area and remarked that he is an interested buyer in the
36 property. He has been impressed with the developer, and his willingness to work with the City.

37
38 Natalie Ball expressed concerns with the density at the school. She has heard mixed reviews
39 about the developer and would like the City to stick to the General Plan.

40
41 Karen Carling stated that her father purchased 23 acres many years ago, and they sold many one-
42 acre lots. She explained that smaller lots are more flattering and easier to maintain, and that
43 many people would be interested in purchasing smaller lots.

DRAFT

1 Tonya Colledge expressed that she built her dream home in Highland and would prefer that
2 Highland remain as it is, with wide open spaces. She express concerns with water and irrigation,
3 and how it will be maintained. She was also worried with the amount of traffic that will be
4 generated with higher density zones.

5
6 Shirley Bogaard stated that she has been a Highland resident for eight months. She lives in Sky
7 Estates and enjoys the natural environment in the City. She was concerned that the developer
8 will take away the beautiful scenery that they have been able to enjoy.

9
10 Mayor Thompson closed the Public Hearing.

11
12 Mayor Thompson stated he feels there needs to be some clarification in that there really isn't a
13 free standing R-1-20 zone in the community. R-1-20 was created to meet pre-existing non-
14 conforming conditions that were built in the county. He feels this is a great project but they do
15 have some issues that still need to be satisfied regarding the density.

16
17 Brian Braithwaite stated that the developer has done a great job, but he still has some concerns
18 regarding the topography and would prefer to wait on a decision so he can receive input from the
19 engineer.

20
21 Rod Mann agreed with Brian's remarks and would support further discussion with the engineer.

22
23 Tim Irwin disagreed with Brian and Rod's suggestion, and was of the opinion that the Council
24 prolongs too many items. He respects the opinions of the Planning Commission, and would be
25 in favor of taking a break to allow those council members with questions to talk with the City
26 Engineer regarding their concerns but he feels they need to move forward with the approve of
27 this project.

28
29 Brian Braithwaite feels the key component of government is make sure they take the right
30 amount of time and do the right thing and sometimes governments are blamed for dragging
31 things out which at times is legitimate. He also feels that is the function of government, to take
32 sufficient amount of time to look at things, it's a hard balance.

33
34 Rob Gulbrandsen understands Brian's desire to understand it clearly, he would request that they
35 ask the City Engineer or allow him to discuss it with the City Engineer. He feels the topography
36 has not changed by much at all from the original submittal last December and feels the council
37 has had a tremendous amount of time to review that issue. He would have liked this type of
38 discussion to be brought up along the approval stage and any concern be discussed at DRC. But
39 to have it come up at this late hour and debated at this time he feels is inappropriate.

DRAFT

1 Brian Braithwaite indicated that one of his concerns regarding this discussion is that he wants to
2 be able to ask questions and have some conversation in order for him to be able to properly
3 understand in some detail. He is asking for a break in order to discuss this issue. Brian is does
4 not like putting staff on the spot to give some opinion without prior discussion.

5
6 Todd Trane, Engineer, explained that they had a chance to review the plans from a conceptual
7 stand point and he has seen the topography. They did an analysis as a PD Zone so the comments
8 were different that were presented to the developer. However, at this point a full engineering
9 plan has not been completed. This conceptual plan is exactly that, conceptual. Changes may
10 need to be made in the future depending on drainage laws, easement and so forth. They will
11 review those concerns when they have a full submittal and will make those comments and the
12 developer will address those comments then but they haven't got to that part of the project yet.

13
14 Rod Mann inquired as to the city's ability to change things if they feel it is necessary and is the
15 developer then required to meet those changes.

16
17 Todd Trane indicated that he would be required to address those changes or concerns before
18 moving forward.

19
20 Further discussion continued regarding the process of plan submittal and the review that is done
21 to verify the plans meet the Highland City Engineering Standards with both the City Engineer
22 and Public Works staff.

23
24 Nathan Crave indicated that the applicant has requested that if the Zoning is not approved that
25 the annexation be continued.

26
27 Rob Gulbrandsen feels Brian's concerns are legitimate and yet at some point you cannot control
28 everything but let's see if we can work together. This plan is not just a concept plan it is fully
29 engineered. They will probably submit for preliminary and final plat approval immediately.
30 The reason he states that is because they didn't just arbitrarily create a plan, he feels they have
31 already mitigated every issue that is being brought up tonight. He feels that if they looked at it
32 closely they would see the contours that take the elevation of the road and transition it to the
33 natural grade.

34
35 Todd Trane stated that from what he can see on the current plan, he doesn't see major changes to
36 the topography and feels they are trying to match the topography which will save most the
37 vegetation.

DRAFT

1 Rob Gulbrandsen stated their commitment is the 30 foot of the rear property lines protection of
2 the natural vegetation that will be in the form of an easement and will be marked. He
3 commented that if they were approved tonight he would accept the approval of the 30' non
4 disturbance on this plan only. If they were to submit a revised plan a stipulation of the zone
5 tonight would be a review at the council discretion of not only the topography but also the
6 vegetation.

7
8 Dennis LeBaron voiced a concern as to how this development fits in with the overall general
9 plan and the vision of the city. In his opinion, approval of this would give a statement that future
10 developments would come looking for R-1-20 approval. On that basis, he would say he is not
11 ready for R-1-20 in the rest of the city and feels there is a significant impact. He would be
12 willing to discuss and R-1-30 but not an R-1-20.

13
14 Rod Mann stated he doesn't see a significant concern with future requests rather it be re-zoning
15 or annexation. He feels it is on the peripheral of the city there are higher density to the north and
16 to the west. The request for R-1-20 is currently coming into the city and he doesn't see that
17 changing due to this approval.

18
19 Tim Irwin requested they move forward with the approval process.

20 21 ACTION ITEMS:

22
23 **ORDINANCE: Establishing the Zoning of recently Annexed Property – Highland Oaks**

24
25 **MOTION: Tim Irwin moved that the Council approve the R-1-20 zone for the Highland**
26 **Oaks Annexation property, with the condition that all of the Planning Commission's**
27 **findings are included, and a commitment from the developer that there will only be a 5%**
28 **modification in the plans, or otherwise an additional review by the City Council will be**
29 **required. Development is being approved to the annexation of this property only.**

30
31 **Rod Mann seconded the motion.**

32
33 **Those voting "Aye": Rod Mann, Jessie Schoenfeld, Tim Irwin, Brian Braithwaite**

34 **Those voting "Nay": Dennis LeBaron**

35 **Motion carried 4-to-1.**

36
37
38 **ORDINANCE: Annexation of 35.50 acres located at the northeast corner of Highland Blvd.**
39 **and 11800 North – Highland Oaks Annexation**

40
41 **MOTION: Jessie Schoenfeld moved that the Council annex 35.50 acres, known as**
42 **Highland Oaks, located at the northeast corner of Highland Boulevard and 11800 North.**

DRAFT

1 **Tim Irwin seconded the motion.**

2

3 **Those voting "Aye": Jessie Schoenfeld, Tim Irwin, Rod Mann, Brian Braithwaite, Dennis**
4 **LeBaron**

5 **Those voting "Nay": none.**

6 **Motion carried unanimously.**

7

8 Mayor Thompson called for a 10 minute recess at 10:22 pm. The meeting reconvened the
9 meeting at 10:34 pm.

10

11

12 **MOTION: Conditional Use Permit for an 86 Unit Multi-Family Townhome Development**
13 **in the Town Center Flex Use Zone – Blackstone**

14

15 Nathan Crane presented the staff report, and provided an overview of concerns related to
16 parking. He then turned the time over to Bruce Baird.

17

18 Mr. Baird explained that the access on the northeast side will not be necessary because there will
19 be an additional exit; the driveway behind Ridley's is large enough for delivery trucks as well as
20 emergency vehicles. The design on the entry level floor could require a modification to add 50%
21 of windows to the store front. As far as the applicant is aware, everything has been done
22 according to City standard. According to traffic studies, it appears that a second access is not
23 needed. There was discussion regarding whether or not a fence is needed to protect large
24 animals, but the applicant argued that it would be expensive and unnecessary.

25 Brian Braithwaite stated that this zone was created in order for the City to have additional
26 business locations. This proposal is a primarily residential development, and he is confused on
27 how this will bring retail to the City. He feels that the Blackstone development is very similar to
28 the development across the street, which from his perspective is not seeing a lot of success. Mr.
29 Baird argued that they are fully compliant with the use and the code, and stated that the code
30 does not require them as developers to assure the City that their development will attract
31 businesses to the City. Brian Braithwaite then read the following statement which is written in
32 the code:

33

34 *“...to provide a central area where commercial, retail, and residential could be blended in an*
35 *attractive walkable open space environment.”*

36

DRAFT

1 Tim Alder stated that the first design that was presented included two retail centers across from
2 the splash pad, as well as office space. However, the traffic study showed that this would create
3 more stress on the area as opposed to having just a residential development. Mr. Alder explained
4 that the units were designed with sufficient office on the main floor and a spacious living area on
5 the top floor. He assured the Council that the proposal meets the City's codes and standards.
6 Rod Mann agreed with Mr. Baird that it is not the developer's responsibility to assure the City
7 that their development will attract businesses. He believes that the other development across the
8 street isn't working because there aren't enough residents in Highland in order to support it.
9 Jessie Schoenfeld added that this development could potentially deter larger businesses from
10 coming to Highland. There was continued discussion, and Tim Irwin commented that there is
11 not enough traffic flow to make the development profitable. However, the developer has met the
12 code requirements and as a Council that is what they need to consider.

13
14 **MOTION: Jessie Schoenfeld moved that the Council continue this item in order to review**
15 **the items and be able to make a more educated decision. This item will be placed on the**
16 **agenda for the September 15, 2015 meeting.**

17
18 **Tim Irwin seconded the motion.**
19 **Unanimous vote, motion carried.**

20
21
22 **MOTION: Conditional Use Permit for a 19,422 Square Foot Church – 9681 North 6900**
23 **West**

24
25 *BACKGROUND:*

26 *The property is 3.6 acres in size and is owned by The Church of Jesus Christ of Latter-day*
27 *Saints.*

28 *The site is designated as Low Density Residential on the General Plan Land Use Map. The site*
29 *is zoned R-1-40 (Residential Zone). Churches are permitted in the R-1-40 District subject to a*
30 *conditional use permit.*

31 *The church will be located on Lot 3 of the 9600 North Subdivision. This subdivision was*
32 *approved by the City Council in December of 2009 and recorded in September of 2010.*

33 *A Conditional Use Permit is an administrative action*

34
35 Nathan Crane presented the staff report. Lafe Harris apologized to the Gagon family, who made
36 comments earlier in the meeting, and explained that they weren't trying to diminish how often
37 they use their driveway. He stated that the church is only used for major events once a week and
38 felt that it wouldn't often affect them. They will stress to their congregation not to park on the
39 street. Tim Irwin understands that members do typically park on the street, and suggested that a
40 no-parking zone be created to prevent traffic from blocking in the Gagon family. There was
41 further discussion on the matter.

42

DRAFT

1 Alison Gagon commented that the church is being built for Lehi residents; however, it will affect
2 Highland residents. She was concerned that there would be sufficient space in the event that an
3 emergency vehicle needed to access the neighborhood.
4

5 **MOTION: Rod Mann moved that the Council approve the church with the condition that**
6 **red curbing be added to restrict parking in front of the Gagon home.**

7
8 **Tim Irwin seconded the motion.**

9
10 **Unanimous vote, motion carried.**

11
12
13 **MOTION: Preliminary Plat Approval for an 11-lot subdivision, 5650 W. 9600 No. – Flats**
14 **at Fox Hollow**

15
16 **BACKGROUND:**

17 *The property is 9.8 acres and is owned by Millhaven Construction, LLC.*

18 *The property is designated as Low Density Residential on the General Plan Land Use Map. The*
19 *property is zoned R-1-40 (Single Family Residential). The R-1-40 District allows one home per*
20 *40,000 square feet. The minimum lot width is 130 feet.*

21 *Subdivision review and approval is an administrative process.*
22

23 Nathan Crane presented the staff report and explained that the developer is adding curb and
24 gutter, which will be reimbursed by the City. Brian Braithwaite stated that he would like to see
25 sidewalk put in for safety, and Nathan replied that they will need to get the property owners'
26 approval.
27

28 **MOTION: Tim Irwin moved to approve the Preliminary Plat for an 11-lot subdivision**
29 **located at 5650 West 9600 North, including the stipulations from the Planning Commission.**
30 **Jessie Schoenfeld seconded the motion.**

31 **Unanimous vote, motion carried.**
32
33

34 **MOTION: Conditional Use Permit for a Salt Storage Building – Northwest corner of Park**
35 **Drive and SR92**

36
37 **BACKGROUND:**

38 *The property is 2.46 acres in size and is owned by Highland City. A subdivision is not required.*
39 *The site is designated as Low Density Residential on the General Plan Land Use Map. The site*
40 *is zoned R-1-40 (Residential Zone). Public buildings and grounds are permitted in the R-1-40*
41 *District subject to a conditional use permit.*

42 *One of the requirements of the Environmental Protection Agency (EPA) requires that all salt*
43 *storage be contained and covered to prevent ground water discharge during storms. The EPA*

DRAFT

1 *has been active in auditing this requirement on surrounding cities. The purpose of this facility is*
2 *to address these requirements before an audit.*

3 *With the light snow fall last year monies were left over from the salt budget and carried over to*
4 *this fiscal year. The project budget is \$70,000. Staff believes this will cover the building and the*
5 *concrete pad. The building may not cost this much but this will not be known until the project is*
6 *bid.*

7 *The property is currently being used as a bus stop for the View Point subdivision. The property*
8 *is also being used for loading and unloading of materials related to the operation of the Public*
9 *Works. Park Maintenance Seasonal employees also use the area for parking.*

10
11 Mayor Thompson pulled this item and indicated that it will be discussed at the next regular City
12 Council Meeting. Brian Braithwaite requested that a formal motion be made.

13
14 **MOTION: Brian Braithwaite moved that the Council continue Item 16 to the next Council**
15 **meeting on September 15, 2015.**

16
17 **Tim Irwin seconded the motion.**
18 **Unanimous vote, motion carried.**

19
20
21 **MOTION: Operational Safety Report – 11800 North Highland Boulevard**

22
23 **BACKGROUND:**

24 *With the recent accident at the intersection of Highland Boulevard and 11800 North, a concern*
25 *has been raised relation to the safety and operation of this intersection. In June 2015, the Council*
26 *authorized the hiring of two firms to complete an Operational Safety Report (OSR). An OSR*
27 *report reviews the intersection design, traffic speeds, sight issues, crash history, etc. and*
28 *provides a report with recommendations. Two firms were hired to complete this work; Project*
29 *Engineering Consultants (PEC) and InterPlan. Both studies were also reviewed by the City*
30 *Engineer.*

31
32 Nathan Crane explained that two Operational Safety Reports were completed. He stated that the
33 reports are designed to look at how the intersection functions, rather than looking at traffic
34 counts or speed surveys. Brian Braithwaite asked what the goal is for this intersection, and
35 explained that there is more than one option to consider. Todd Trane commented that the City
36 should consider the recommendations made in the traffic studies, and explained that a three-way
37 stop could potentially cause vehicular stacking.

38
39 Stuart Anderson stated that he does not believe the striping the right turning lane would be
40 beneficial. He asked if considerations have been made for a three-way stop sign, or possibly
41 speed bumps to mitigate the issues.

DRAFT

1 Christine Anderson expressed concerns about the split second where one can't see an oncoming
2 car, and feels a flashing stop sign is not sufficient.

3
4 Natalie Ball emphasized that speed is a major issue on this road and that something needs to be
5 done.

6
7 Jennifer Moulder explained that there is a section of the road that has a speed limit of 25 miles
8 per hour. She stated that she has never seen anyone driving that speed limit, nor has she ever
9 seen officers enforcing it either. She doesn't believe that pulling out the trees from the roadway
10 will provide a sufficient line of sight.

11
12 Wendy Condie remarked that the greatest hazard with this intersection is the turning left.

13
14 Charles Allen, representing InterPlan, stated that three-way stops tend to cause more driver
15 frustration and accidents.

16
17 Ryan Nuesmeyer, representing Project Engineering Consultants, explained that they should not
18 input a stop sign for the sake of speed control. Drivers disregard the signs when tired or running
19 late at night, thereby causing accidents.

20
21 Christine Anderson commented that there are much bigger issues to this situation. Nathan Crane
22 assured her that there are multiple factors, and that as a City they are not only looking at speed.

23
24 Mayor Thompson echoed previous comments that have been made throughout the discussion.

25
26 Jennifer Moulder questioned why better traffic control hasn't been placed at such a busy
27 intersection. Todd Trane explained they intersections are reviewed individually, and Jennifer
28 stated that something needs to be done at this intersection before another accident occurs.

DRAFT

1 **MOTION: Rod Mann moved the City Council direct staff to execute a warrant study.**

2
3 **Dennis LeBaron seconded the motion.**

4 **Unanimous vote, motion carried.**

5
6 **MOTION: Rod Mann moved the City Council to approve a flashing speed sign be placed**
7 **on the Northbound side of Highland Boulevard, which would have the ability to track and**
8 **record speeds and times.**

9
10 **Tim Irwin seconded the motion**

11 **Unanimous vote, motion carried.**

12
13 Mayor Thompson asked if a three-way stop would work in this area, and Todd Trane replied that
14 he can answer this question without data. Additional remarks were made on the subject matter.

15
16
17 **MOTION: Increase budgeted Expense in Major Road Maintenance Fund – unused portion**
18 **of B and C funds from Fiscal Year 2015**

19
20 **BACKGROUND:**

21 *Highland City believed that most of the expenses from the 10150 North road project would have*
22 *been incurred in Fiscal Year 2015. However, these expenses were incurred in July 2015 and*
23 *amounted to almost \$170,000. The work was delayed by two factors. The city council took some*
24 *extra time in making a decision to use John King, and once the bidding process was won by*
25 *Geneva Rock, their first available time to work on the project was in Fiscal Year 2016.*
26 *In FY 2015 Highland City received \$566,560.27 in B&C road funds. The city spent \$273,959 in*
27 *the Major Road Maintenance account in the Capital Roads Fund and another \$122,197.64 in the*
28 *General Fund, Streets and Roads accounts. The total expenditures of B&C road funds for Fiscal*
29 *Year 2015 were therefore, \$396,157.30. This leaves \$170,492.07 in B&C road funds as a*
30 *carryover amount for future years that can only be spent on B&C roads. Therefore, it is*
31 *recommended that Highland City use all of the \$170,492.07 B&C carryover funds to pay for this*
32 *expense.*

33
34 Finance Director, Gary LeCheminant, stated that the City did not spend all the B and C road
35 funds from the previous Fiscal Year, and wants to move the excess \$170,000 into the Major
36 Capital Road Fund.

37
38 **MOTION: Tim Irwin moved that the Council move from \$560,000 to \$730,492.07 to use**
39 **the unused portion from the B&C road funds from Fiscal Year 2015 to Fiscal Year 2016.**

40
41 **Jessie Schoenfeld seconded the motion.**

42 **Unanimous vote, motion carried.**

DRAFT

1 **MAYOR, CITY COUNCIL & STAFF COMMUNICATION ITEMS**

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

4
5 Mayor Thompson indicated that due to the late hour the following items will be continued to the
6 next agenda.

7
8 A. Everbridge Communications – Devirl Barfuss

9
10 B. Saved Water Shares – Mayor Thompson

11
12
13 **ADJOURNMENT**

14
15 **MOTION: Dennis LeBaron moved to adjourn.**

16
17 **Brian Braithwaite seconded the motion.**

18 **Unanimous vote. Motion carried.**

19
20 **Meeting adjourned at 1:08 a.m.**

21
22
23
24 _____
25 JoD’Ann Bates, City Recorder

26
27
28 Date Approved: November 17, 2015

**MINUTES
HIGHLAND CITY COUNCIL MEETING**

Tuesday, October 20, 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: Nathan Crane, City Administrator, Community Development Dir.
Erin Wells, Assistant to the City Administrator
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: Kent Slade, Ed Barfuss, Tom Harward, Ed Dennis Jennifer Moulder, Tanya Colledge, Emerson Dayton, Chris Dayton, Jennie Woolley, Josh Woolley, Zach Woolley, Brooke Wooley, Chris Kemp James Dewey.

The meeting was called to order by Mayor Mark S. Thompson as a regular session at 7:05 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 Jessie Schoenfeld and those assembled were led in the Pledge of Allegiance by James Dewey, a scout.

APPEARANCES:

No Appearances

PRESENTATION:

Lone Peak Public Safety / Police – Police Chief Brian Gwilliam

Chief Brian Gwilliam addressed the Council indicating he would like to present some information to the council regarding the school programs they have going on in the area. He stated the police department has a resource officer that is present during school hours in the High School. Anytime there is any extracurricular activity they have officers that are at the school during those events.

DRAFT

1 They also offer and teach a law enforcement familiarization class. This has become a popular
2 class in recent years and he feels this give the department an opportunity to interact with the
3 students on a positive level. With this class they have the opportunity to take them out along 4800
4 West and have them guess the speed of the vehicles passing by, they then use a laser to determine
5 that speed. They also use the K-9's giving the students the chance to get to know the dogs and
6 how they work. Life Flight will also take time to land at the school and allow the students to learn
7 about that career also. These are some of the "fun" things they do, the class also teaches them
8 about the laws both federal and state and also what it takes to become a law enforcement officer.

9
10 Chief Gwilliam continued that there is another resource officer that is split between Mountain
11 Ridge Jr. High, Timberline Jr. High in Alpine and also the elementary schools.

12
13 In the elementary schools they teach the "NOVA" program in the 6th grade. Nova stands for
14 Nurturing Opportunity Values and Accountability and is a substitution program for the older
15 DARE program. The program was developed by an Orem police officer about 12-15 years ago.
16 It teaches a lot of the same principles that the Dare program did but is more tailored to this
17 community and added new things like social media safety, electronic safety, the importance of
18 choosing good friends, and the effects of drugs. Part of the program is that at the end of the
19 course they are asked to write an essay on things they learned. Chief read some of the responses
20 they have received. Chief indicated they get a lot of positive comments from parent, teachers and
21 students regarding this program. They feel this age is very impressionable and if they can go in
22 and make a positive influence and give them some guidance to help lead them on a path for success
23 they feel they are making that type of difference with this program.

24 Often times the officers if they have time during lunch periods they will join the students at the
25 elementary schools for lunch. They also take the K-9's into the schools and allow the children to
26 interact with them.

27
28 Chief wanted to make the Council aware of something that just recently happened. Approximately
29 around Labor Day a young man named Wesley Burger came and spoke with one of our officers
30 regarding the recent increase of officers being shot. Wesley had become aware of this issue and
31 he told his parent he wanted to go visit every police station in the state of Utah. Officer Skyler
32 Zobell was one of the officers that met with Wesley, allowing him to try on his tac vest and talked
33 with him for quite a while. Wesley's story garnered some national attention and over the last
34 several months he had been able to raise some funds to donate back to some departments that
35 Wesley had been impressed with. He raised about \$1,100 and were able to give \$200 to 7 of the
36 193 departments across the state of Utah and the Lone Peak Police Department was one of those
37 that received this donation. He came in just today and gave the department a \$200 check in order
38 to be used for the K-9 program. Chief Gwilliam hopes his department can make the same influence
39 on more young people.

40
41 Dennis LeBaron stated that due to the increase in school incidences if the department has talked
42 with the District on how to prevent or plans to prevent something like that happening here.

43
44 Chief Gwilliam stated that was a great question. He indicated that over the last two years they
45 have taken a proactive stance on how to approach this type of incident if it does happen. Sargent

DRAFT

1 Brooks one of his front line supervisors has gone out nationwide and searched the best practices
2 and things that will work from agencies where there has been an incident in the schools. He has
3 put together a program on how they as a department would respond if this was to happen in
4 Highland or Alpine. It garnered the attention of the principals in the area because they were taking
5 it into the schools with drills and education processes with parents and students. Due to the
6 communication they have with the principals on a monthly basis, they were invited to present this
7 program on a district level. They have continued to talk to the district to administer this district
8 wide. If there were to be a mass incident no matter which school it was in the district all law
9 enforcement would react the same and everyone would be able to work together.

10
11
12 **CONSENT ITEMS:**

13
14 **MOTION:** Minutes for the September 1, 2015 Regular City Council Meeting
15 *Pulled by Dennis Lebaron*

16
17 **MOTION:** Minutes for the September 15, 2015 Regular City Council Meeting

18
19 **MOTION:** Minutes for the October 6, 2015 Regular City Council Meeting

20
21 **MOTION:** Ratification of the Mayors Appointment and Re-Appointment to the Highland Library
22 Board.

23
24 **MOTION:** Ratification of the Mayors Appointment of a Chairman to the Highland Fling
25 Committee

26
27 **MOTION:** Tim Irwin moved the City Council approve the remaining items on the agenda.

28
29 **Brian Braithwaite seconded the motion.**
30 **Unanimous vote, motion carried.**

31
32
33 **ACTION ITEMS:**

34
35 **MOTION: Minutes for the Regular City Council Meeting - September 1, 2015**
36 *Pulled by Dennis Lebaron*

37
38 Dennis LeBaron indicated he feel there was Council discussion lacking. He had stated an
39 opposition indicating the action would create a precedence for the request of R-1-20 zoning and
40 feels this should be included along with other statements as part of the minutes.

41
42 Brian Braithwaite stated he feels the hard part of transcribing meeting minutes is to know what is
43 important and what isn't. He agrees with Dennis and feels this should be reviewed and includes
44 some of the details that were talked about.

DRAFT

1 **MOTION: Brian Braithwaite moved to continue the minutes for the Regular City Council**
2 **meeting of September 1, 2015 to the next meeting.**

3
4 **Rod Mann seconded the motion.**
5 **Unanimous vote, motion carried.**

6
7
8 **MOTION – Request for Burial on Private Property – Susan Lekins**

9
10 ***BACKGROUND:** Highland City resident, Susan Ledkins has requested permission to bury her*
11 *ill husband on their private property at the time of his death. See the attached letter and map*
12 *regarding her request.*

13 *Highland City Municipal Code states that all burials must take place in approved cemetery*
14 *locations: Highland Code 13.48.160 - Burials outside cemeteries.*

15 *It is unlawful to bury the body of any person within the city, except at sites designated and*
16 *approved as cemeteries by the city.*

17 *Utah State Code states that cemeteries must be filed, recorded, and platted with Utah County:*
18 *Utah Code 8.3.1 – Cemeteries – Recording Plats & Conveyances – Plats of cemeteries shall be*
19 *recorded. An executive officer of an organization in control of a cemetery, including a*
20 *municipality or a cemetery maintenance district, or an individual owner in control of a cemetery,*
21 *offering burial lots for sale in any county, shall file and cause to be recorded in the office of the*
22 *county recorder of the county within which the respective cemetery is situated an accurate plat*
23 *of the cemetery.*

24 *In further discussions with the county, a number of Departments including Health, Recorder, and*
25 *others would need to be included in the process and the property would need to be rezoned by*
26 *the City prior to the property being able to be used as a cemetery.*

27
28 Erin Wells indicated at this point this request has been made by resident Susan Ledkins. Both she
29 and Jody Bates did some initial research with the State and the County to find out what it would
30 entail to enable her to accomplish what she is asking. IF the City Council feels this is something
31 they would like to move forward with and allow the city would need to create a process for this to
32 happen. According to State Code it is possible, the city would need to designate it as a cemetery
33 and the County would have to have it platted but currently the city has no process for proceeding
34 in that direction.

35
36 Tim Irwin inquired if there are any other cities that allow for private cemeteries.

37
38 Erin Wells indicated that in the minimal search done by staff they were not able to find any.

39
40 Nathan Crane indicated that this is not the typical “private” cemetery, this request is for a personal
41 family burial on their own property.

42 Brian Braithwaite stated he feels if they would like to pursue this request it should go before the
43 Planning Commission and have them determine some of the requirements for it.

DRAFT

1 Tim Merrill, City Attorney stated the state regulates the disposition of human remains. While this
2 would be a permitted use if the ordinance was amended. Currently they would have to stretch the
3 interpretation of what the ordinance allows by interpreting cemetery to include this scenario. It is
4 important if they proceed to make sure the language is explicit. The State regulates the care of
5 deceased persons prior to burial. He described various scenarios regarding the care of deceased
6 persons. If the council wants to go in this direction they want to make sure our ordinance
7 incorporates all the regulatory compliance that the state has already enacted.

8
9 Brian Braithwaite indicated the reason he feels it needs to go through the Planning Commission is
10 the notification of the neighbors. He feels this could fall under a zoning issue and the neighbors
11 should be notified and be as transparent as possible.

12
13 Mayor Thompson questioned what is the exposure to the neighbors? He feels this is something
14 they should be able to do on their own private property and is no different than placing a volleyball
15 net on their own personal property.

16
17 **MOTION: Tim Irwin moved the City Council direct staff to draft an ordinance to permit a
18 private family cemetery and bring it back for council discussion.**

19
20 **Dennis LeBaron seconded the motion.**

21 **Unanimous vote, motion carried.**

22
23
24 **MOTION: Authorization to proceed with Construction – Dry Creek Phase 3 Trail**

25
26 ***BACKGROUND:** Over the past several months the City Council has been discussing the status
27 of the Dry Creek Bench Trail. On September 15, 2015, the Council directed staff to return with
28 multiple competitive bids for the removal and replacement of asphalt trail.*

29 *Staff has received back four bids from contractors interested in doing this work.*

30 *In July of 2015 the Council adopted new Engineering Design Standards. One of the standards
31 prohibits the laying of asphalt after October 31 to April 1. Under the current circumstances we
32 will not make the October 31st deadline for asphalt. In order to attempt to get more complete
33 bidding we have allowed the Contractors to bid this project out as winter work for their crews
34 with the intention of completing the trail portion up to the point of road base and having it ready
35 to asphalt the 1st part of April as soon as the weather permits. In our communications with Skip
36 Dunn and Sons, they would be able to mobilize their equipment as soon as they were awarded
37 the bid and work on getting all of the old trail removed and the new trail excavated, graded and
38 road based by the middle of November. They would then come back in the spring and touch up
39 any bad spots in the road base and asphalt it the first part of April.*

40
41 Justin Parduhn stated for the past few months they have been working on designs and putting out
42 for bids for the Dry Creek Phase 3 trail and have received those bids back with the lowest bid from
43 Skip Dunn and Sons and they are looking for approval to proceed.

DRAFT

1 Rod Mann stated a concern about motorized vehicles driving on the trail and inquired of the
2 damage it may cause and the amount of re-work required if that was to take place
3

4 Justin Parduhn indicated they road base would be rolled and compacted and motorized vehicle
5 would have to be on it a lot to do any damage. They would be willing to place signs indicating
6 that no motor vehicles are permitted on the trail. Justin had talked with Skip Dunn and they
7 indicated they would get going on it as soon as possible and try to have road base in by
8 Thanksgiving then come back in the spring and fix anything needed prior to asphalt. The road
9 base being able to sit during the winter allows for hardening and better settling.

10
11 **MOTION: Dennis Lebaron moved the City Council authorize staff to proceed with**
12 **construction of Dry Creek Phase 3 Trail and awarding the contract to Skip Dunn in the**
13 **amount of \$50, 518.38.**

14
15 **Brian Braithwaite seconded the motion.**
16 **Unanimous vote, motion carried**

MAYOR, CITY COUNCIL & STAFF COMMUNICATION ITEMS

17
18
19
20 *(These items are for information purposes only and do not require action or discussion by the City Council)*
21

22 • Tim Irwin inquired of the status of the 11800 No & Highland Blvd. intersection.
23 Nathan Crane stated they received a draft report from the engineer late last week that needs to be
24 reviewed.
25

26 • Rod Mann inquired of the fence along the grassy area around the splash pad.
27 Nathan Crane indicated they have never received a quote from Mr. Aalders so the city will have
28 to move on its own for a quote.
29

30 • Mayor Thompson stated in regards to the urban deer program there has been some
31 complaints in the area of East of 6400 West and about 10700 No. He has talked with Brian
32 Cook had he has a preliminary plan for that area.
33

34 • Mayor Thomson asked Chief Gwilliam is regards to the prior discussion of motorized
35 vehicles on trails, what they need from residents to help cut down this type of activity.
36 Chief Gwilliam stated the residents are the eyes and ears of the community they need to call the
37 police as soon as they see it happen in order for the police to get there as soon as possible.
38

39 • Rod Mann thanked Erin Wells for all the work she has done with the Facebook page. There
40 is a lot going on every day and he appreciates the effort information provided.
41

ADJOURNMENT

42
43
44 **MOTION: Tim Irwin moved to adjourn.**
45

DRAFT

1 **Jessie Schoenfeld seconded the motion.**

2 **Unanimous vote. Motion carried.**

3

4 **Meeting adjourned at 7:52 p.m.**

5

6

7

JoD'Ann Bates, City Recorder

8

9 Date Approved: November 17, 2015

10

11



CITY COUNCIL AGENDA REPORT

Item # 3

DATE: Tuesday, November 17, 2015

TO: Honorable Mayor and Members of the City Council

FROM: JoD'Ann Bates
City Recorder

SUBJECT: MOTION: FORMALLY CERTIFYING THE ELECTION CANVASS FROM THE 2015 GENERAL MUNICIPAL ELECTION, INCLUDING ADDITIONAL VOTES FROM PROVISIONAL AND TIMELY ABSENTEE BALLOTS.

STAFF RECOMMENDATION:

The City Council move to formally certify the election canvass from the 2015 General Municipal Election, including additional votes from provisional and timely absentee ballots, and declare the following:

City Council candidates Tim R. Irwin, Ed Dennis and Brian Braithwaite as elected
Each candidate is elected for a term of four (4) years to begin, Monday January 7, 2015 at 12:00 pm

BACKGROUND:

Pursuant to State law (UCA 20A-4-301(2)), it is necessary that the City Council, as the Board of Canvassers, canvass the 2015 Municipal General Election no sooner than seven days and no later than fourteen days after the election, certify vote totals and declare newly elected officials.

FISCAL IMPACT:

NO

ATTACHMENTS:

- Official results of General Election
- Inter Office Memo

Highland City
Official Certification fo the General Municipal Election - November 3, 2015

| | Comm Cntr A-L | Comm Cntr M-Z | City Hall A-L | City Hall M-Z | | EARLY | PROV. | TOTAL |
|----------------------------|------------------|------------------|------------------|------------------|--|-------|-------|-------|
| City Council: | | | | | | | | |
| Tim Heyrend | 256 | 214 | 281 | 231 | | 105 | | 1087 |
| Tim R. Irwin | 250 | 215 | 307 | 236 | | 115 | | 1123 |
| Ed Dennis | 334 | 270 | 374 | 265 | | 124 | | 1367 |
| Brian Braithwaite | 275 | 259 | 291 | 254 | | 96 | | 1175 |
| # of Registered Voters | 9712 | | | | | | | 9712 |
| Turnout Percentage | | | | | | | | 20% |
| Absentees Issued | 924 | | | | | | | |
| Absentees Returned | 561 | | | | | | | |
| Absentees Counted | 527 | | | | | | | 526 |
| Provisionals Issued | 3 | 5 | 4 | 13 | | 6 | | |
| Provisionals Counted | 3 | 4 | 4 | 9 | | 5 | | |
| Elections Day Ballots Cast | 353 | 276 | 348 | 271 | | 174 | | 1422 |
| Total Ballots Cast | | | | | | | | 1948 |
| Proposition #1 | | | | | | | | |
| FOR | 133 | 125 | 171 | 136 | | 50 | | 615 |
| AGAINST | 331 | 256 | 325 | 259 | | 127 | | 1298 |

The Board of Canvassers certified the following results of the the Election of November 3, 2015 on this date Tuesday, November 17, 2015. The following individuals were elected:

City Councilmember 4-year term

Tim Irwin
Ed Dennis
Brian Braithwaite

Mark S. Thompson, Mayor
Board of Canvass Chair

Brian W. Braithwaite, Council/Boardmember

Dennis LeBaron, Council/Boardmember

Tim Irwin, Council/Boardmember

Jessie Schoenfeld, Council/Boardmember

Rod Mann, Council/Boardmember

JoD'Ann Bates, City Recorder/Election Official

CITY RECORDER'S CERTIFICATE

I, JoD'Ann Bates, certify that I am the City Recorder of Highland City, Utah and that the information contained within this report entitled "Official Certification of Highland City General Municipal Election November 3, 2015" is true and accurate; and was approved by the Highland City Council acting as the Board of Canvassers.

Dated this 17th day of November 2015

CITY OF HIGHLAND
OFFICE OF THE CITY RECORDER

INTER-OFFICE MEMORANDUM

TO: Mayor and City Council
FROM: JoD'Ann Bates, City Recorder
SUBJECT: 2015 Municipal General Election Canvass
DATE: November 17, 2015

The prec canvass of the 2015 Municipal General Election was conducted Wednesday through Monday, (November 4 - 9, 2015) by the Recorders Office. The Provisional Ballots were verified by me, using the State of Utah VISTA system (Voter Information & State Tracking Application) with assistance as needed by the Utah County Elections Office. The members of the counting team that processed the valid provisional ballots and timely absentee ballots under oath, included, Teisha Anderson, Jone Varney and City Recorder JoD'Ann Bates.

I have personally reviewed each of the worksheets prepared by the Poll Workers and have verified their validity. I could not find any items requiring explanation that affected the final numbers.

The City Council, acting as the Board of Canvassers, on Tuesday, November 17, 2015, will be asked to, by motion (*see page 2 for language for a possible motion*):

1. Formally certify the election results, with necessary corrections.
2. Declare elected (3) City Council candidates with the highest number of votes.

POSSIBLE MOTION

I move that the City Council:

1. Certify the election results with the following changes:
 - c. Change the Total Votes for City Council Candidate **Tim Heyrend from 1043 to 1087** on the Highland General Election 2015 printout to include the votes from the Provisional Ballots and timely Absentees.
 - d. Change the Total Votes for City Council Candidate **Tim R. Irwin from 1091 to 1123** on the Highland General Election 2015 printout to include the votes from the Provisional Ballots and timely Absentees.
 - e. Change the Total Votes for City Council Candidate **Ed Dennis from 1313 to 1367** on the Highland General Election 2015 printout to include the votes from the Provisional Ballots and timely absentees.
 - f. Change the Total Votes for City Council Candidate **Brian Braithwaite from 1130 to 1175** on the Highland General Election 2015 printout to include the votes from the Provisional Ballots and timely Absentees.
 - g. Change the Total Votes in **Highland FOR Proposition #1** (County Transportation Tax) from **599 to 615** on the Highland General Election 2015 printout to include the votes for the Provisional Ballots and timely Absentees.
 - h. Change the Total Votes in **Highland AGAINST Proposition #1** (County Transportation Tax) from **1289 to 1298** on the Highland General Election 2015 printout to include the votes for the Provisional Ballots and timely Absentees.
3. Declare 4-year Term City Council candidates **Tim R. Irwin, Ed Dennis and Brian Braithwaite** as elected.



CITY COUNCIL AGENDA REPORT

Item # 4

DATE: Tuesday, November 17, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Erin Wells
Assistant to the City Administrator

SUBJECT: ORDINANCE: AMENDING CHAPTER 13.48 CITY CEMETERY POLICIES AND REGULATIONS OF THE HIGHLAND CITY MUNICIPAL CODE RELATING TO CEMETERIES ON PRIVATE PROPERTY

STAFF RECOMMENDATION:

Council hold a discussion to determine whether the Municipal Code should be amended to include private cemeteries.

BACKGROUND:

At the October 20 City Council meeting, Council directed staff to edit the Municipal Code to allow burials on private property. This request originated from a citizen's petition to City Council.

In researching the issue, it has become apparent that State Code currently sets the policies and provisions related to the regulation of cemeteries and handling of a deceased person. Utah State Code Title 8 (Cemeteries) dictates the requirements for platting a cemetery with the County and regulatory requirements of cemeteries including those cemeteries owned by any private individual. The Utah Administrative Code Rule R436 (Authorization for Final Disposition of Deceased Persons) sets the rules for the handling of any deceased person's remains prior to burial.

If the City Code were amended to allow cemeteries on private property, any individual wishing to create a cemetery would need to plat the land as a cemetery with Utah County. The State Code then would dictate the requirements of that cemetery and the disposition of a deceased person.

FISCAL IMPACT:

Unknown

ATTACHMENTS:

1. Ordinance

ORDINANCE NO. 2015-**

**AN ORDINANCE OF THE HIGHLAND CITY COUNCIL AMENDING
CHAPTER 13.48 CITY CEMETERY POLICIES AND REGULATIONS OF THE
HIGHLAND CITY MUNICIPAL CODE RELATING TO CEMETERIES ON
PRIVATE PROPERTY OF THE HIGHLAND CITY MUNICIPAL CODE.**

WHEREAS, the City Council of Highland City finds that allowing private cemeteries is in the best interest of the citizens of Highland.

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

SECTION 1. That Chapter 13.48 City Cemetery Policies and Regulations is hereby amended by adding the following to Section 13.48.010 Definitions:

“Private cemetery” means private land that has been designated for the purpose of receiving the remains of deceased humans.

SECTION 2. That Chapter 13.48 City Cemetery Policies and Regulations is hereby amended by editing the following to Section 13.48.160 Burials outside cemeteries:

13.48.160 - Burials outside cemeteries.

It is unlawful to bury the body of any person within the city, except at the Highland City Cemetery or at a private cemetery. sites designated and approved as cemeteries by the city.

SECTION 3. That Chapter 13.48 City Cemetery Policies and Regulations is hereby amended by creating the following as Section 13.48.250 Private cemeteries:

13.48.250 – Private cemeteries.

Private cemeteries are allowed subject to all state and county regulations, including proper disposition of human remains and recordation of a burial plat.

SECTION 4. That the Mayor, the City Administrator, the City Recorder, and the City Attorney are hereby authorized and directed to execute all documents and take all steps necessary to carry out the purpose of this Ordinance.

SECTION 5. This Ordinance shall take effect immediately upon its first posting or publication.

SECTION 6. If any provision of this Ordinance is for any reason held by any court of competent jurisdiction to be unenforceable, such provision or portion hereof shall be deemed separate, distinct, and independent of all other provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

PASSED AND ADOPTED by the Highland City Council, November 17, 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 # 5

DATE: Tuesday, November 17, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Erin Wells
Assistant to the City Administrator

SUBJECT: MOTION: AUTHORIZATION TO PROCEED WITH NEW CITY LOGO

STAFF RECOMMENDATION:

Council approve the use of the new logo for city-wide use.

BACKGROUND:

As a part of the new website creation, the Web & Social Media Committee recommended that a new logo be updated and revamped as an entire rebranding process. Brian Parrish who specializes in design volunteered to create a new logo and style guide at no cost to the City. After vetting many different designs with the social media committee and staff, the committee settled on the attached logo. It is not dramatically different than the current logo but gives an updated but professional use to the idea of Highland City being the "Gateway to American Fork Canyon".

If the Council approves this logo for city-wide use, staff will create a style guide that will fully explain the proper uses of the logo. This will be brought before Council for approval and then the new logo will begin to be implemented.

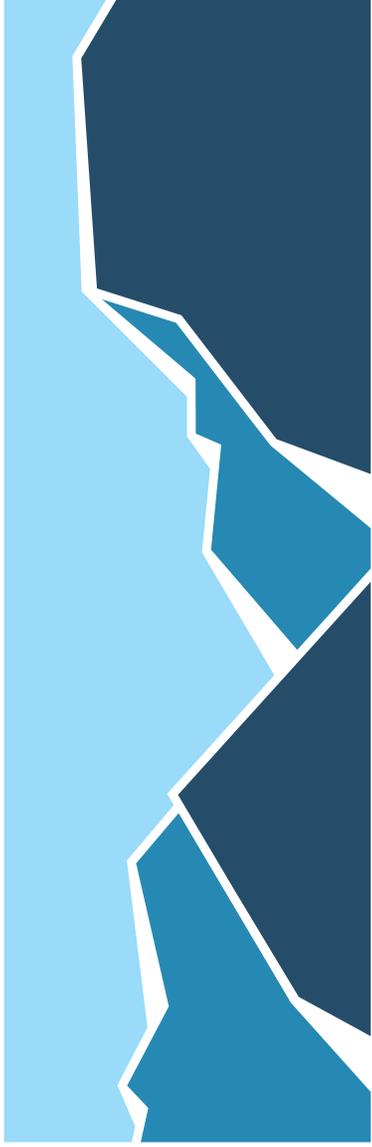
Rather than do a drastic and expensive overhaul of every city item that has the logo on it, items will be replaced over-time as they reach their lifespan. As such, there will be no additional cost outside of our normal replacement costs.

FISCAL IMPACT:

None

ATTACHMENTS:

1. Proposed Logo
2. Sample Logo Applications



HIGHLAND CITY







CITY COUNCIL AGENDA REPORT

Item # 6

DATE: November 17, 2015

TO: Honorable Mayor and Members of the City Council

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

SUBJECT: MOTION: Agreement for temporary parking between Highland City and the Alpine School District for a gravel parking lot for Lone Peak High School

STAFF RECOMMENDATION:

Discussion and possible action regarding a temporary parking agreement between Alpine School District and Highland City to expand the parking lot for Lone Peak High School on 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 and on August 4, 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 were the preparation of an agreement that would allow the School District to use the land behind the seminary building as a gravel parking lot. The City Attorney prepared the agreement. The agreement would end

on August 1, 2016 and would allow the School District to use approximately 65,000 square feet for a gravel parking lot. The property is currently undeveloped but has been planned for the expansion of the soccer fields. A metes and bounds legal description will be prepared prior to execution of the agreement.

FISCAL IMPACT:

Unknown

ATTACHMENTS:

1. Proposed Agreement
2. Vicinity Map

AGREEMENT FOR TEMPORARY PARKING

This Agreement is entered into between Highland City ("City") and Alpine School District ("ASD") relating to the temporary parking of student vehicles near Lone Peak High School on City-owned land.

RECITALS

WHEREAS, students of Lone Peak High School and other visitors have used City Property ("Property") adjacent to the high school for the parking of their vehicles; and

WHEREAS, the parties wish to allow for shared use of the Property for parking on a temporary basis as outlined herein; and

WHEREAS, this Agreement is entered into in anticipation that Alpine School District will acquire the Property in the near future through either a land-swap with the City or through purchase;

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

TERMS

1. **PROPERTY.** The Property is more particularly described as:

See LEGAL DESCRIPTION, attached hereto as Exhibit "A" to this Agreement.
2. **TERM.** This Agreement shall automatically terminate August 1, 2016.
3. **PARKING.** During the term of this Agreement, students, faculty, administrators and visitors of Lone Peak High School may park vehicles on Property to accommodate overflow parking for the school. Such parking shall not be exclusive, but is to be shared with the City and its residents.
4. **GRADING AND GRAVEL.** The Alpine School District, at its own expense, may grade and lay gravel on the Property to accommodate the temporary parking. Any design and construction must be first approved by Highland City in writing.
5. **INDEMNIFICATION.** Alpine School District agrees to indemnify City and hold it harmless for any injury or harm arising from the use permitted under this Agreement of Property to any person or entity.
6. **MODIFICATION.** This Agreement may only be modified in writing.

DATE: _____

HIGHLAND CITY

Attest:

MAYOR MARK THOMPSON

CITY RECORDER

DATE: 19 OCTOBER 2015

ALPINE SCHOOL DISTRICT



NAME: ROBERT W. SMITH

TITLE: CFO - BUSINESS ADMINISTRATOR



Untitled Map
Write a description for your map.

Temporary Parking (Aprox 65,000')

Lone Peak High School

- Legend**
- 4800 West @
 - APN:
 - APN:
 - APN:
 - APN:
 - APN: 555590012
 - Ashford Alzheimer's and Memory Care
 - Feature 1
 - Feature 2
 - Feature 3
 - Lone Peak High School
 - Lone Peak High School
 - Lone Peak High School
 - Lone Peak Temporary Parkoing
 - N 4800 W
 - SUBWAY
 - Smile Perfect Orthodontics
 - Temporary Parking (Aprox 65,000')
 - Walmart Pharmacy
 - Walmart Supercenter



CITY COUNCIL AGENDA REPORT

Item # 7

DATE: November 17, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Justin Parduhn, Operations Manager
Tavis Timothy, Hansen Allen and Luce

SUBJECT: DISCUSSION AND MOTION: APPROVAL OF STORM DRAIN MAINTENANCE PLAN

STAFF RECOMMENDATION:

The City Council reviews the storm drain maintenance plan.

BACKGROUND:

Staff is currently preparing maintenance plans for all of the City owned infrastructure. These maintenance plans are designed to prolong the life of existing infrastructure by ensuring proper maintenance is scheduled and completed. The maintenance plans are based on manufacturer recommendations as well as staff experience. Staff believes it is fiscally responsible to plan and fund maintenance of critical infrastructure. This planning will allow the City to better understand and save for these future expenditures. Hansen, Allen and Luce is assisting City staff in preparation of the maintenance plans.

Master plans and capital improvement plans have been previously completed. Once the maintenance plans are finalized the rate analysis for each utility can be completed. The rate analysis will ensure that the enterprise funds are properly funded to address current and long term projects and maintenance.

The purpose of the Storm Drain Maintenance Plan (Plan) is to prolong the life of the system infrastructure and efficiently convey, detain or infiltrate storm water. The storm drain system mitigates flooding within the City. Due to the Environmental Protection Agency's (EPA) mandated National Pollution Discharge Elimination System (NPDES) regulations are also in place to improve the water quality discharged to the environment. This Plan identifies annual maintenance required for sumps, catch basins, and detention facilities along with estimated costs for planning purposes.

Highland City established in their 2011 Storm Water Management Plan (SWMP) a maintenance outline for the storm drain system. The outline was prepared with the objective to 'Maintain and operate the storm water drain system in a manner that reduces the discharge of pollutants'. Appropriate maintenance also ensures that the system can adequately convey or detain storm water to reduce flooding in streets and private property. The City's maintenance program ensures that the environment, property and safety of the public are protected at a reasonable cost for the Citizens of Highland.

ANNUAL MAINTENANCE ITEMS:

Detention Basin Cleaning

Detention Basins delay the release of storm drainage peak flows. Often during large storm events sediment is deposited in the bottom of the basins. The City has identified that the basins require major cleaning of the sediment on a 10-year cycle. Cleaning assists with maintaining the intended storage capacity of the basin. Annual cleaning is also required to clear plants and trees that have grown in the basin.

Catch Basin Cleaning

Cleaning of catch basins includes removal of material at the grates (trash, plastic, leaves, etc.) and removal of the gravel, sand or debris at the bottom of the concrete box. Cleaning of the grate improves the capacity of the catch basin to accept roadway storm water. Removal of the debris in the box keeps the debris from making its way to detention basins or waterways.

Drainage Channel Maintenance

Drainage Channels are open waterways that convey storm water. Typically in Highland these channels are natural drainage paths north of Dry Creek that have historically collected rainwater and snowmelt and directed the runoff to Dry Creek. As the Northwest area of the City is developed these natural drainages have been utilized to convey storm water. Maintenance of the channels will be required to remove debris and noxious plants that decrease the capacity of the channels. It is anticipated that cleaning of a channel will happen yearly with a rotating schedule.

Sump System Maintenance

The sump systems require cleaning to keep the sump from overflowing during large runoff events. As debris settles and builds up in the bottom of the sump the capacity is decreased. In cases where the sumps have become unusable through clogging, the entire gravel surrounding the sump would need to be removed, cleaned and replaced. Scheduled cleaning will lengthen the time that a full gravel replacement is necessary.

Street Sweeping

Street sweeping was identified in the SWMP as a method to collect pollutants (sediment, trash, lawn clippings, etc.) before they can enter the storm drain system. The City has established that each street will be swept at least twice a year. Street sweeping is managed through the Storm Water Manager. Costs include the cost for maintenance and operation of the City's street sweeper.

CAPITAL EXPENDITURES:

Sump Replacement and Roadway Drainage Improvements

For the past number of years City Staff have identified minor drainage improvements to alleviate street flooding. Improvements have included placement of additional catch basins or sumps in areas historically prone to standing water after storm events. This items also includes the replacement of sumps should they become ineffective due to clogging of the surrounding gravel. The yearly cost anticipates two minor projects a year.

New Sweeper

The current sweeper is over 10-years old. It has been reported by staff that the sweeper is often not available due to being broken. There is currently one mechanic in the State who provides repairs for this type of sweeper. Mechanical problems and costly repairs happen numerous times a year. The purchase of a new sweeper should be anticipated in the near future. Over the past five months \$9,500 has been spent for the mechan to repair the sweeper.

Purchase of Vac Truck

Cleaning the catch basins with sumps and those with water quality devices is best achieved through a vac truck. The vacuum on the truck can extract the water, contaminants, sediment, trash and debris. A vac truck can also be utilized in cleaning the sumps of debris. It would not be anticipated that a truck would be utilized full time in the cleaning of the storm drain system. It is likely that a shared truck would be sufficient.

FISCAL IMPACT:

Annual maintenance costs are estimated at \$72,500 to \$103,400 per year over the next 10 years. It is estimated that costs will increase as the system ages. Estimated capital expenditures range from \$35,000 to \$375,000.

ATTACHMENTS:

1. Maintenance Plan

2015

Highland City Storm Drain Maintenance Plan



Highland City
Public Works Department
8/20/2015

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DRAFT

Maintenance Plan

I. Introduction

The purpose of the Storm Drain Maintenance Plan (Plan) is to prolong the life of the system infrastructure and efficiently convey, detain or infiltrate storm water. The storm drain system mitigates flooding within the City. Due to the Environmental Protection Agency's (EPA) mandated National Pollution Discharge Elimination System (NPDES) regulations are also in place to improve the water quality discharged to the environment.

The majority of the City's Storm Drain system, South of Dry Creek, utilizes sumps to dissipate storm water directly into the soil. Sumps have been classified by the State of Utah as a Class V injection well and must have regular maintenance. The City currently has 522 sumps within the system.

This plan identifies annual maintenance required for sumps, catch basins, and detention facilities. Estimated costs for planning purposes are also provided.

II. Background and Maintenance Plan

Highland City established in their 2011 Storm Water Management Plan (SWMP) a maintenance outline for the storm drain system. The outline was prepared with the objective to 'Maintain and operate the storm water drain system in a manner that reduces the discharge of pollutants'. Appropriate maintenance also ensures that the system can adequately convey or detain storm water to reduce flooding in streets and private property. The City's maintenance program ensures that the environment, property and safety of the public are protected at a reasonable cost for the Citizens of Highland. To this end, the following areas are further described and included in the Plan:

- System Inspection
- System Cleaning including Detention Basins, Catch Basins, Drainage Channels and Sump Systems
- Street Sweeping Activities

III. Maintenance Plan Description

To adequately plan resources for the maintenance of the storm drain system the following are annual requirements.

a. System Inspection

The SWMP directs that the sumps and other storm drain outfalls be inspected annually. The inspection is accomplished by the Storm Water Manager. Inspection of the detention basins are also accomplished annually. Periodic

inspections of catch basins are proposed to be on a rotating four year basis. Inspection reports are utilized and the schedule of inspections will be kept through the City's GIS.

b. System Cleaning

i. Detention Basins

Detention Basins delay the release of storm drainage peak flows. Often during large storm events sediment is deposited in the bottom of the basins. The City has identified that the basins require major cleaning of the sediment on a 10-year cycle. Cleaning assists with maintaining the intended storage capacity of the basin.

Yearly maintenance of the ponds is also necessary and includes removal of trash and any nuisance plants that have begun to grow.

ii. Catch Basins

Catch Basins collect storm water from the road surface. Piping connects into the catch basin and conveys storm water to a sump, detention basin or outfall directly into a channel. The catch basin includes a grate and a small concrete box. During the past 15-years it has been common to place the outlet piping above the floor of the catch basin to provide catchment of gravels and sands.

Cleaning of catch basins includes removal of material at the grates (trash, plastic, leaves, etc.) and removal of the gravel, sand or debris at the bottom of the concrete box. Cleaning of the grate improves the capacity of the catch basin to accept roadway storm water. Removal of the debris in the box keeps the debris from making its way to detention basins or waterways.

iii. Drainage Channels

Drainage Channels are open waterways that convey storm water. Typically in Highland these channels are natural drainage paths north of Dry Creek that have historically collected rainwater and snowmelt and directed the runoff to Dry Creek. As the Northwest area of the City is developed these natural drainages have been utilized to convey storm water. Maintenance of the channels will be required to remove debris and noxious plants that decrease the capacity of the channels. It is anticipated that cleaning of a channel will happen yearly with a rotating schedule.

iv. Sump Systems

A Sump System includes a deep manhole (12-feet) that does not have a bottom, has holes in the sides and is enveloped in gravel. The system also includes at least one catch basin and piping to collect runoff and convey the water to the sump.

During the past few years, to assist with groundwater quality, devices are installed over the pipe outlet in the catch basin to prevent floatables, trash, oil & grease, leaves and sediment from entering the sump manhole. These catch basins require periodic cleaning of the debris that has settled to the bottom. The easiest method to clean these catch basins is with a Vac Truck. Cleaning will keep debris out of the actual sump and will maintain the capacity of the sump to disperse water into the surrounding soil by not clogging the surrounding gravel or holes in the concrete.

The sump systems without the water quality devices require cleaning to keep the sump from overflowing during large runoff events. As debris settles and builds up in the bottom of the sump the capacity is decreased. In cases where the sumps have become unusable through clogging the entire gravel surrounding the sump would need to be removed, cleaned and replaced. Scheduled cleaning will lengthen the time that a full gravel replacement is necessary.

v. Street Sweeping Activities

Street sweeping was identified in the SWMP as a method to collect pollutants (sediment, trash, lawn clippings, etc.) before they can enter the storm drain system. The City has established that each street will be swept at least twice a year. Street sweeping is managed through the Storm Water Manager. Costs include the cost for maintenance and operation of the City's street sweeper.

IV. 10-Yr Annual Maintenance Cost Estimates

Table 1 was prepared to provide the City with typical annual maintenance costs for budgeting purposes. Costs were provided through past budgets, past projects within the City and supplier estimates. The costs are in 2015 dollars and include a 4% inflation rate, but do not provide for major system repairs.

As the City does not currently own a Vac Truck costs for the sump and catch basin cleaning was assumed to be bid out. It was assumed 20 sumps and 300 catch basins will be cleaned yearly. This schedule provides catch basins cleaned every four years.

V. *Capital Operation Expenditures Descriptions*

Table 2 was prepared to provide the City with typical capital operation expenditure costs for budgeting purposes. Costs were provided by suppliers and from past projects within the City. The costs are in 2015 dollars.

The following are descriptions of the necessary capital operation expenditures for the storm drain system. These items are necessary for replacement of plugged sumps or other roadway drain improvements, replacement of the 10+ year old sweeper, and purchase of a Vac Truck for cleaning.

a. *Sump Replacement and Roadway Drainage Improvements*

For the past number of years City Staff have identified minor drainage improvements to alleviate street flooding. Improvements have included placement of additional catch basins or sumps in areas historically prone to standing water after storm events. This items also includes the replacement of sumps should they become ineffective due to clogging of the surrounding gravel. The yearly cost anticipates two minor projects a year. This number could increase as the sump system ages.

b. *New Mechanical Sweeper*

The current sweeper is over 10-years old. It has been reported by staff that the sweeper is often not available due to being broken. There is currently one mechanic in the State who provides repairs for this type of sweeper. Mechanical problems and costly repairs happen numerous times a year. The purchase of a new sweeper should be anticipated in the near future.

c. *Vac Truck*

Cleaning the catch basins with sumps and those with water quality devices is best achieved through a vac truck. The vacuum on the truck can extract the water, contaminants, sediment, trash and debris. A vac truck can also be utilized in cleaning the sumps of debris. It would not be anticipated that a truck would be utilized full time in the cleaning of the storm drain system. It is likely that a shared truck would be sufficient.

TABLE 1
ANNUAL MAINTENANCE COST ESTIMATE

| REPAIR TYPE | 2015 COST | 2016 COST | 2017 COST | 2018 COST | 2019 COST | 2020 COST | 2021 COST | 2022 COST | 2023 COST | 2024 COST | 2025 COST |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Sump Vacuuming & Cleaning Catch Basins | \$ 42,000 | \$ 43,680 | \$ 45,427 | \$ 47,244 | \$ 49,134 | \$ 51,099 | \$ 53,143 | \$ 55,269 | \$ 57,480 | \$ 59,779 | \$ 62,170 |
| Detention Pond Cleaning | \$ 5,000 | \$ 15,000 | \$ 2,500 | \$ 2,600 | \$ 2,704 | \$ 2,812 | \$ 2,925 | \$ 3,042 | \$ 3,163 | \$ 3,290 | \$ 3,421 |
| Drainage Channels | \$ 3,000 | \$ 3,120 | \$ 3,245 | \$ 3,375 | \$ 3,510 | \$ 3,650 | \$ 3,796 | \$ 3,948 | \$ 4,106 | \$ 4,270 | \$ 4,441 |
| Street Sweeping | \$ 22,500 | \$ 23,400 | \$ 24,336 | \$ 25,309 | \$ 26,322 | \$ 27,375 | \$ 28,470 | \$ 29,608 | \$ 30,793 | \$ 32,025 | \$ 33,305 |
| Total | \$ 72,500 | \$ 85,200 | \$ 75,508 | \$ 78,528 | \$ 81,669 | \$ 84,936 | \$ 88,334 | \$ 91,867 | \$ 95,542 | \$ 99,363 | \$ 103,338 |

TABLE 2
OPERATION CAPITAL EXPENDITURE COST ESTIMATE

| EXPENDITURE | NUMBER/TYPE | YEAR ANTICIPATED | COST PER UNIT | TOTAL COST |
|---|-------------|------------------------|---------------|------------|
| Replacement of Sumps & Roadway Drain Improvements | 2 | Yearly For Next 20 Yrs | \$35,000 | \$700,000 |
| New Mechanical Sweeper | 1 | As Budget Allows | \$225,000 | \$225,000 |
| Vac Truck for Storm Drain | 1 | As Budget Allows | \$375,000 | \$375,000 |



CITY COUNCIL AGENDA REPORT

Item # 8

DATE: November 17, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Justin Parduhn, Operations Manager
Tavis Timothy, Hansen, Allen, and Luce

SUBJECT: DISCUSSION AND MOTION: APPROVAL OF A PRESSURIZED IRRIGATION
MAINTENANCE PLAN

STAFF RECOMMENDATION:

The City Council reviews the pressurized irrigation maintenance plan.

BACKGROUND:

Staff is currently preparing maintenance plans for all of the City owned infrastructure. These maintenance plans are designed to prolong the life of existing infrastructure by ensuring proper maintenance is scheduled and completed. The maintenance plans are based on manufacturer recommendations as well as staff experience. Actual system components may have longer life spans and some may have shorter life spans than provided in the plan. However, staff believes it is fiscally responsible to plan and fund maintenance of critical infrastructure. This planning will allow the City to better understand and save for these future expenditures. Hansen, Allen and Luce is assisting City staff in preparation of the maintenance plans.

Master plans and capital improvement plans have been previously completed. Once the maintenance plans are finalized the rate analysis for each utility can be completed. The rate analysis will ensure that the enterprise funds are properly funded to address current and long term projects and maintenance.

The purpose of the Pressurized Irrigation Maintenance Plan (Plan) is to prolong the life of the existing infrastructure and provide reliable irrigation water to residents of Highland City. Construction of the pressurized irrigation system was begun in 1997 and has been expanded to include new areas as development has occurred within the City. The system utilizes both groundwater and surface water sources for irrigation purposes.

ANNUAL MAINTENANCE ITEMS:

Concrete Storage Ponds

The City's two ponds were constructed over 15 years ago. The concrete construction requires very little maintenance. Typical annual maintenance is the cleaning of debris and silts that have deposited in the bottom. Due to the age of the ponds it has been identified that the crack sealant, provided during the original construction, has begun to separate from the concrete. The sealant is necessary to

keep water from leaking out of cracks in the floor and walls of the pond. Excess water could cause settlement issues and require extensive repairs. It is proposed that the sealant be replaced over the next five years for the ponds.

Earthen Pond

The City's earthen pond is located above Beacon Hills and provides storage for the northwest portion of the City. The pond was not constructed of concrete but instead an earth dam with a rock face. Maintenance includes minor removal of sediment/debris that collects in the pond.

Pump Station Maintenance

The typical design life of a pump station is approximately 45-50 years. The majority of the City's pump stations are 17 years old or less. The common maintenance items on the pumps stations are replacement of the seals in the pumps every five years. City staff are capable of replacing and maintaining the seal kits. A well maintained pump will not need to be replaced for approximately 25 years.

Well Maintenance

The secondary wells have all recently been inspected, pumps and motors replaced or refurbished and electrical equipment updated as needed. It is recommended that at a maximum well pumps be removed and the well inspected by camera every 15 years. The high quality groundwater has not required a lot of rehab of the actual well casings in the past. It is recommended that each year the specific capacity of the well be evaluated to identify potential problems.

Distribution System Maintenance

Distribution system maintenance costs typically consist of replacement of valves identified during inspections. It is also necessary to maintain the PRV's that reduce pressure between the different zones. Staff identified the need to replace 10 valve stems a year on the larger valves. The smaller drain valves at low points in the system require replacement as they are more susceptible to weather conditions not being buried. PRV's require yearly maintenance to remain affective and trouble free.

SCADA System Maintenance

The City SCADA System was installed in 2008. The SCADA System, remotely through radios, provides real time data at the pump stations, wells and storage ponds. The SCADA also alerts the operators when pumps have failed or high/low pressures occur at pump stations. SCADA also reports high/low levels in the ponds. SCADA is often responsible for reporting issues after hours. Annual maintenance for the SCADA includes replacing radios, and other electrical components that do not operate correctly.

CAPITAL EXPENDITURES:

Replacement of Pump Station Interior Components

The typical useable life of a pump station is 45-50 years. The City's stations are 8-18 years old. A capital expenditure to replace the pumps, worn valving, electrical and ventilation equipment needs to be anticipated. Provided costs do not include replacement of the structures.

Replacement of VFD's in Pump Stations

Variable Frequency Drives (VFD's) are another electrical component that requires replacement after 10-15 years. These components assist in providing a longer life for motors.

Meter Replacement in the Upper Pump Station

Meters in the Upper Pump Station require replacement. The meters assist in the determination of water use for the upper zone.

Replacement of SCADA System

Along with annual maintenance on the SCADA, it should be anticipated after 25 years, that the system will need to be replaced. As advances in electronics and radios continues the existing systems devices become obsolete and will be more costly to maintain that upgrade.

Gantry Crane

A Gantry Crane is a portable device that allows for the lifting of heavy objects in a restricted space. The Crane is necessary when the operators rebuild the pumps in the pump stations.

Well Upgrades & Inspection

It is recommended that every 15 years the well pumps and motors are pulled from the wells. Inspection of the well may be completed at this time. At this time as necessary the motor and pump can be replaced or refurbished along with any well maintenance that may be necessary.

CUP #1 Filter Station Upgrade

The high flowrates being carried through the CUP#1 turnout requires the filter station be upgraded. The filters trap debris and sediment from entering the City's system.

11800 Pressure Zone Modification

Pressures to the north of 11800 North are above 120 psi. The Master Plan identified construction of a short transmission line and a PRV to lower the overall pressure in the area. A portion of the transmission line has already been installed. Lowering the pressure will reduce water consumption and decrease the wear on City and residential connections, valves and sprinklers.

Northwest Area Source Supply

The well at 11800 North was primarily constructed to provide a water source to the Beacon Hills development. The remainder of the existing Northwest Area receives its source from transmission lines in 6000 West. Should additional properties annex into the City, not identified in the Pressurized Irrigation Master Plan, it is recommended that a source evaluation be provided. Depending on the water rights/shares of the development, another source of water may be required.

FISCAL IMPACT:

Annual maintenance costs are estimated at \$19,400 to \$25,000 per year over the next 10 years. It is estimated that costs will increase as the system ages. Estimated capital expenditures range from \$4,000 to \$450,000 and are spread over the next 35 years.

ATTACHMENTS:

1. Maintenance Plan

2015

Highland City Pressurized Irrigation Maintenance Plan



Highland City
Public Works Department
10/2/2015

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Chapter 1 Maintenance Plan

I. Introduction

The purpose of the Pressurized Irrigation Maintenance Plan (Plan) is to prolong the life of the existing infrastructure and provide reliable irrigation water to residents of Highland City. Construction of the pressurized irrigation system was begun in 1997 and has been expanded to include new areas as development has occurred within the City. The system utilizes both groundwater and surface water sources for irrigation purposes.

This plan identifies annual maintenance and capital expenditures required for wells, pump stations, storage ponds, and the piping system. Estimated costs for planning purposes are provided.

II. Maintenance Plan

Highland City Public Works performs routine preventative maintenance to ensure the system functions properly. Appropriate preventative maintenance ensures that more expensive replacement projects are deferred to the future. The City's maintenance program intends to preserve the system at a reasonable cost for the Citizens of Highland. To this end, the following areas are further described and included in the Plan:

- System Inspection
- Storage Pond Maintenance
- Pump Station Maintenance
- Well Maintenance
- Distribution System Maintenance
- SCADA System Maintenance

III. Maintenance Plan Description

To adequately plan resources for the maintenance of the pressurized irrigation system the following are annual requirements.

a. System Inspections

System operators provide a comprehensive inspection of the system bi-annually, during April and October. The inspection process coincides with the loading and draining of the pipelines for the irrigation season. The bi-annual inspections are provided at the storage reservoirs, distribution system, valves and turnouts. Wells are inspected when pumps have been removed. Pumps are inspected on a daily basis through visual and SCADA data.

b. Warranty of Equipment

When a piece of equipment is found to be in need of replacement, warranty periods should be reviewed to determine if funds may be recovered. Information of all warranted equipment shall be provided in a central filing area.

c. Storage Pond Maintenance

i. Concrete Ponds

The City currently has two concrete storage ponds. The largest pond is at the mouth of the canyon and due to its size is operated within the State of Utah's Dam Safety Program. The smaller pond is found within the Canterbury Subdivision adjacent to the Murdock Canal, but is not currently in service. The ponds were constructed over 15 years ago. The concrete construction requires very little maintenance. Typical annual maintenance is the cleaning of debris and silts that have deposited in the bottom.

Due to the age of the ponds it has been identified that the crack sealant, provided during the original construction, has begun to separate from the concrete. The sealant is necessary to keep water from leaking out of cracks in the floor and walls of the pond. Excess water could cause settlement issues and require extensive repairs. It is proposed that the sealant be replaced over the next five years for the ponds.

ii. Earthen Pond

The City's earthen pond is located above Beacon Hills and provides storage for the northwest portion of the City. The pond was not constructed of concrete but instead an earth dam with a rock face. Maintenance includes minor removal of sediment/debris that collects in the pond.

d. Pump Station Maintenance

The typical design life of a pump station is approximately 45-50 years. The majority of the City's pump stations are 17 years old or less. The common maintenance items on the pumps stations are replacement of the seals in the pumps every five years. City staff are capable of replacing and maintaining the seal kits. A well maintained pump will not need to be replaced for approximately 25 years.

e. Well Maintenance

The secondary wells have all recently been inspected, pumps and motors replaced or refurbished and electrical equipment updated as needed. It is recommended that at a maximum well pumps be removed and the well inspected by camera every 15 years. The high quality groundwater has not required a lot of rehab of the actual well casings in the past. It is recommended that each year the specific capacity of the well be evaluated to identify potential problems.

f. Distribution System Maintenance

Distribution system maintenance costs typically consist of replacement of valves identified during inspections. It is also necessary to maintain the PRV's that reduce pressure between the different zones. Staff identified the need to replace 10 valve stems a year on the larger valves. The smaller drain valves at low points in the system require replacement as they are more susceptible to weather conditions not being buried. PRV's require yearly maintenance to remain affective and trouble free.

g. SCADA System Maintenance

The City SCADA System was installed in 2008. The SCADA System, remotely through radios, provides real time data at the pump stations, wells and storage ponds. The SCADA also alerts the operators when pumps have failed or high/low pressures occur at pump stations. SCADA also reports high/low levels in the ponds. SCADA is often responsible for reporting issues after hours. Annual maintenance for the SCADA includes replacing radios, and other electrical components that do not operate correctly.

IV. 10-Yr Annual Maintenance Cost Estimates

Table 1 was prepared to provide the City with typical annual maintenance costs for budgeting purposes. Costs were provided though past budgets and from past projects within the City. The costs are in 2015 dollars and include a 4% inflation rate, but do not provide for major system repairs.

V. Capital Operation Expenditures Descriptions

The following are descriptions of the necessary capital operation expenditures for the pressurized irrigation system. These items are necessary for replacement of the pump station pumps and projects to improve the operation of the system.

a. *Replacement of Pump Station Interior Components*

The typical useable life of a pump station is 45-50 years. The City's stations are 8-18 years old. A capital expenditure to replace the pumps, worn valving, electrical and ventilation equipment needs to be anticipated. Provided costs do not include replacement of the structures.

b. *Replacement of VFD's in Pump Stations*

Variable Frequency Drives (VFD's) are another electrical component that requires replacement after 10-15 years. These components assist in providing a longer life for motors.

c. *Meter Replacement in the Upper Pump Station*

Meters in the Upper Pump Station require replacement. The meters assist in the determination of water use for the upper zone.

d. *Replacement of SCADA System*

Along with annual maintenance on the SCADA, it should be anticipated after 25 years, that the system will need to be replaced. As advances in electronics and radios continues the existing systems devices become obsolete and will be more costly to maintain that upgrade.

e. *Gantry Crane*

A Gantry Crane is a portable device that allows for the lifting of heavy objects in a restricted space. The Crane is necessary when the operators rebuild the pumps in the pump stations.

f. *Well Upgrades & Inspection*

It is recommended that every 15 years the well pumps and motors are pulled from the wells. Inspection of the well may be completed at this time. At this time as necessary the motor and pump can be replaced or refurbished along with any well maintenance that may be necessary.

g. *CUP #1 Filter Station Upgrade*

The high flowrates being carried through the CUP#1 turnout requires the filter station be upgraded. The filters trap debris and sediment from entering the City's system.

h. 11800 Pressure Zone Modification

Pressures to the north of 11800 North are above 120 psi. The Master Plan identified construction of a short transmission line and a PRV to lower the overall pressure in the area. A portion of the transmission line has already been installed. Lowering the pressure will reduce water consumption and decrease the wear on City and residential connections, valves and sprinklers.

i. Northwest Area Source Supply

The well at 11800 North was primarily constructed to provide a water source to the Beacon Hills development. The remainder of the existing Northwest Area receives its source from transmission lines in 6000 West. Should additional properties annex into the City, not identified in the Pressurized Irrigation Master Plan, it is recommended that a source evaluation be provided. Depending on the water rights/shares of the development, another source of water may be required.

VI. Capital Operation Expenditures Cost Estimates

Table 2 was prepared to provide the City with typical capital operation expenditure costs for budgeting purposes. Costs were provided by suppliers and from past projects within the City. The costs are in 2015 dollars.

**TABLE 1
ANNUAL MAINTENANCE COST ESTIMATE**

| REPAIR TYPE | 2015 COST | 2016 COST | 2017 COST | 2018 COST | 2019 COST | 2020 COST | 2021 COST | 2022 COST | 2023 COST | 2024 COST | 2025 COST |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Concrete Irrigation Pond Crack Sealing Replacement | \$ 2,500 | \$ 2,600 | \$ 2,704 | \$ 2,812 | \$ 2,925 | | | | | | |
| Northwest Irrigation Pond Maintenance | \$ 1,500 | \$ 1,560 | \$ 1,622 | \$ 1,687 | \$ 1,755 | \$ 1,825 | \$ 1,898 | \$ 1,974 | \$ 2,053 | \$ 2,135 | \$ 2,220 |
| Upper Zone Station Pump Maintenance | \$ 2,000 | \$ 2,080 | \$ 2,163 | \$ 2,250 | \$ 2,340 | \$ 2,433 | \$ 2,531 | \$ 2,632 | \$ 2,737 | \$ 2,847 | \$ 2,960 |
| 11800 Station Pump Maintenance | \$ 2,000 | \$ 2,080 | \$ 2,163 | \$ 2,250 | \$ 2,340 | \$ 2,433 | \$ 2,531 | \$ 2,632 | \$ 2,737 | \$ 2,847 | \$ 2,960 |
| Hogs Hollow Pump Maintenance | \$ 2,000 | \$ 2,080 | \$ 2,163 | \$ 2,250 | \$ 2,340 | \$ 2,433 | \$ 2,531 | \$ 2,632 | \$ 2,737 | \$ 2,847 | \$ 2,960 |
| Lower Pond Pump Maintenance | \$ 2,000 | \$ 2,080 | \$ 2,163 | \$ 2,250 | \$ 2,340 | \$ 2,433 | \$ 2,531 | \$ 2,632 | \$ 2,737 | \$ 2,847 | \$ 2,960 |
| General Well Maintenance | \$ 2,000 | \$ 2,080 | \$ 2,163 | \$ 2,250 | \$ 2,340 | \$ 2,433 | \$ 2,531 | \$ 2,632 | \$ 2,737 | \$ 2,847 | \$ 2,960 |
| Main Valve Replacements | \$ 5,000 | \$ 5,200 | \$ 5,408 | \$ 5,624 | \$ 5,849 | \$ 6,083 | \$ 6,327 | \$ 6,580 | \$ 6,843 | \$ 7,117 | \$ 7,401 |
| PRV Maintenance | \$ 400 | \$ 416 | \$ 433 | \$ 450 | \$ 468 | \$ 487 | \$ 506 | \$ 526 | \$ 547 | \$ 569 | \$ 592 |
| SCADA System | \$ 1,000 | \$ 1,040 | \$ 1,082 | \$ 1,125 | \$ 1,170 | \$ 1,217 | \$ 1,265 | \$ 1,316 | \$ 1,369 | \$ 1,423 | \$ 1,480 |
| Drain Valve Replacements | \$ 5,000 | \$ 5,200 | \$ 5,408 | \$ 5,624 | \$ 5,849 | \$ 6,083 | \$ 6,327 | \$ 6,580 | \$ 6,843 | \$ 7,117 | \$ 7,401 |
| Total | \$ 19,400 | \$ 20,176 | \$ 20,983 | \$ 21,822 | \$ 22,695 | \$ 20,561 | \$ 21,384 | \$ 22,239 | \$ 23,129 | \$ 24,054 | \$ 25,016 |

TABLE 2
OPERATION CAPITAL EXPENDITURE COST ESTIMATE

| EXPENDITURE | NUMBER/TYPE | YEAR ANTICIPATED | COST PER UNIT | TOTAL COST |
|--|--|-------------------------|----------------------|-------------------|
| Upper Zone Station Replacement | Valves, Pumps, Electrical & HVAC | 2035 | \$90,000 | \$450,000 |
| 11800 Station PS Replacement | Valves, Pumps, Electrical & HVAC | 2050 | \$60,000 | \$300,000 |
| Hogs Hollow PS Replacement | Valves, Pumps, Electrical & HVAC | 2050 | \$40,000 | \$40,000 |
| Lower Pond PS Replacement | Valves, Pumps, Electrical & HVAC | 2040 | \$60,000 | \$60,000 |
| VFD Replacement in 11800 & Upper Zone PS | 5 | 2030 | \$12,000 | \$60,000 |
| New SCADA System | 1 | 2030 | \$30,000 | \$30,000 |
| Gantry Crane | 1 | ASAP | \$5,000 | \$5,000 |
| Granite Well | Inspect Well, Motor and Pump | 2030 | \$30,000 | \$30,000 |
| Provo Well | Inspect Well, Motor and Pump | 2030 | \$30,000 | \$30,000 |
| 11800 Well (#6) | Inspect Well, Motor and Pump Replacement | 2030 | \$60,000 | \$60,000 |
| CUP #1 Filter Station Upgrade | 1 | ASAP | \$80,000 | \$80,000 |
| Flow Meters in Upper Station | 1 | ASAP | \$4,000 | \$4,000 |
| | | | | |



CITY COUNCIL AGENDA REPORT

Item # 9

DATE: Tuesday, November 17, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Gary LeCheminant
Finance Director

SUBJECT: RESOLUTION: CONSIDERATION FOR ADOPTION OF A RESOLUTION OF THE CITY COUNCIL OF HIGHLAND CITY, UTAH, AUTHORIZING THE ISSUANCE AND SALE OF NOT MORE THAN \$5,100,000 AGGREGATE PRINCIPAL AMOUNT OF SALES AND FRANCHISE TAX REVENUE REFUNDING BONDS, SERIES 2016; AND RELATED MATTERS.
REFINANCING OF 2007 BONDS (PARK BONDS)

STAFF RECOMMENDATION:

The City Council refinance the 2007 Park Bonds using the Direct Placement Method.

BACKGROUND:

In 2007 Highland City issued Sales and Franchise Tax Revenue Bonds to finance the acquisition of park land and improvements. The original amount of the bonds was \$7,315,000. The bonds were issued with an Average Coupon Interest Rate of 4.17%. Highland has the opportunity to refinance the bonds with an Average Coupon Interest Rate of about 2.00% at this time. The outstanding balance at this time is \$5,250,000. The amount of the bonds to be refinanced is \$4,600,000.

The \$650,000 difference is because Highland will still make the normal principal payments for the bonds due 9/1/2016 and 9/1/2017, which are \$320,000 and \$330,000 respectively. The new amount to borrow to enable Highland City to refinance the bonds due after 9/1/2017 is \$5,004,000.

Zion's Bank approached Highland City in October of 2015 showing that we could save money by refinancing the 2007 bonds. There is no set buyer of the bonds as yet, but Zions Bank feels confident that we could issue the new bonds as a direct placement with a 2.0% interest rate depending on what kind of call feature, if any, is attached to the new bonds. A call feature could raise the interest rate by .25% to .5%. That could make the new bond rate from 2.25% to 2.5%. Also, rates could increase depending on the actions of the Federal Bank in December. To reiterate the point, the amount of new principal Highland needs to refinance the existing \$4,600,000 of bonds would be \$5,004,000. This is an increase of \$404,000. However, the amount of interest saved by the refinanced bonds over the remaining life of the existing bonds would be about \$800,600. The difference between the increased principal payments and the decreased interest payments makes up the total present value savings of \$380,000.

By refinancing now, Highland will save approximately \$380,000 (that is present value savings) over the remaining life of the bonds, which mature on 9/1/2027. The maturity date of the refinanced bonds is the same as the existing bonds. In other words, there is no increase in the amount of time payments are to be made on the bonds.

There are two methods of refinancing the bonds, Direct Placement and Market Underwriting. Within the Direct Placement method of refinancing, Zions Bank estimates the savings in principal and interest costs at about \$380,000 over the life of the bond. Zions Bank estimates the principal and interest savings from the Market Underwriting method to be about \$305,000. Highland City would obtain 99% of the savings in Fiscal Years 2016-2019.

The Finance Director recommends going with the Direct Placement method since the savings are higher and it would take less time to issue the new bonds.

FISCAL IMPACT:

By refinancing the 2007 Park Bond using the Direct Placement method, Highland would save approximately \$82,000 in Fiscal Year 2016, \$90,000 in Fiscal Years 2017 and 2018, and \$128,000 in Fiscal Year 2019 for a total of \$390,000. Highland would save another \$6,000 over the remaining eight years of the bonds. That is \$396,000 in gross payment savings. The present value of those savings is \$380,000 in total.

ATTACHMENTS:

1. Parameters Resolution

Highland, Utah

November 17, 2015

The City Council (the “Council”) of Highland City, Utah (the “Issuer”), met in regular session at its regular meeting place in Highland City, Utah on November 17, 2015, at 7:00 p.m., with the following members of the Council present:

| | |
|-------------------|---------------|
| Mark Thompson | Mayor |
| Brian Braithwaite | Councilmember |
| Dennis LeBaron | Councilmember |
| Tim Irwin | Councilmember |
| Jessie Schoenfeld | Councilmember |
| Rod Mann | Councilmember |

Also present:

| | |
|------------------|--------------------|
| Nathan Crane | City Administrator |
| Gary LeCheminant | Finance Director |

Absent:

| | |
|---------------|---------------|
| JoD’Ann Bates | City Recorder |
|---------------|---------------|

After the meeting had been duly called to order and after other matters not pertinent to this resolution had been discussed, the City Recorder presented to the Council a Certificate of Compliance with Open Meeting Law with respect to this November 17, 2015, meeting, a copy of which is attached hereto as Exhibit A.

The following resolution was then introduced in written form, was fully discussed, and pursuant to motion duly made by Councilmember _____ and seconded by Councilmember _____, was adopted by the following vote:

AYE:

NAY:

The resolution is as follows:

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF HIGHLAND CITY, UTAH (THE “ISSUER”), AUTHORIZING THE ISSUANCE AND SALE OF NOT MORE THAN \$5,100,000 AGGREGATE PRINCIPAL AMOUNT OF SALES AND FRANCHISE TAX REVENUE REFUNDING BONDS, SERIES 2016; FIXING THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF THE BONDS, THE MAXIMUM NUMBER OF YEARS OVER WHICH THE BONDS MAY MATURE, THE MAXIMUM INTEREST RATE WHICH THE BONDS MAY BEAR, AND THE MAXIMUM DISCOUNT FROM PAR AT WHICH THE BONDS MAY BE SOLD; DELEGATING TO CERTAIN OFFICERS OF THE ISSUER THE AUTHORITY TO APPROVE THE FINAL TERMS AND PROVISIONS OF THE BONDS WITHIN THE PARAMETERS SET FORTH HEREIN; PROVIDING FOR THE PUBLICATION OF A NOTICE OF BONDS TO BE ISSUED; PROVIDING FOR THE RUNNING OF A CONTEST PERIOD; AUTHORIZING AND APPROVING THE EXECUTION OF A SUPPLEMENTAL RESOLUTION, A BOND PURCHASE AGREEMENT, AND OTHER DOCUMENTS REQUIRED IN CONNECTION THEREWITH; AUTHORIZING THE TAKING OF ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY THIS RESOLUTION; AND RELATED MATTERS.

WHEREAS, the City Council (the “Council”) of the Issuer desires to (a) refund all or a portion of the Issuer’s currently outstanding Sales and Franchise Tax Revenue Bonds, Series 2007 (the “Refunded Bonds”), (b) fund a debt service reserve fund, if necessary, and (c) pay costs of issuance with respect to the Series 2016 Bonds herein described; and

WHEREAS, to accomplish the purposes set forth in the preceding recital, and subject to the limitations set forth herein, the Issuer desires to issue its Sales and Franchise Tax Revenue Refunding Bonds, Series 2016 (to be issued in one or more series from time to time and with other series or title designations of the Issuer) (the “Series 2016 Bonds”), pursuant to (a) the Utah Refunding Bond Act, Title 11, Chapter 27, Utah Code Annotated 1953, as amended (the “Act”), (b) this Resolution, and (c) a General Indenture of Trust dated as of August 1, 2006, as heretofore amended and supplemented (the “General Indenture”), as further amended and supplemented by a Fourth Supplemental Indenture (the “Fourth Supplemental Indenture,” and together with the General Indenture, the “Indenture”), in substantially the forms presented to the meeting at which this Resolution was adopted and which are attached hereto as Exhibit B; and

WHEREAS, the Act provides that prior to issuing bonds, an issuing entity may give notice of its intent to issue such bonds and the Issuer desires to publish such notice in compliance with the Act; and

WHEREAS, there has been presented to the Council at this meeting a form of a bond purchase agreement (the “Bond Purchase Agreement”) to be entered into between the Issuer and the purchaser of the Series 2016 Bonds (the “Purchaser”) as determined by the Designated Officers (defined below), in substantially the form attached hereto as Exhibit C; and

WHEREAS, in order to allow the Issuer (in consultation with the Issuer’s Municipal Advisor, Zions Bank Public Finance (the “Municipal Advisor”)) flexibility in setting the pricing date of the Series 2016 Bonds to optimize debt service savings to the Issuer, the Council desires to grant to the Mayor or Mayor pro tem (collectively, the “Mayor”), and the Finance Director of the Issuer (collectively, the “Designated Officers”) the authority to approve the final interest rates, principal amounts, terms, maturities, redemption features, and purchase price at which the Series 2016 Bonds shall be sold, and to set forth the final terms of the Series 2016 Bonds, and any changes with respect thereto from those terms which were before the Council at the time of adoption of this Resolution, provided such terms do not exceed the parameters set forth for such terms in this Resolution (the “Parameters”).

NOW, THEREFORE, it is hereby resolved by the City Council of Highland City, Utah, as follows:

Section 1. For the purpose of (a) refunding the Refunded Bonds, (b) funding a deposit to a debt service reserve fund, if necessary, and (c) paying costs of issuance of the Series 2016 Bonds, the Issuer hereby authorizes the issuance of the Series 2016 Bonds which shall be designated “Highland City, Utah Sales and Franchise Tax Revenue Refunding Bonds, Series 2016” (to be issued in one or more series from time to time and with such other series or title designation(s) as may be determined by the Issuer) in the initial aggregate principal amount of not to exceed \$5,100,000. The Series 2016 Bonds shall mature in not more than twelve (12) years from their date or dates, shall be sold at a price not less than ninety-eight percent (98%) of the total principal amount thereof, shall bear interest at a rate or rates not to exceed 5.0% per annum, as shall be approved by the Designated Officers, all within the Parameters set forth herein.

Section 2. The final interest rate or rates for the Series 2016 Bonds shall be set by the Designated Officers, in consultation with the Municipal Advisor, at the rate or rates which will, taking into account the purchase price offered by the purchaser of the Series 2016 Bonds, in the opinion of the Designated Officers, result in a net present value savings for the refunding acceptable to the Issuer at the time of the sale of the Series 2016 Bonds and evidenced by execution by the Issuer of the Bond Purchase Agreement.

Section 3. The Supplemental Indenture and the Bond Purchase Agreement in substantially the forms presented to this meeting and attached hereto as Exhibits B and C, respectively, are hereby authorized, approved, and confirmed. The Mayor and the City Recorder are hereby authorized to execute and deliver the Supplemental Indenture and the Bond Purchase Agreement in substantially the forms and with substantially the content as the forms presented at this meeting for and on behalf of the Issuer, with final terms as may be established by the Designated Officers, within the Parameters set forth

herein, and with such alterations, changes or additions as may be necessary or as may be authorized by Section 4 hereof. The above described committee of the Designated Officers are hereby authorized to select the purchaser and to specify and agree as to the final principal amounts, terms, discounts, maturities, interest rates, redemption features, and purchase price with respect to the Series 2016 Bonds for and on behalf of the Issuer, provided that such terms are within the Parameters set by this Resolution.

Section 4. The appropriate officials of the Issuer are authorized to make any alterations, changes or additions to the Indenture, the Series 2016 Bonds, the Bond Purchase Agreement or any other document herein authorized and approved which may be necessary to conform the same to the final terms of the Series 2016 Bonds (within the Parameters set by this Resolution), to correct errors or omissions therein, to complete the same, to remove ambiguities therefrom, or to conform the same to other provisions of said instruments, to the provisions of this Resolution or any resolution adopted by the Council or the provisions of the laws of the State of Utah or the United States.

Section 5. The form, terms, and provisions of the Series 2016 Bonds and the provisions for the signatures, authentication, payment, registration, transfer, exchange, redemption, and number shall be as set forth in the Indenture. The Mayor and the City Recorder are hereby authorized and directed to execute and seal the Series 2016 Bonds and to deliver said Series 2016 Bonds to the Purchaser. The signatures of the Mayor and the City Recorder may be by facsimile or manual execution.

Section 6. The appropriate officials of the Issuer are hereby authorized and directed to execute and deliver to the Purchaser the Series 2016 Bonds in accordance with the provisions of the Indenture.

Section 7. Upon their issuance, the Series 2016 Bonds will constitute special limited obligations of the Issuer payable solely from and to the extent of the sources set forth in the Series 2016 Bonds and the Indenture. No provision of this Resolution, the Indenture, the Series 2016 Bonds, or any other instrument, shall be construed as creating a general obligation of the Issuer, or of creating a general obligation of the State of Utah or political subdivision thereof, or as incurring or creating a charge upon the general credit of the Issuer or its taxing powers.

Section 8. The appropriate officials of the Issuer, and each of them, are hereby authorized and directed to execute and deliver for and on behalf of the Issuer any or all additional certificates, documents and other papers (including but not limited to an escrow deposit agreement) and to perform all other acts they may deem necessary or appropriate in order to implement and carry out the matters authorized in this Resolution and the documents authorized and approved herein.

Section 9. After the Series 2016 Bonds are delivered to the Purchaser and upon receipt of payment therefor, this Resolution shall be and remain irrevocable until the principal of, premium, if any, and interest on the Series 2016 Bonds are deemed to have been duly discharged in accordance with the terms and provisions of the Indenture.

Section 10. In accordance with the provisions of the Act, the Issuer has caused the following “Notice of Bonds to be Issued” to be (i) published one (1) time in The Daily Herald, a newspaper of general circulation in the Issuer, (ii) posted on the Utah Public Notice Website (<http://pmn.utah.gov>) and (iii) posted on the Utah Legal Notices website (www.utahlegals.com) created under Section 45-1-101, Utah Code Annotated 1953, as amended, and shall cause a copy of this Resolution and the Indenture to be kept on file in the Highland City offices, for public examination during the regular business hours of the City until at least thirty (30) days from and after the date of publication thereof. The “Notice of Bonds to be Issued” shall be in substantially the following form:

NOTICE OF BONDS TO BE ISSUED

NOTICE IS HEREBY GIVEN pursuant to the provisions of the Utah Refunding Bond Act, Title 11, Chapter 27, Utah Code Annotated 1953, as amended (the “Act”), that on November 17, 2015, the City Council (the “Council”) of Highland City, Utah (the “Issuer”), adopted a resolution (the “Resolution”) authorizing the issuance of the Issuer’s Sales and Franchise Tax Revenue Refunding Bonds, Series 2016 (the “Series 2016 Bonds”) (to be issued in one or more series and with such other series or title designation(s) as may be determined by the Issuer).

PURPOSE FOR ISSUING THE SERIES 2016 BONDS

The Series 2016 Bonds will be issued for the purpose of (a) refunding all or a portion of the Issuer’s Sales and Franchise Tax Revenue Bonds, Series 2007 and (b) paying costs of issuance of the Series 2016 Bonds.

PARAMETERS OF THE SERIES 2016 BONDS

The Issuer intends to issue its Sales and Franchise Tax Revenue Refunding, Series 2016, in the aggregate principal amount of not more than Five Million One Hundred Thousand Dollars (\$5,100,000), to mature in not more than twelve (12) years from their date or dates, to be sold at a price not less than ninety-eight percent (98%) of the total principal amount thereof, and bearing interest at individual coupon rate or rates of not to exceed five percent (5.0%) per annum. The Series 2016 Bonds are to be issued and sold by the Issuer pursuant to the Resolution, including as part of said Resolution, a General Indenture of Trust and a Supplemental Indenture of Trust (collectively, the “Indenture”) which were before the Council and attached to the Resolution in substantially final form at the time of the adoption of the Resolution and said Indenture is to be executed by the Council in such form and with such changes thereto as shall be approved by the Council; provided that the principal amount, interest rate or rates, maturity, and discount of the Series 2016 Bonds will not exceed the maximums set forth above. The Issuer reserves the right to not issue the Series 2016 Bonds for any reason and at any time up to the issuance of the Series 2016 Bonds.

EXCISE TAXES PROPOSED TO BE PLEDGED

The Issuer proposes to pledge 100% of (i) the Local Sales and Use Tax funds received by Issuer pursuant to Title 59, Chapter 12, Part 2, Utah Code Annotated 1953, as amended and (ii) the Municipal Energy Sales and Use Tax revenues received by the Issuer pursuant to Title 10, Chapter 1, Part 3, Utah Code Annotated 1953, as amended, for repayment of the Bonds.

A copy of the Resolution and the Indenture are on file in the office of the City Recorder of the Issuer at 5400 W. Civic Center Drive, Highland, Utah, where they may be examined during regular business hours of the Issuer from 7:30 a.m. to 6:00 p.m. Monday through Thursday, for a period of at least thirty (30) days from and after the last date of publication of this notice.

NOTICE IS FURTHER GIVEN that a period of thirty (30) days from and after the date of the publication of this notice is provided by law during which any person in interest shall have the right to contest the legality of the Resolution, the Indenture (but only as it relates to the Series 2016 Bonds), or the Series 2016 Bonds, or any provision made for the security and payment of the Series 2016 Bonds, and that after such time, no one shall have any cause of action to contest the regularity, formality, or legality thereof for any cause whatsoever.

DATED this November 17, 2015.

/s/ JoD'Ann Bates

City Recorder

Section 11. For purposes of and in accordance with Section 265 of the Code, the Issuer hereby designates the Series 2016 Bonds as an issue qualifying for the exception for certain qualified tax-exempt obligations to the rule denying banks and other financial institutions 100% of the deduction for interest expenses which is allocable to tax-exempt interest. The Issuer reasonably anticipates that the total amount of tax-exempt obligations (other than obligations described in Section 265(b)(3)(C)(ii) of the Code) which will be issued by the Issuer and by any aggregated issuer during calendar year 2015 will not exceed \$10,000,000. For purposes of this section, "aggregated issuer" means any entity which (i) issues obligations on behalf of the Issuer, (ii) derives its issuing authority from the Issuer, or (iii) is subject to direct or indirect control by the Issuer within the meaning of Treasury Regulatory Section 1.150-1(e). The Issuer hereby represents that (a) it has not created and does not intend to create and does not expect to benefit from any entity formed or availed of to avoid the purposes of Section 265(b)(3)(C) or (D) of the Code and (b) the total amount of obligations so designated by the Issuer, and all aggregated issuers for calendar year 2014 does not exceed \$10,000,000.

Section 12. All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed and this Resolution shall be in full force and effect immediately upon its approval and adoption.

APPROVED AND ADOPTED this November 17, 2015.

(SEAL)

By: _____
Mayor

ATTEST:

By: _____
City Recorder

(Other business not pertinent to the foregoing appears in the minutes of the meeting.)

Upon the conclusion of all business on the Agenda, the meeting was adjourned.

(SEAL)

By: _____
Mayor

ATTEST:

By: _____
City Recorder

STATE OF UTAH)
 : ss.
COUNTY OF UTAH)

I, JoD'Ann Bates, the duly appointed and qualified City Recorder of Highland City, Utah (the "City"), do hereby certify according to the records of the City Council of the City (the "Council") in my official possession that the foregoing constitutes a true and correct excerpt of the minutes of the meeting of the Council held on November 17, 2015, including a resolution (the "Resolution") adopted at said meeting as said minutes and Resolution are officially of record in my possession.

I further certify that the Resolution, with all exhibits attached, was deposited in my office on November 17, 2015, and pursuant to the Resolution, there was published a Notice of Bonds to be Issued (a) one time in The Daily Herald, a newspaper having general circulation within the City, with the affidavit of such publication attached hereto upon availability, (b) on the Utah Public Notice Website created under Section 63F-1-701 Utah Code Annotated 1953, as amended and (c) on the Utah Legal Notices website (www.utahlegals.com) created under Section 45-1-101, Utah Code Annotated 1953, as amended.

IN WITNESS WHEREOF, I have hereunto subscribed my signature and impressed hereon the official seal of said City, this November 17, 2015.

(SEAL)

By: _____
City Recorder

EXHIBIT A

CERTIFICATE OF COMPLIANCE WITH
OPEN MEETING LAW

I, JoD'Ann Bates, the undersigned City Recorder of Highland City, Utah (the "City"), do hereby certify, according to the records of the City in my official possession, and upon my own knowledge and belief, that in accordance with the requirements of Section 52-4-202, Utah Code Annotated 1953, as amended, I gave not less than twenty-four (24) hours public notice of the agenda, date, time, and place of the November 17, 2015, public meeting held by the City's City Council (the "Council"), as follows:

(a) By causing a Notice, in the form attached hereto as Schedule 1, to be posted at the City's principal offices on November ____, 2015 at least twenty-four (24) hours prior to the convening of the meeting, said Notice having continuously remained so posted and available for public inspection until the completion of the meeting;

(b) By causing a copy of such Notice, in the form attached hereto as Schedule 1, to be delivered to The Daily Herald on November ____, 2015, at least twenty-four (24) hours prior to the convening of the meeting; and

(c) By causing a copy of such Notice, in the form attached hereto as Schedule 1 to be published on the Utah Public Notice Website (<http://pmn.utah.gov>) at least twenty-four (24) hours prior to the convening of the meeting.

In addition, the Notice of 2015 Annual Meeting Schedule for the City Council (attached hereto as Schedule 2) was given specifying the date, time and place of the regular meetings of the Council of the Issuer to be held during the year, by causing said Notice to be (i) posted on _____, at the principal office of the Issuer, (ii) provided to at least one newspaper of general circulation within the geographic jurisdiction of the City on _____, and (iii) published on the Utah Public Notice Website (<http://pmn.utah.gov>) during the current calendar year.

IN WITNESS WHEREOF, I have hereunto subscribed my official signature this November 17, 2015.

City Recorder

(SEAL)

SCHEDULE 1
NOTICE OF MEETING

SCHEDULE 2

ANNUAL MEETING SCHEDULE

(attach Proof of Publication of
Notice of Bonds to be Issued)

EXHIBIT B

GENERAL INDENTURE AND
FORM OF SUPPLEMENTAL INDENTURE

(See Transcript Document Nos. __ and __)

EXHIBIT C

FORM OF BOND PURCHASE AGREEMENT

(See Transcript Document No. __)



CITY COUNCIL AGENDA REPORT

Item # 10

DATE: November 17, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Nathan Crane, AICP
City Administrator/Community Development Director

SUBJECT: MOTION: APPROVAL OF A BID FOR THE CONSTRUCTION OF A FENCE AROUND
THE SPLASH PAD

STAFF RECOMMENDATION:

City Council authorize staff to bid and construct a four foot wrought iron fence around the splash pad

BACKGROUND:

The City Council has asked staff to bid the cost of a fence around the splash pad. Staff has solicited bids from four companies as follows. All fencing is a three foot powder coated wrought iron fence unless otherwise noted.

- Northwest Fencing: \$37,950.00
- Freeway Fencing: \$29,883.55
- Fence Specialist: \$20,943-\$23,570 (depending on options) – four foot fence
- CFC Fence: \$24,570

FISCAL IMPACT:

Funding for the fence was not included in the FY 2015/2016 Budget.

ATTACHMENTS:

1. Fence Location

Utah County Parcel Map



Fence
Splash Pad



Generated from the Recorder's Online Parcel Map

This plat is for reference only and no liability is assumed for any inaccuracies, incorrect data or variations with an actual survey

Date: 10/27/2015



CITY COUNCIL AGENDA REPORT

Item # 11

DATE: Tuesday, November 17, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Erin Wells
Assistant to the City Administrator

SUBJECT: MOTION: AUTHORIZATION TO PURCHASE MOBILE 311 WORK ORDER SYSTEM WITH FACILITYDUDE

STAFF RECOMMENDATION:

The City Council authorize the purchase of a work order management system.

BACKGROUND:

The Public Works Department is seeking a way to better track the happenings of their department in regards to work orders, equipment usage, materials, time, etc. and to have a better way to gather data and compile reports.

In addition, when the City rolls over to a new website, the Report a Concern feature will no longer exist. While this current system was not ideal, it was what staff was using to solicit information from residents relating to city issues and track those issues to resolution.

Originally when staff looked into purchasing a work order system, \$60,000 was budgeted for this fiscal year for the purchase of a particular product. Administration conducted additional research into other companies to see if there were other more affordable yet as good of products on the market. In October, Justin Parduhn, Kelsey Bradshaw, Nathan Crane, and Erin Wells conducted webinar demonstrations with four different work order companies. Below is a list of the companies and their respective annual costs:

- SeeClickFix - \$7,500 (\$9,500 set-up)
- FacilityDude - \$11,820 (\$10,050 set-up)
- Public Service Request - \$4,800 (\$5,500 set-up)
- GovQA - \$6,000 (\$8,500 set-up)

After doing research, seeing the demonstrations, conducting follow-up interviews, and doing reference checks, the evaluation team is confident that FacilityDude has the best work order product system and that it will meet all of our city's needs in that realm. The FacilityDude Mobile 311 solution will enable citizens and staff alike to create and track work requests. In addition, staff will be able to update information regarding work orders while in the field; easily track things like cost, time, and equipment; create informative and helpful reports relating to activities.

FISCAL IMPACT:

\$10,050 initial set-up fee (due January 1, 2016) and an \$11,820 (due July 1, 2016) continuing annual fee

This was budgeted in account codes 55-40-78 and 54-40-74. The annual cost will be distributed through the general and enterprise funds as appropriate.

ATTACHMENTS:

1. Product Information
2. Sample Reports and Product Features
3. Cost Proposal

10/15/2015

Erin Wells
City Of Highland
5400 W. Civic Center Dr., Suite 1
Highland, UT 84003-3856

Dear Erin,

Thank you for your interest in our GIS solutions. Designed to help you take full advantage of your GIS data, our solutions make information more accessible, simplify the creation of new data, and organize everything more effectively. We are dedicated to providing best in class solutions with unlimited training and support. Ask us about our other affordable online solutions that are built exclusively for organizations just like City of Highland. Pricing is based on your total population.

Total Population: 17,523

| Item | Term | Investment |
|-------------------------------|--|-------------|
| Mobile311 - up to 8 divisions | Prorated 6 Months 01/01/15-06/30/15 | \$10,050.00 |

| | |
|----------------------------------|--------------------|
| Total Initial Investment: | \$10,050.00 |
|----------------------------------|--------------------|

Annual renewal amount from 07/01/15-06/30/16 is \$11,820.00

Investment includes:

- Mobile311 account set up includes pre-population of forms. Files must be provided in electronic format (excel,.csv)

Terms of Service:

- Proposal has been prepared for City Of Highland.
- Proposal is valid for 30 days.
- Initial Term: 12 months
- Automatic invoicing of annual fee will occur at the end of each term unless request for non-renewal is received in writing 30 days prior to renewal date.
- Payment: Terms are net 30 days.
- Applicable sales taxes are in addition to the quoted price. If City Of Highland is tax exempt please email a copy of your Tax Exemption Certificate to accounting@facilitydude.com.
- Please address purchase order to: FacilityDude.com, 11000 Regency Parkway Suite 200, Cary, NC 27518
- Training and startup assistance are available in an online format and through telephone support as indicated on our website.
- Technical Support is available from 8am to 6pm EST. Please call (877)655-3833 for or email support@facilitydude.com for technical support.
- Subscription begins upon written acceptance of terms and conditions of the proposal.
- Project management, and onsite training are outside of the scope of this proposal and are available at an additional cost.
- FacilityDude.com's Terms of Use are governed by our online terms of use statement available at: <http://facilitydude.com/privacy-terms-of-use/>.
- FacilityDude.com solutions are delivered for the client to access within 24 hours of the order.

Thanks again for your interest in utilizing our web-native solutions to integrate and more efficiently manage your operations. Please feel free to contact me with any questions at 919-674-8752 or by email at daniel.mccauley@facilitydude.com

Sincerely,
Daniel McCauley
Account Representative
Cell (919) 410-2032
daniel.mccauley@facilitydude.com

Number of Top Requests and Employees to Display

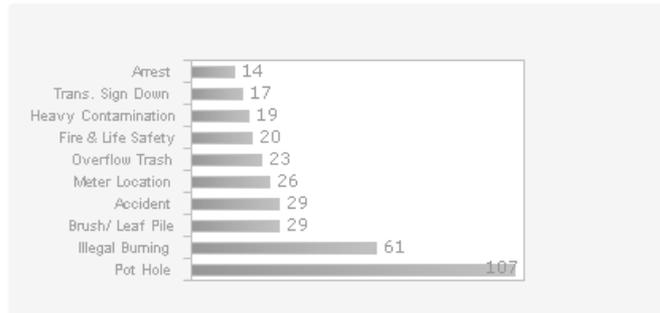
 Requests

Posted: 517

Completed: 278

Top Requests for Timeperiod

| | |
|---------------------|-----|
| Pot Hole | 107 |
| Illegal Burning | 61 |
| Brush/ Leaf Pile | 29 |
| Accident | 29 |
| Meter Location | 26 |
| Overflow Trash | 23 |
| Fire & Life Safety | 20 |
| Heavy Contamination | 19 |
| Trans. Sign Down | 17 |
| Arrest | 14 |

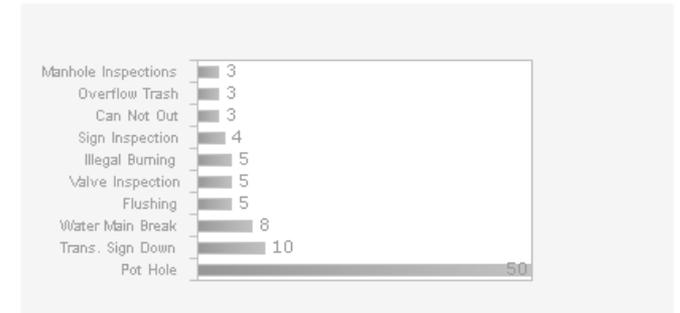

 Requests

Posted: 117

Completed: 45

Top Requests for Timeperiod

| | |
|---------------------|----|
| Pot Hole | 50 |
| Trans. Sign Down | 10 |
| Water Main Break | 8 |
| Flushing | 5 |
| Valve Inspection | 5 |
| Illegal Burning | 5 |
| Sign Inspection | 4 |
| Can Not Out | 3 |
| Overflow Trash | 3 |
| Manhole Inspections | 3 |



Date Range: 1/1/2000 to 9/18/2015

| GIS Layer | Asset Id | Work Item Count | Employee Cost | Material Cost | Equipment Cost | Total Cost | |
|----------------------|----------|--------------------|---------------|-----------------|-------------------|----------------|-------------------|
| Fire Hydrants | | | | | | | |
| | FH-0237 | 1 | \$171.50 | \$1,795.52 | \$0.00 | \$1,967.02 | |
| | FH-0271 | 1 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| | FH-0365 | 1 | \$412.00 | \$0.00 | \$0.00 | \$412.00 | |
| | FH-0370 | 1 | \$0.00 | \$0.00 | \$92.00 | \$92.00 | |
| | FD1234 | 1 | \$0.00 | \$50.10 | \$0.00 | \$50.10 | |
| | FH-0399 | 2 | \$90.00 | \$0.00 | \$0.00 | \$90.00 | |
| | FH-1039 | 1 | \$110.00 | \$20.00 | \$0.00 | \$130.00 | |
| | FH-1459 | 1 | \$0.00 | \$50.10 | \$0.00 | \$50.10 | |
| | | SUBTOTAL | 9 | \$783.50 | \$1,915.72 | \$92.00 | \$2,791.22 |
| | | GRAND TOTAL | 9 | \$783.50 | \$1,915.72 | \$92.00 | \$2,791.22 |

Pole Damaged

Pole Bent

Light Out

Lens Cracked

Tree On Line

Back