

AMENDED AGENDA
HIGHLAND CITY COUNCIL MEETING
March 1, 2016

6:30 p.m. Closed Executive Session
7:30 p.m. Regular City Council Session
Highland City Council Chambers, 5400 West Civic Center Drive, Highland Utah 84003

6:30 PM - CLOSED EXECUTIVE SESSION

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

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

7:30 P.M. REGULAR SESSION – CITY COUNCIL CHAMBERS

CALL TO ORDER – Mayor Mark Thompson

INVOCATION – Dennis LeBaron

PLEDGE OF ALLEGIANCE – Tim Irwin

APPEARANCES (10 min.)

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

PRESENTATION (10 min.)

- 1. Introduction of the new Highland City Library Director – Janae Wahnschaffe**

CONSENT (5 min.)

- 2. MOTION: Approval of Meeting Minutes for the City Council Work Session/Regular Session – January 19, 2016**
- 3. MOTION: Approval of Meeting Minutes for the City Council Work Session/Regular Session – February 16, 2016**
- 4. ~~MOTION: Approving an Agreement Regarding an Application for Final Plat and Authorizing the Mayor to Sign the Agreement – Highland Oaks~~ - **REMOVED****

ACTION ITEMS (45 min.)

5. **PUBLIC HEARING / RESOLUTION: Enterprise Fund Interfund Loan to the General Fund - Purpose of Purchasing Park Land**
6. **MOTION: Award the design of the Highland City 4800 West/SR 74 East West Connector Road (Canal Boulevard) in the amount not to exceed \$266,229. - JUB Engineers Inc.**
7. **RESOLUTION / MOTION: Adoption of a Building Use Policy and Fee Schedule – City Hall and City Community Center**

MAYOR/ CITY COUNCIL & STAFF COMMUNICATION ITEMS (15 min.)

8. **6000 W Reconstruction Project Update – Nathan Crane, City Administrator**
9. **Utility Rate Study Update – Nathan Crane, City Administrator**
10. **Capital Road Reconstruction Plan Update – Nathan Crane, City Administrator**

ADJOURNMENT

(These items are for information purposes only.)

Description	Requested/Owner	Due Date	Status
Salt Storage Bldg.	Council Justin	February 2016	Engineer Reviewing
Speed Sign Information Collected	City Council Justin	March 2016	In Progress
Road Capital Improvement Plan for FY 15-16 <i>Prioritize and Communicate to Residents</i>	City Council	Estimated June 2016	Study Underway
Election Policy	City Council Jody	August 2016	In Progress
Determine Park Use for Recreation	City Council Parks Staff	2016	In Progress
HW Bldg. – PW Storage Status	City Council Mayor/PW	2016	In Progress

ELECTRONIC PARTICIPATION

Members of the City Council may participate electronically via telephone, Skype, or other electronic means during this meeting.

CERTIFICATE OF POSTING

The undersigned duly appointed City Recorder does hereby certify that on this **29th day of February, 2016**, 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, January 19, 2016

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 Ed Dennis
Councilmember Rod Mann

STAFF PRESENT: Nathan Crane, City Administrator/Community Develop. Director
Erin Wells, Assistant to the City Administrator
JoD’Ann Bates, City Recorder

CITY COUNCIL WORK SESSION

Election De-Brief and Concerns

The meeting was called to order by Mayor Mark S. Thompson as a work session at 6:03 p.m. City Recorder, JoD’Ann Bates updated the Council of the voting process and the issues that the City has encountered. With the number of precincts and registered voters in the City, and Ms. Bates’s desire to eliminate schools as voting locations, she proposed three alternatives: 1) have one voting location in each of the ten precincts, 2) have one voting location at City Hall, or 3) conduct and election entirely as a vote by mail. One of Ms. Bates’s greatest concerns was the decreasing number of willing poll workers and counters.

There was a discussion regarding the three options presented. Councilmember Ed Dennis voiced his concern regarding confusion for those voting when the location continues to change and feels it is important to keep the location consistent from year to year. He feels that by limiting the access to voting locations to one central location may cause people to not vote.

JoD’ Bates indicated that the reason for the change every year is that they municipal elections are coordinated by the city and the other years where there is a county or presidential election it is conducted by the county. The county still uses the schools and she prefers not to be in the school. She feels they have done everything they can to properly inform voters as to where they need to go to vote.

Councilmember Irwin indicated he feels that the information from the city should be consistent to the information received from the county rather that is 10 precincts or downsized.

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1 The Councilmembers expressed a fear that a mail vote would attract citizens who were
2 uninformed of the current issues, and uninvolved with the community. Councilmember Mann
3 felt that consolidating the vote to only City Hall would not be appealing to those residents who
4 live on the outskirts of the City limits. He also argued that it was not the choice of the Council to
5 limit those who vote because they are considered to be uninformed.

6 In the remaining time prior to the start of the regular meeting, the Council discussed the legality
7 of placing political signs on public property. It was suggested that they involve the City
8 Attorney at a later date to determine that no rights would be threatened by limiting the areas
9 where those signs could be placed.

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REGULARLY SCHEDULED CITY COUNCIL MEETING

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

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STAFF PRESENT: Nathan Crane, City Administrator/Community Develop. Director
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

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OTHERS: Devirl Barfuss, Ty Christensen, Brian Cook, Cole VanAusdal, Deena VanAusdal,
Curtis VanAusdal, Tanner West, Becky West, Stewart West, Brooke Woolley, Jason Woolley,
Jared Godwin, Mykel Godwin, Daxton Godwin, Shaunna Godwin, Laura Mabey, Betsy Mabey,
Tate Malers, Marci Modersitzski, Marc Modersitzski, Jullyne Mogleston, Larry Becknell, Scott
Sandstrom, Ty Owen, Allison Owen, MaKay Owen, Caitlin Thomos, Mason Fairbanks, Lindsey
Worthen and Chris Dayton. .

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The meeting was called to order by Mayor Mark S. Thompson as a regular session at 7:04 p.m.
The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior

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1 to the meeting. The prayer was offered by Tim Irwin and those assembled were led in the Pledge
2 of Allegiance by McKay Owen, a scout.

3 4 APPEARANCES:

5
6 Scott Sandstrom addressed the Council on behalf of Preserve and Protect American Fork
7 Canyon, and expressed their concern for the potential expansion of Snowbird. Not only did they
8 worry about the possibility of water contamination, but the increase in traffic and the reduction
9 of available recreation space for the local residents.

10 11 PRESENTATIONS:

12 13 **1. Oath of Office – Highland Youth Council**

14
15 Mayor Thompson read the names of the 2016 Youth Council and asked them to come to the
16 front of the room. The 2016 Youth Council Members include: Aaron Burns, Aubrey Cannon,
17 Blake Cannon, Brittany Jones, Brook Woolley, Brooklynn Harris, Cole VanAusdal, David
18 Westwood, Emmerson Dayton, Jessica Spencer, Laura Mabey, Lindsey B. Draper, Marinda
19 Mugleson, Mykel Godwin, Rebecca Cutler, Tanner West, and Kate Modersitzski, with advisors
20 Sarah Cutler and Chris Dayton.

21
22 City Recorder, JoD'Ann Bates administered the Oath of office.

23 24 **2. Utah Valley Women**

25
26 There were no representatives from Utah Valley Women present. The item was continued to the
27 next meeting

28 29 **3. Highland Urban Deer Program – Brain Cook**

30
31 Brian Cook updated the Council on the progress of the Urban Deer Program and stated that
32 Highland City was currently in the maintenance phase of the program. Brian indicated has the
33 updated roadkill information and clarified that this report is not factual due to an animal can be
34 hit by a car and continue to travel and die in a ditch. This report is based on the number of deer
35 hit by cars that are picked up. In the time from 2012-2013 Highland had an annual roadkill
36 number of 72 animals. At the end of the first year of the program in 2013-2014 the annual
37 number was 41. The annual roadkill report average in 2014-2015 had decreased to 17. As of
38 right now Highland is at 6. He feels that if they were to remove the program those numbers
39 would be back up to 72 in three years. Highland has become a panicle for this type of program.
40 He is proud to talk to other cities about the success they have had in Highland. There are still
41 some concern regarding some large bucks that live in Highland. His goals as a sportsman when
42 starting this program was not interrupt that big buck program. When the program was brought
43 into the State it was not specified as male or female, he implemented his program with that

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1 definition to prevent pitting sportsman against sportsman. City deer have a life span of about 5
2 years, they will either get hit by a car or die by due to sickness. Brian continued to discuss
3 timelines and reasons why they are currently working to change those hunting timelines to better
4 and more effectively remove those deer which would benefit both the deer population and the
5 human frustrations with the deer. Brian reported that this last year was a success. There were no
6 wounded or lost animals, all animals shot were removed and donated to local families.
7 Humphries Archery has been the one pioneering this program and are in the process of
8 partnering with a non-profit organization in order to better allocate the meat. He feels that only
9 10% of the animals are going to families that are in need the other is going to families that just
10 like the meat. This new program will open up the opportunity to use local game processors in
11 conjunction with the “Feed the Hungry” program. If there are residents that are interested in the
12 meat they just need to contact himself or Jody. Highland was the pilot program that the smaller
13 cities were watching it has now grown to Provo being the pilot program for the larger cities.
14
15

CONSENT ITEMS:

- 16
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- 18 **4. MOTION: Modification of a Contract for Transcription Services of City Council**
19 **Meeting Minutes – C. Price Transcription LLC**
20
- 21 **5. MOTION: Selection of Consultant to Prepare a Road Reconstruction Capital Plan -**
22 ***Pulled by Brian Braithwaite***
23
- 24 **6. RESOLUTION: Potential Expansion of the Snowbird Ski Resort Project – American**
25 **Fork Canyon**
26 ***Pulled by Brian Braithwaite***
27

28 **MOTION: Dennis LeBaron moved the City Council approve Consent Item #4 on the**
29 **agenda.**

30
31 **Tim Irwin seconded the motion.**
32 **Unanimous vote, motion carried.**
33

PULLED CONSENT ITEMS:

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- 36 **(#5) MOTION: Selection of Consultant to Prepare a Road Reconstruction Capital Plan -**
37 ***Pulled by Brian Braithwaite***
38

39 Brian Braithwaite expressed a concern that the reconstruction plan discussed previously did not
40 include all of the roads the City would like to examine. Nathan Crane responded that if they
41 wanted to include all roads with a PCI value between 55 and 61.9, it would create an additional
42 cost of \$19,805. The Council felt that this initial expense would save money for the City in the
43 future.

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2 **MOTION: Dennis LeBaron moved the City Council approve the Selection of the**
3 **Consultants in the amount of \$109,065 to prepare the Road Reconstruction Plan.**

4
5 **Tim Irwin seconded the motion.**
6 **Unanimous vote, motion carried.**

7
8 **(#6) RESOLUTION: Potential Expansion of the Snowbird Ski Resort Project – American**
9 **Fork Canyon**

10 ***Pulled by Brian Braithwaite***

11
12 Brian Braithwaite suggested that the resolution be reworded to better convey their serious
13 concerns about the expansion, and ask them to clearly define the requirements from the
14 contractor. Snowbird owns the land in question, and they do have rights as the property owner,
15 but they should use those rights within the boundaries of controlling problems that could occur.
16 There was a discussion regarding possible language that could be added to the resolution.

17
18 **MOTION: Brian Braithwaite moved the City Council approve the Resolution regarding**
19 **the potential expansion of the Snowbird Ski Resort with the approved discussed changes.**

20
21 **Ed Dennis seconded the motion.**
22 **Unanimous vote, motion carried.**

23
24 **ACTION ITEMS:**

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26 **7. City Council To Represent Highland City – Utah Valley Dispatch Board**

27
28 Background: *Highland City is a member of the Utah Valley Dispatch Special Service District*
29 *which was created in 2008 by Utah County and member cities to provide emergency dispatch*
30 *services in a more efficient manner. Each member agency has representation on the Board with*
31 *the County having three board members. The Board has determined the most appropriate*
32 *method to charge for dispatch services, an executive director has been hired and they have*
33 *established administrative operating procedures that provides for and an economically practical*
34 *way to continue dispatch services. With the change of City Administrators it is recommended*
35 *that a City Council Member be appointed to the district in continuing to ensure the interests of*
36 *Highland are represented.*

37
38 Mayor Thompson stated that a Councilmember needed to be appointed to the Utah Valley
39 Dispatch Board. In the past, Highland City has been represented but not by a voting member of
40 the Council. The Board would meet once per month in Lehi City in the morning. It was
41 confirmed that their time on the Board would run with their term in office.

42
43 **MOTION: Tim Irwin moved the City Council approve a Resolution appointing Ed Dennis**
44 **as the City Representative to the Utah Valley Dispatch Special Service District.**

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2 **Brian Braithwaite seconded the motion.**
3 **Unanimous vote, motion carried.**
4

5 **8. Authorize Staff to bid HA5 Surface Treatment Road Maintenance Projects in the**
6 **amount not to exceed \$211,623.58 - Type III Slurry Seal Treatment not to exceed**
7 **\$12,885 and \$41,976.43 for Crack Sealing – 2016 Spring Surface Treatments**
8

9 Background: *These projects will be completed spring/summer of 2016. Staff has identified*
10 *\$224,508.58 worth of surface treatment projects. This will allow for approximately 6.22 miles of*
11 *road to be cracked sealed and treated with HA5 and .31 miles of Type III Slurry Seal. The*
12 *projects were identified by using the Road Maintenance Plan prepared by JUB and staff*
13 *inspection/knowledge of the roads. Emphasis was placed on newer streets where surface*
14 *treatments are the best form of maintenance. Streets that need major patching or repair were*
15 *not included. This will complete years two and three in the Road Maintenance Plan as well as a*
16 *small portion of year four. All streets will be treated with HA5 except for a small .31 mile*
17 *section coming off the hill out of the Viewpointe subdivision that will have a Type III Slurry*
18 *which has some heavier aggregate in it to help with traction on the steep slope.*
19

20 Ed Dennis asked if the engineering study would be addressing the future maintenance. It was
21 confirmed that Highland would still be using J-U-B Engineering's five-year road maintenance
22 plan.
23

24 **MOTION: Brian Braithwaite moved the City Council authorize staff to bid HA5 Surface**
25 **Treatment Road Maintenance Projects in the amount not to exceed \$211,624. - Type III**
26 **Slurry Seal Treatment not to exceed \$12,885 and \$41,977 for Crack Sealing.**
27

28 **Dennis LeBaron seconded the motion.**
29 **Unanimous vote, motion carried.**
30

31 **9. Authorization to Proceed with Construction of Sewer and Road Improvements –**
32 **10400 North**
33

34 The bid presented to the City was separated into two portions, the first being the upgrade of the
35 sewer line which would cost \$464,107. This would be funded through the Sewer Impact Fees,
36 and needs to be done in order to accommodate upcoming development in the area around 10400
37 North. The second portion of the bid involves sections of roadwork that needs to be done, and
38 this would be done with any funds left over after the sewer upgrade. There was a discussion
39 regarding the potential roads to be improved.
40

41 **MOTION: Rod Mann moved the City Council to approve the authorization to proceed**
42 **with Construction of Sewer and Road Improvements along 10400 North for amount not to**
43 **exceed \$618,817.50 and direct staff to proceed with the planning to use Geneva Rock for**

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1 **6000 West from 10400 North south to the canal with the expectation that staff will come**
2 **back with a cost for approval.**

3
4 **Ed Dennis seconded the motion.**

5 **Unanimous vote, motion carried.**

6
7 **10. Revising Section 10.5 of the Personnel Policy and Procedures Manual – Severance for**
8 **At Will Employees**

9
10 Nathan Crane stated that staff had concerns with the current language in the Personnel Policy
11 and Procedures Manual regarding severance pay. The first item they wanted to address was the
12 length of time the severance would be provided, which is currently six months. Staff proposes to
13 change that to 12 weeks. The second concern is that the current provision requires severance
14 under anything except gross negligence by an employee, so the proposal defines what that mean.
15 There is also proposed language identifying when severance would apply, and what City
16 positions it would apply to.

17
18 The Council discussed the possibility of created a tiered system, such as equating the number of
19 additional severance weeks to the number of years served. Nathan Crane confirmed that the
20 current policy requires someone to be employed for one year before severance pay is applicable.
21 It was also requested that several City positions, including Administrator’s Assistant, be clearly
22 defined in the policy.

23
24 **MOTION: Tim Irwin moved the City Council Approve the Revision of Section 10.5 of the**
25 **Personnel Policy and Procedures Manual for At Will Employees as revised.**

26
27 **Dennis LeBaron seconded the motion.**

28 **Unanimous vote, motion carried.**

29
30 **MAYOR, CITY COUNCIL & STAFF COMMUNICATION ITEMS**

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

32
33 **11. Revenue from Open Space Purchase and Questar Lease – Gary LeCheminant,**
34 **Finance Director**

35
36 Gary LeCheminant stated that there had been discussion about putting the funds acquired from
37 the open space purchase to be put back into the open space fund. The Council preferred that
38 these funds be used for capital expenditures in those open space areas rather than maintenance or
39 repair, and they discussed how to put restrictions on the funds to assure that this happened. Staff
40 would take the information from this discussion and return to the City Council with a proposal.

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42 **ADJOURNMENT**

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44 **MOTION: Tim Irwin moved to adjourn.**

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2 **Brian Braithwaite seconded the motion.**

3 **Unanimous vote. Motion carried.**

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5 **Meeting adjourned at 9:13 p.m.**

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JoD'Ann Bates, City Recorder

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10 Date Approved: February 2, 2016

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13 Attachments:

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- Staff Power Point

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- Urban Deer Program Presentation

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**MINUTES
HIGHLAND CITY COUNCIL MEETING
Tuesday, February 16, 2016**

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

6:00 P.M. CITY COUNCIL WORK SESSION

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

STAFF PRESENT: Nathan Crane, City Administrator/Community Develop. Director
Erin Wells, Assistant to the City Administrator
Gary LeCheminant, Finance Director
JoD’Ann Bates, City Recorder
Justin Parduhn, Public Works O&M Director
Tavis Timothy, City Engineer
Todd Trane, City Engineer

OTHERS: Matt Mills of Zions Bank, Devirl Barfuss and Josh Castleberry.

Matt Mills, from Zions Bank, presented the updated Utility User Rate Analysis for Highland City. Based on the discussion with the Council on January 12th, he refined the list of capital projects and based most of the rates on a cash-only approach. Although the Council prefers not to bond, Mr. Mills did include calculations for bonding for comparison. At the previous meeting the Council also discussed the cost of holding the Provo River Water Users access water, and whether the cost of maintaining that water should be best allocated to the general fund or paid through the enterprise fund. Mr. Mills commented that they had not reached a financial determination in this regard, and more research would be conducted regarding cost. He reminded the Council that the numbers and information he would be presenting were still in draft form, but he was confident with what they had so far.

Mr. Mills began by presenting the staff projections. The future staffing needs were estimated for each utility according to FTEs (Full-Time Equivalents). The spreadsheet also included the annual cost for each of the utilities. A concern was raised that the spreadsheet didn’t show an increase in FTEs for several years, and Justin Parduhn responded that they took into consideration the fact that the number of employees has decreased over the past six years. He felt confident that the projections were accurate.

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2 Mr. Mills continued with his presentation by explaining that he took the list of capital projects as
3 defined by the City Council, the staffing projections, and the different operating costs for each
4 utility and created a model called a coverage table. This table would help the Council
5 understand how much revenue the utilities need to generate to pay for the capital projects. He
6 stated that if the Council did decide to bond for these projects, they were eligible.

7
8 Mr. Mills then presented the updated list of capital projects, which included a more accurate
9 showing of the culinary water projects. Over the next seven years the amount of money needed
10 for the capital projects would be \$13.5 million based on this analysis. Sewer projects made up
11 the greatest portion of that amount, followed by the pressurized irrigation system, culinary water,
12 and drainage called for the least amount of money.

13
14 The Council expressed a concern for the spike in capital projects in 2019 and that funding them
15 would be a problem. Mr. Mills stated that he could revisit the list of capital projects and see if
16 any of them could be pushed back a year or two to lessen the impact.

17
18 Mr. Mills addressed the pumping surcharges. Generally, the cost that could be allocated to
19 pumping water to higher elevations in the City is about \$20,000 annually, and the pumping
20 would serve roughly 420 connections. He presented the breakdown of costs according to the
21 three developments in the area, including Hawk Hollow. Mr. Mills was informed that the Hawk
22 Hollow development was not on the culinary water system, but the pressurized irrigation system.
23 He confirmed that this would be adjusted in the calculations and presented correctly at their next
24 meeting in March. Tim Irwin commented that the residents would like a better quality of water
25 pressure if they are asked to pay higher utility rates. There was a discussion about the quality of
26 the water pressure throughout the City, and it was suggested that the issue be further researched.

27
28 Mr. Mills continued by presenting the rate increases for culinary water that would be necessary
29 to cash-fund the upcoming capital projects. The Council had previously stated that they would
30 rather see a rate increase every three years or so rather than an annual increase. Mr. Mills stated
31 that the average culinary water user is currently being charged \$13 per month without pumping
32 surcharges. Although they would not need to increase the rate for a few years, there would
33 eventually be a 43% increase, which would make the average monthly amount \$18.36. The
34 pumping surcharge was not enough to significantly affect the average numbers. Mr. Mills also
35 presented the bonding scenario for culinary water for the Council's reference. If the City chose
36 to bond, the initial increase would not be as dramatic.

37
38 The rates for the pressurized irrigation system did include all costs related to the Provo River
39 Water Users Association, even though the exact cost for moving funds to the general fund were
40 still being researched. A typical lot currently pays roughly \$21 per month. Mr. Mills stated that
41 if the capital projects were to be cash-funded, the initial increase for this utility would be an
42 increase of approximately 70%. This would add \$17 to the current monthly amount. This
43 increase would allow the City to cash-fund all of the capital projects without future rate increase.
44 A bonding situation would only call for an \$8 increase. Mr. Mills stated that his next

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1 presentation in March would include the cost of moving the Provo River Water funds to the
2 general fund, and the Hawk Hollow and Beacon Hills developments to the pressurized irrigation
3 chart. Rod Mann asked Mr. Mills if he would also include an estimate of a unified rate.
4

5 The Council was concerned with the initial increase of these utilities, and Mr. Mills stated that
6 they could choose to have a slower ramp-up. Brian Braithwaite suggested that they consider a
7 gradual increase, bonding, or a combination of the two. Rod Mann felt that bonding had a long-
8 term expense that he did not feel comfortable getting involved with if the option to cash-fund
9 was available. He did not want the City to go into further debts. Mayor Thompson suggested
10 that this issue be debated at a future date, and they return to Mr. Mills' presentation. Before
11 returning to the presentation, Mr. Mann expressed his concern that the rates were not shown to
12 go back down at any time in these calculations.
13

14 Mr. Mills stated that the storm water capital projects were small and could easily be cash-funded,
15 so he did not include a bonding scenario for this utility. The rate would need to be increased by
16 37%, or about \$2.10, which would not have to be increased again in the future.
17

18 In regards to the sewer rates, Mr. Mills stated that they have two charges. The first is the City
19 charge at about \$5.47, which would be increased by about 90%. The second charge is the
20 Timpanogos expense, which they can expect to see a 3% increase, but that is not included on the
21 spreadsheet. The bonding scenario was also presented for sewer.
22

23 In summary, if the projects were cash-funded the combined estimated rate increase would be
24 roughly \$30 in 2017, and the rate would remain the same after that. Rod Mann again asserted
25 that the rates could be decreased if possible. He also presented the bonding scenario, which
26 would have a combined increase of \$12.20, followed by \$1.81 a few years later. Mr. Mills
27 would be coming back to the Council in March with the adjustments discussed and more
28 information on the Provo River Water funds.
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30 Mayor Thompson stated that an increase would likely be seen in electric in the near future as
31 well, which needed to be taken into consideration with this project.
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7:30 P.M. CITY COUNCIL REGULAR SESSION

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

STAFF PRESENT: Nathan Crane, City Administrator/Community Develop. Director
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
Tavis Timothy, City Engineer
Todd Trane, City Engineer

OTHERS: Lauren Mylick, Jennifer Moulder, Tonya Colledge, Holly Olsen, Devirl Barfuss, Madeleine Arnold, John Pew, Gary Miner, Vicky Pincock, Larry Pincock, Josh Castleberry, Jeff Murdoch, .

The meeting was called to order by Mayor Mark S. Thompson as a regular session at 7:33 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 Ed Dennis and those assembled were led in the Pledge of Allegiance by Rod Mann.

APPEARANCES:

John Pew, from the Timpanogos Symphony, thanked the City for the support given to their organization. He addressed the problems they have been experiencing with insurance, and their hope that the organization could be covered by the City. It costs approximately \$9,000 to put on a concert, and the average revenue from each concert is \$4,300. Mr. Pew stated that a huge portion of that revenue is going to the Alpine School District for the rental of space at Timbermine Middle School, whose rental charge is \$200 per hour. However, if the Symphony

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1 can prove to the school district that the City is paying for their insurance, that rate would go
2 down significantly. Mr. Pew stated that the organization was not in financial danger, thanks so
3 the many donations and grants received, but a decrease in the rental fee would save them a lot of
4 money. He had addressed this with staff previously but hoped that there was something more
5 that the City could do for the organization.
6

7 The Council confirmed that they had approached the insurance company regarding this issue and
8 the trust denied the request. It was explained that the only option they had was to make the
9 Symphony an extension of the City, which would mean that the City would be essentially
10 making all artistic choices for them. The Symphony also could not be considered an additional
11 insured under the current policy. It was suggested that the organization approach the Alpine
12 School District about this issue, with the support of the Council.
13

14 Lauren Mylick introduced herself at the co-director of the American Fork and Highland
15 Distinguished Young Women Program, and gave a quick summary of the purpose of the
16 organization. Currently, they are trying to schedule the City building for three hours for
17 rehearsals, and are requesting the rental fee be waived so that the money can be included in the
18 girls' scholarships. The organization used to receive the support of the City, but it has dwindled
19 in the past few years, and Ms. Mylick hoped that they could again lend their support in this way.

20 Madeleine Arnold, a Highland resident, would be representing the City and Utah at the National
21 competition this year. She explained the importance of this program in the lives of many young
22 women in the community, and asked for the City's support.
23

24 Erin Wells clarified that when the program was funded out of the City's budget, it made sense to
25 waive the rental fee. As they are no longer funded by the City, Ms. Wells asked Ms. Mylick and
26 Miss Arnold to approach the City Council on this topic, and requested their guidance.
27

28 Tim Merrill stated that from a legal standpoint the City Council needed to be neutral on these
29 issues, and not favor any programs or organizations over others. This would be a discretionary
30 function.
31

32 Ms. Wells confirmed that the fee is very small, and they do currently waive the fees for the Arts
33 Council, the Symphony, and HIVE. Rod Mann suggested that they solicit donations of the
34 residents. Tim Irwin offered to pay for the rental fee out of his stipend. Ms. Wells stated that
35 she will also get them the contact information for the Highland Foundation.
36

37 Jennifer Moulder commented on the issue regarding the intersection of 11800 North and
38 Highland Boulevard. In summary, the recent growth in the area has significantly increased the
39 danger of that intersection, and the recent accidents could have been prevented if a signal had
40 been there. Ms. Moulder also addressed the safety of the school children and the need for school
41 crossing. She also felt that the warrant study that was done was inaccurate, and that mandatory
42 State standards were not currently being met for elementary school children. Ms. Moulder
43 suggested that a signal be installed now, as it will eventually be installed anyway.

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1
2
3 **CONSENT ITEMS:**
4

5 **1. Approval of Meeting Minutes for the January 19, 2016 Regular City Council Meeting**
6 *Pulled by Ed Dennis*
7

8 **2. Approval of Meeting Minutes for the February 2, 2016 Regular City Council Meeting**

9 **3. Approval of Meeting Minutes for the February 10, 2016 Work Session Meeting**
10

11 Mr. Mann asked that the minutes for February 10, 2016 be corrected to reflect a Work Session
12 rather than a City Council Meeting. JoD'Ann Bate made note to adjust this.
13

14 **MOTION: Tim Irwin moved that the City Council approve the consent items as listed on**
15 **the agenda.**
16

17 **Ed Dennis seconded the motion.**

18 **Unanimous vote, motion carried.**
19
20

21 **CONSENT ITEMS PULLED:**
22

23 **Approval of Meeting Minutes for the January 19, 2016 Regular City Council Meeting**
24 *Pulled by Ed Dennis*
25

26 Ed Dennis expressed concern that the second paragraph of Work Session was too brief, as he
27 recalled this to be a lengthy discussion. He requested that the section be adjusted to include
28 more detail of the discussion and the identification of those who made comments.
29

30 **MOTION: Ed Dennis moved that the City Council continue this approval to the next**
31 **regularly scheduled meeting.**
32

33 **Rodd Mann seconded the motion.**

34 **Unanimous vote, motion carried.**
35
36

37 **ACTION ITEMS:**
38

39 **4. Approval for Intersection Improvements – Highland Blvd. and 11800 No.**

40 *BACKGROUND: With the recent accident at the intersection of Highland Boulevard and 11800*
41 *North, a concern has be raised in relation to the safety and operation of this intersection. In*
42 *June 2015, the Council authorized the hiring of two firms to complete an Operation Safety*
43 *Report (OSR). An OSR report reviews the intersection design, traffic speeds, sight issues, crash*
44 *history, etc. and provides a report with recommendations. Two firms were hired to complete this*

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1 *work; Project Engineering Consultants (PEC) and InterPlan. Both studies were also reviewed*
2 *by the City Engineer.*

3
4 City Engineer, Todd Trane, presented the information for this item. The engineering department
5 determined that the most difficult and dangerous movement at this intersection happens when a
6 driver is turning left onto Highland Boulevard from 11800 North, particularly when a
7 northbound driver pulls into the shoulder to make a right turn at the same time. If this occurs, it
8 is nearly impossible for the person making the left turn to see any other northbound traffic. Mr.
9 Trane stated that the City has gone through a signal warrant study, and it was determined that a
10 signal was not warranted at this time. In fact, the intersection only met one of the nine criteria
11 set aside by MUTCD (Manual for the Uniform Traffic Devise). The best that they could do at
12 this point was to prevent motorists from entering the shoulder to make a right turn by installing a
13 concrete barrier. Mr. Trane stated that there were other risks that would come with this option,
14 such as people running over the curb or hitting signage on the side of the road. The barrier could
15 also present problems during the winter months. Mr. Trane stated that this solution would not fix
16 everything, but it might address the major concern with this intersection.

17
18 Mayor Thompson asked if there was a bike lane along Highland Boulevard, and Mr. Trane
19 responded that there was not a painted bike lane but the shoulder was likely used as such.

20
21 There was a discussion regarding school crossing areas on Highland Boulevard, and Mr. Trane
22 confirmed that there was one crossing at Broadleaf Hollow Lane. He also stated that Mrs.
23 Moulder was probably correct in assuming that parents are not letting their children walk across
24 the street, which is likely why the studies did not show very much pedestrian crossing.

25
26 Mrs. Moulder stated that she had with her the MUTCD criteria, and in reference to school
27 crossing the document specifically says that a parent survey could be used in lieu of actual
28 pedestrian traffic counts. Mayor Thompson explained that Mr. Trane was only addressing the
29 engineering side of the issue, but that they would take a survey into consideration when they did
30 address school crossings. It was stated that the school district plan does not include a crossing at
31 11800 North or Bull River, and it was suggested that the school district be approached regarding
32 possible revisions. Ms. Moulder stated that she has been to all three schools, attended meetings,
33 and exchanged emails with the districts regarding transportations. The district has decided that
34 this is a City issue.

35
36 Rod Mann asked for clarification on whether the barrier is pursuant to the standards of MUTCD,
37 and Mr. Trane stated that it was not. He explained that this was the engineering department's
38 attempt to think outside of the box to solve the issue. This was a concern for both Mr. Mann and
39 Mr. Trane. The intersection currently meets code requirements and standards, and Mr. Trane
40 would prefer that the intersection be left as is. Ms. Moulder believed that the City was out of
41 compliance by not having a school crossing at this intersection. Mr. Trane stated that the
42 crossing was a separate issue.

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1 Brian Braithwaite explained that the City could not put a signal at this intersection for crossing.
2 There was the possibility of a crossing without a signal, but there was still the issue with the lack
3 of sidewalk on the west side of 11800 North. Once that sidewalk was completed as part of Phase
4 Seven, the intersection would be better suited for a cross walk. Rod Mann stated that this
5 intersection was still dangerous and that he would not recommend a cross walk here without a
6 signal.

7
8 Tonya Colledge approached the Council and asked that they not “nickel and dime” the issue.
9 She was concerned that they City would spend more money taking these small steps than just
10 solving the issue now. The ultimate solution is a signal. Tim Irwin countered that it would not
11 be cheaper to install the light now. He explained that the road would eventually be widened, and
12 if the light were installed before that time, it would also have to be altered.

13 Mayor Thompson stated that the installation of a signal would not completely eliminate
14 accidents at this intersection. At this point, the City is doing what they can to lessen the danger
15 of the intersection, but they cannot guarantee an accident-free area. Mayor Thompson also
16 assured the residents that they were trying to find a solution that did not waste City funds.

17
18 The Council asked Tim Merrill if the City would be liable if something unfortunate happened as
19 a result of the barrier, and he confirmed that there was potential for that occurring; therefore, he
20 discouraged the barrier installation.

21
22 **MOTION: No motion was made. Action dies for lack of a motion.**

23
24 In regards to school crossings, Mayor Thompson suggested that they do the study as well as the
25 parent survey, and directed staff to find good locations for a cross walk.

26
27
28 **5. Enterprise Fund Interfund Loan to the General Fund - Purpose of Purchasing Park Land**
29 *BACKGROUND: The state requires the following information to be provided when making an*
30 *interfund loan from an enterprise fund to a City's general fund. These numbers are*
31 *approximations as of now, since the final loan amount and exact start date of the loan could*
32 *change. In addition, the interest rate on the 10 year Treasury bond has been decreasing the last*
33 *couple of days so the rate may also be slightly different. The rate at the end of February 11,*
34 *2016 as stated in the Wall Street Journal is 1.661%.*

- 35 • *Effective date of the loan: March 14, 2016*
- 36 • *Fund from which funds are borrowed: Culinary or Sewer Fund or split between funds.*
- 37 • *Fund receiving the money: General Fund*
- 38 • *Interest Rate: Federal Gov't 10 year treasury note, 1.74%*
- 39 • *Amount of loan: Approximately \$700,000.00*
- 40 • *Loan Term: 10 years*
- 41 • *Repayment Schedule: Annual pymts beginning March 14, 2017, ending March 14, 2026*
- 42 • *Method of calculating interest: Actual/365, interest compounded daily*
- 43 • *Principal and interest will be applied annually on March 14, 2017 and each subsequent*
44 *March 14 until 2026.*

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1
2 Gary LeCheminant presented the background information listed above. Mayor Thompson
3 opened the public hearing. There were no public comments. He then closed the public hearing
4 and brought the item back to the Council for discussion.
5

6 Ed Dennis expressed his concern with funding this action through the enterprise fund. He did
7 not question the need, but questioned whether the City should be buying additional park land
8 when there were other cash needs within the City that should be addressed.
9

10 Dennis LeBaron stated that this plan works if the City can pay for it out of the sale of park land
11 or some other asset owned by the City. He believed that the proposed parcel of land would be
12 valuable enough to meet their needs. Ed Dennis argued that they would be taking a valuable
13 resource from the City for the purchase of land, and that money could be used elsewhere. He
14 also felt that a lot of other issues take priority over parking at Heritage Park. Mr. Dennis stated
15 that the funds should go toward debt rather than new projects. Mr. LeBaron disagreed with Mr.
16 Dennis, feeling that putting the money toward debt would reduce the amount of impact fees they
17 would have received, and this would not benefit the City at all. If the funds are put into
18 development then the City would be using it against an expense that hasn't been incurred but
19 should be incurred to develop the park. Furthermore, they should consider the City's need for a
20 location for a maintenance building. Mr. Dennis argued that the City already has a lot of open
21 space that could be utilized for this purpose. The impact fees could be redirected to true park
22 improvements.
23

24 Nathan Crane stated that when the park bond was refinanced in 2007, the City Council opted to
25 go without the repayment, so that option is no longer available to them. He also explained that
26 the impact fees for parks are based on money spent, not acreage. Ed Dennis stated that a sinking
27 fund would work essentially the same way as repayment.
28

29 Rod Mann expressed that he could see both sides of this issue, however they just finished talking
30 about raising utility rates and part of those calculations factored in a certain amount of money.
31 He feared that if that money were depleted then the rates would have to be raised even further to
32 cover the loss. He was not comfortable with the proposal.
33

34 Mayor Thompson reminded the Council that they chose to sell the maintenance facility and now
35 the City was in need of a new one. They could choose to get out of the park business entirely
36 and contract out for someone else to take care of the City parks. Mayor Thompson also
37 addressed the issue with the lack of parking at several parks in the City, and that issue needed to
38 be fixed. He believed it was inappropriate for the Council to choose to go into debt to buy
39 property and build on them because it sounded like a good idea at the time; however, that choice
40 was made, and now they have to deal with the problems that came as a result. Mayor Thompson
41 felt that this was the best option they had.
42

43 Larry Pincock, the owner of the property in question, confirmed that there was room for a
44 maintenance facility. There is an existing accessory building used for his own tools and

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1 equipment, and the existing home could be used for office space. Mr. Pincock has had other
2 offers on the property, but he felt that an agreement with the City would be an easier option for
3 him.

4
5 Rod Mann stated that he did not question the need for a maintenance building, but he felt that
6 they already owned sufficient property for that particular project. Ed Dennis agreed, and added
7 that he was concerned that they would essentially be moving debt from one fund to another.

8
9 Mayor Thompson brought the discussion back to the need for a parking area for the existing
10 park. Brian Braithwaite stated that the cost for installing a parking lot would be small, as it
11 would not be paved. Ed Dennis stated that there are issues in every park, and would feel more
12 comfortable if this amount of money was spread between all of the parks rather than spending so
13 much on one area.

14
15 **MOTION: Dennis LeBaron moved that the City Council approve a Resolution for an**
16 **Enterprise Fund Interfund Loan to General Fund for the purchase of Park Land.**

17
18 **Rod Mann seconded the motion.**

19
20 **Those voting aye: Dennis LeBaron, Tim Irwin**

21 **Those voting nay: Brian Braithwaite, Ed Dennis, Rod Mann**

22 **Motion dies.**

23 The Council continued to deliberate while the motion was on the table. Ultimately, the motion
24 failed. Staff was asked to begin the process of identifying how to put the City's equipment into
25 property next to the middle school and the cemetery. Mayor Thompson expressed his frustration
26 with this issue, and once again suggested that the City start paying someone else to take care of
27 the parks.

28 29 **6. Mid-Year Budget Adjustments - Fiscal Year 2015-2016**

30 *BACKGROUND: Each fiscal year after the budget has been approved in June, it is sometimes*
31 *necessary to make adjustments to various expense and revenue accounts because of unplanned*
32 *or unforeseen needs or that forecasts/estimates of revenue or expenses have turned out different*
33 *from the original budget numbers. Mid-year budget adjustments allow the City to better see their*
34 *budget status half way through the budget year. With all of the recommended adjustments, the*
35 *General Fund budget will be increasing from \$8.14 Million to \$8.41 Million, an increase of*
36 *approximately \$272,000.*

37
38 *Some of the larger adjustments are as follows:*

- 39 • *The City Council approved a \$119,000 road study earlier in the year- not in the budget.*
- 40 • *There is \$27,000 in severance pay in the library account.*
- 41 • *The costs for the public defender are expected to be \$10,000 higher.*
- 42 • *Professional fees in the building inspection department are expected to be \$10,000*
43 *higher due to workload.*

DRAFT

- 1 • *Court salaries will be \$5,000 higher due to the judge receiving a raise after the initial*
2 *budget was approved in June of 2015.*
- 3 • *Highland Fling expense is increasing from \$20,000 to \$43,000 and at the same time*
4 *Fling revenue is decreasing from \$27,000 to \$20,500. Therefore, the Fling cost the City*
5 *about \$22,500 which is \$2,500 over the original budgeted amount.*

6
7 *There is a revenue increase in the miscellaneous account of \$20,000, most of which is due to*
8 *Questar paying the City for the use of land as a staging area for their trucks. Also, the City has*
9 *collected \$24,800 in delinquent property taxes more than what was expected. The General Fund*
10 *Surplus account, which is used to balance the budget, will increase from \$321,000 to \$517,000.*
11 *Fewer revenue budget adjustments have been made than expenses. The revenues are a little*
12 *harder to forecast than approved expenses. Staff will wait until the end of February when more*
13 *revenue data is available. In addition, as requested the funds collected from the sale of open*
14 *space in the amount of approximately \$19,000 have been moved from the parks fund to the open*
15 *space fund.*

16
17 Gary LeCheminant presented a spreadsheet of the budget adjustments and highlighted a few of
18 the twenty-nine items. The largest adjustment was in the Professional Technical Services and
19 Streets and Roads, and this money was used to allow a consulting firm to take core samples of
20 the roads to determine their quality. Mr. LeCheminant also addressed the change in bond
21 payments and the library salaries to provide a severance pay.

22
23 At Brian Braithwaite's request, Mr. LeCheminant explained the purpose of the general fund
24 surplus account, which acts as a balancing figure. Mr. Braithwaite requested that explanations of
25 the various accounts be included on the spreadsheet to provide clarification to the citizens.

26
27 Brian Braithwaite also had a question about the numbers shown for the Highland Fling. Gary
28 LeCheminant explained that the City had budgeted \$2,700 but the revenue was only \$2,500. The
29 adjustment will be made to bring that number to the actual amount. Ms. Wells added that these
30 numbers are net amounts. They actually spend about \$40,000 on the Fling every year.

31
32 **MOTION: Brian Braithwaite moved that the City Council approve the Mid-Year Budget**
33 **Adjustment Fiscal Year 2015-2016 as presented.**

34
35 **Tim Irwin seconded the motion.**
36 **Unanimous vote, motion carried.**

37
38 The Council took a ten minute recess before continuing with the rest of the meeting.
39
40

MAYOR, CITY COUNCIL & STAFF COMMUNICATION ITEMS

41 *(These items are for information purposes only and do not require action or discussion by the City Council)*
42
43

7. R-1-20 Zoning Discussion – Nathan Crane, City Administrator

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1
2 Nathan Crane informed the Council that staff had recently received several requests for R-1-20
3 zoning, and the Planning Commission would be hearing two of those applications at their next
4 meeting. He gave a quick overview of the requirements of the R-1-20 zone, including the 20,000
5 square foot minimum lot size, and the minimum width requirement of 115 feet. When the
6 general plan was create in 1977, the Council envisioned a rural residential area with large, wide
7 lots. With the most recent update to the plan in 2008, a survey was conducted where the citizens
8 requested large lot developments. When staff conducted a similar survey recently, the citizens
9 indicated that large lots were the second biggest reason for living in Highland City.

10
11 Tim Irwin commented that the City did not have a firm definition of what constitutes a large lot,
12 and it was confirmed that the survey did not specify a certain size. After some discussion, the
13 Council agreed that a large lot could be a half-acre or larger.

14
15 Mr. Crane stated that from a legal perspective, the City needs to provide opportunity for equal
16 housing, but there are no certain percentages that need to be met. In terms of fiscal impact, the
17 R-1-20 would collect more property tax, as the density would be more than that of an R-1-40.
18 Mr. Crane emphasized that the lot frontage requirement is a key factor in the difference between
19 these zones. The number of lots that could be placed on a property really depends on the lot
20 width requirements. Mayor Thompson commented that the number of homes doesn't matter as
21 much as what the neighborhood looks like visually. The smaller lot width brings the homes
22 closer together and makes the neighborhood seem more congested.

23
24 Ed Dennis stated that he did not see R-1-20 as a negative option for the City. Mr. Crane
25 commented that if all of the requested properties were rezoned then the City would have to
26 accelerate their need for capital improvements in North Highland, and there would be a shift in
27 the culinary water and pressurized irrigation systems. Nathan Crane stated that they could create
28 an R-1-30 zone, or he could encourage developers to maintain the R-1-40 zoning.

29
30 The Council discussed the demand for larger lots and what they normally sell for in the City.
31 Mayor Thompson commented that people will continue to build large houses even on smaller
32 properties, and he did not want to see that in Highland City.

33
34 Brian Braithwaite saw the need for diversified housing options, but was not comfortable in
35 changing so much from what the City has been doing up to this point. Mayor Thompson shared
36 a concern that the small lots of the R-1-20 would be cut even further by the developer to
37 accommodate roads. Nathan Crane noted that the zone has a strict minimum lot size of 20,000
38 square feet. Mayor Thompson also felt that a change to R-1-20 would inspire people to
39 subdivide their property on the interior of the City.

40
41 Mr. Crane stated that the purpose of this discussion was so that he and staff would have some
42 guidance on how to respond to developers requesting the R-1-20 zone. He did not want to give
43 them information contrary to what the City Council wants. Rod Mann suggested that staff push
44 for R-1-40, or tell the developer that they were working on developing an R-1-30 zone. Mr.

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1 Mann felt that R-1-30 could allow for more flexibility than R-1-20. Mr. Crane stated that they
2 had not yet researched what an R-1-30 zoning would entail.

3
4 The Council discussed a range of lot size requirements for an R-1-30 zone, and Mr. Crane
5 commented that the Council may have focused too much on lot size. He believed that a more
6 conversation would be regarding density.

7
8 Mr. Crane was advised to discourage R-1-20 development and begin researching R-1-30
9 requirements. Mr. Dennis requested that R-1-20 not be completely ruled out for future
10 development.

11 8. Water Conservation – Justin Parduhn, Public Works O&M Director

12
13
14 Mayor Thompson indicated this item would be continued to a later date.

15 9. Park Use – Erin Wells, Assistant to the City Administrator

16
17
18 Ms. Wells presented a report developed by Devirl Barfuss, and stated that she would be asking
19 the Council for guidance on four main issues. As some of the items could have lengthy
20 discussion, Ms. Wells stated that they Council could choose to continue these discussions to
21 another meeting.

22
23 The first question was if the City would continue partnering with Cedar Hills for recreation
24 programs. Cedar Hills currently markets Highland and Alpine as partnering cities in their
25 recreation programs, and Highland charges them a minor amount for the field usage. She
26 confirmed that Highland residents do not pay a different participation fee than Cedar Hills
27 residents.

28
29 Brian Braithwaite commented that the situation seems a positive one, and asked if Ms. Wells saw
30 any cons to this arrangement. She responded that it was a good arrangement, but she wanted to
31 be sure that Highland was getting some benefit from it as well. There was a short discussion
32 about fees for the fields, and the Council felt comfortable with this situation. Ms. Wells
33 continued with the second question, which was whether the City should create some other sort of
34 uniform agreement and fee schedule for other organizations that use the City fields, such as
35 lacrosse and soccer teams. The current rate that Cedar Hills pays is \$3 per head for the entire
36 season.

37
38 Ed Dennis requested more information before further discussing these questions. Brian
39 Braithwaite commented that he did not want people coming to use their field strictly because
40 they're the cheapest option, and he felt that Highland citizens should have first priority when it
41 came to field usage. He suggested that there be separate rates for residents and non-residents.

42
43 Erin Wells continued by stating that the last three questions are more intensive than the items just
44 discussed. She then presented some of the general guidelines she and Mr. Barfuss came up with

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1 regarding field use, and requested the input of the Council. The first was that practice and games
2 would be allowed for any group at Beacon Hills, Lone Peak, and Mitchell Hollow parks. Lone
3 Peak and Mitchell Hollow are open space parks, and Ms. Wells asked if they should be treated
4 differently. Ed Dennis commented that all of the open space parks should be treated like City
5 parks and should receive the same attention and funding. Rod Mann felt that the discussion
6 initiated by Mr. Dennis was valuable but could be addressed at another time; however Dennis
7 LeBaron felt that the proposed guidelines and the open space parks issue were entangled. After
8 some arguments and discussion similar to that of a previous decision item, Mr. LeBaron moved
9 the conversation back to Ms. Wells' request for guidance.

10
11 Erin Wells asked for general direction on scheduling and stated that the fees could be addressed
12 at another time. Brian Braithwaite was in favor of moving forward with the fees without having
13 to wait for a full decision. He was satisfied with what had been proposed. Dennis LeBaron
14 agreed with Mr. Braithwaite. Tim Irwin was in favor of moving forward, so long as more
15 information was provided to them in the future.

16
17 Ed Dennis asked how the schedules would be enforced, and Ms. Wells stated that the City did
18 not yet have a mechanism for enforcement.

19
20 Ms. Wells asked if the City should be involved in practice scheduling. Mr. Braithwaite stated
21 that if the City charges a fee then they should also be involved in scheduling. Ms. Wells thanked
22 the Council for their direction.

ADJOURNMENT

23
24
25
26
27 **MOTION: Ed Dennis moved to adjourn.**

28
29 **Tim Irwin seconded the motion.**

30 **Unanimous vote, motion carried.**

31
32 **Meeting adjourned at 11:30 p.m.**

33
34
35 _____
36 JoD'Ann Bates, City Recorder

37 Date Approved: March 1, 2016



CITY COUNCIL AGENDA REPORT

DATE: March 1, 2016

TO: Honorable Mayor and Members of the City Council

FROM: Gary LeCheminant
Finance Director

SUBJECT: RESOLUTION – ENTERPRISE FUND INTERFUND LOAN TO THE GENERAL FUND FOR THE PURPOSE OF PURCHASING PARK LAND

STAFF RECOMMENDATION:

The City Council is considering purchasing of park land by using money from either the Culinary Water Fund of the Sewer Fund or a combination of both. To satisfy state requirements to notify the citizens of such a potential transaction and to satisfy audit requirements, the Finance Director has put together a document showing all the required loan and repayment information. It is the recommendation of the Finance Director, that Highland City review the required loan documentation and the associated effects on the General Fund cash flow, before making its decision as to whether or not to proceed with this transaction.

BACKGROUND:

The Council considered this resolution at their February 23, 2016 meeting. The motion to approve the resolution failed by a 3-2 vote. This item is being brought back for further Council consideration.

Overview

The state requires the following information to be provided when making an interfund loan from an enterprise fund to a city's general fund. These numbers are approximations as of now, since the final loan amount and exact start date of the loan could change. In addition, the interest rate on the 10 year Treasury bond has been decreasing that last couple of days so the rate may also be slightly different. The rate at the end of February 11, 2016 as stated in the Wall Street Journal is 1.661%

- Effective date of the loan: March 14, 2016
- Fund from which funds are borrowed: Culinary or Sewer Fund or split between the two funds.
- Fund receiving the money: General Fund
- Interest Rate: Federal Gov't 10 year treasury note, 1.74%
- Amount of loan: Approximately \$700,000.00
- Loan Term: 10 years
- Repayment Schedule: Annual payments beginning March 14, 2017, ending March 14, 2026

- Method of calculating interest: Actual/365, interest compounded daily
- Principal and interest will be applied annually on March 14, 2017 and each subsequent March 14 until 2026.

Potential Funding Sources

Staff has identified three potential sources to pay back the loan:

- 1) Sell the Spring Creek Park Property. Proceeds from the sale would be applied to the property. This would require an update to the Park Impact Fee.
- 2) Sell the mining rights to property owned by Highland City within the existing gravel pit.
- 3) Apply the \$300,000 that has been budgeted for construction of the Park Maintenance Building. The maintenance building would need to be funded in the future.
- 4) Staff has been working with the Alpine School District (ASD) to resolve parking issues associated with Lone Peak High School. The ASD would like to purchase property currently owned by the city. An appraisal for the property has been ordered and staff will be negotiating with the ASD. It is not anticipated that the procedures will be enough to pay off the loan.

CITIZEN PARTICIPATION:

Notice of the public hearing was published in the February 23, 2016 edition of the Daily Herald. No comments have been received.

FISCAL IMPACT:

Below is the loan repayments schedule to show the principal and interest cost to the General Fund over the life of the loan.

Loan Repayment Schedule	Payment	Principal	Interest	Loan Balance
Balance 3/14/16	0.00	0.00	0.00	700,000.00
Balance 3/14/17	82,286.29	70,000.00	12,286.29	630,000.00
Balance 3/14/18	81,057.66	70,000.00	11,057.66	560,000.00
Balance 3/14/19	79,829.03	70,000.00	9,829.03	490,000.00
Balance 3/14/20	78,624.17	70,000.00	8,624.17	420,000.00
Balance 3/14/21	77,371.77	70,000.00	7,371.77	350,000.00
Balance 3/14/22	76,143.14	70,000.00	6,143.14	280,000.00
Balance 3/14/23	74,914.52	70,000.00	4,914.52	210,000.00
Balance 3/14/24	73,696.07	70,000.00	3,696.07	140,000.00
Balance 3/14/25	72,457.26	70,000.00	2,457.26	70,000.00
Balance 3/14/26	71,232.02	70,000.00	1,232.02	0.00
Totals	767,611.93	700,000.00	67,611.93	

The amount paid from the General Fund begins at \$82K in 2017, and ends at \$71K in 2026. The General Fund cash flow is always very tight, therefore consideration must be given as to whether the revenue stream versus the expenses from the affected years will be strong enough to support the additional amounts flowing out of the General Fund.

ATTACHMENTS:

- Resolution

RESOLUTION NO. 2016-***

RESOLUTION OF THE HIGHLAND CITY COUNCIL APPROVING AN INTERFUND LOAN

WHEREAS, the Highland City Council desires to borrow money from the culinary water and/or the sanitary sewer fund to facilitate the purchase of real property; and

WHEREAS, the resources required for the completion of these projects exceed General Fund reserves;

NOW THEREFORE BE IT RESOLVED BY THE HIGHLAND CITY MUNICIPAL COUNCIL as follows:

The Highland City Council approves a loan from the culinary water fund in the amount of \$350,000 and the sewer fund in the amount of \$350,000 for a total amount of \$700,000 to the General Fund for property acquisition for a term of ten years with an annual interest rate as determined by the U.S. Treasury Note for a 10 year government bond effective on the date loan begins. Annual payments will be made beginning March 14, 2017 and ending March 14, 2026. The method of calculating interest will be actual/365, interest compounded daily. The principal and interest will be applied annually on March 14, 2017 and each subsequent March 14 until 2026.

This resolution shall take effect immediately upon its adoption and approval.

Passed and dated this 1st day of March, 2016.

HIGHLAND CITY, UTAH

Mark S. Thompson, Mayor

ATTEST:

JoD'Ann Bates, City Recorder

COUNCILMEMBER	YES	NO
Brian Braithwaite	<input type="checkbox"/>	<input type="checkbox"/>
Ed Dennis	<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"/>



CITY COUNCIL AGENDA REPORT

DATE: March 1, 2016

TO: Honorable Mayor and Members of the City Council

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

SUBJECT: MOTION – Award the design of Canal Boulevard to JUB Engineers Inc.

STAFF RECOMMENDATION:

Award the design of Canal Boulevard to JUB Engineers Inc. for a cost not to exceed \$266,229.00.

BACKGROUND:

Section 3.08.020.D of the Municipal Code outlines the procurement process for professional and technical services. This section allows the Council to select firms based on criteria specific to a project and award a contract to the most qualified firm.

In February of 2016, Highland City issued a request for proposals from Engineering firms to produce the construction documents for Canal Boulevard from SR 74 to North County Boulevard. The proposals also included construction surveying and construction management. The City received proposals from three firms: JUB Engineers Inc., PEPG Consulting, LLC and Project Engineers Consultants. The proposal criteria used for evaluation were as follows:

Category	Maximum Score
Qualifications and Experience	30
Understanding of the Project	25
Cost	20
Timetable	25

All three proposals were evaluated by staff. It was determined that JUB Engineering, Inc. was the most qualified firm for the following reasons:

- More direct experience with similar projects.
- Additional value to the project including but not limited to stream alteration permit, bridge design
- Existing knowledge of the project
- A not to exceed contract based on time and materials
- Project references

FISCAL IMPACT:

In March of 2011, Highland City entered into an interlocal agreement for the construction of Canal

Boulevard. The agreement outlines the responsibilities for funding. Funding for the project will be provided by the Mountain Land Association of Governments (MAG). The City may need to be reimbursed by MAG after expenditures. Staff and the Mayor are working with MAG for additional funding to cover increased costs due to inflation, etc. from 2011.

ATTACHMENTS:

1. Interlocal Agreement
2. JUB Engineering, Inc. Proposal

INTERLOCAL COOPERATION AGREEMENT

between

UTAH COUNTY AND HIGHLAND CITY

For

A Highway Project Known as "Murdock Connector" in Highland, Utah

THIS AGREEMENT, made and entered into this 15th day of March, 2011, by and between UTAH COUNTY, a body corporate and politic of the State of Utah, with principle offices located at 100 East Center Street, Suite 2300, Provo, Utah 84606 ("County"), and HIGHLAND CITY, a political subdivision of the State of Utah, with principle offices located at 5400 West Civic Center Drive, Suite 1, Highland, Utah, 84003 ("City").

RECITALS:

WHEREAS, the Utah Interlocal Co-operation Act, Title 11, Chapter 13, Utah Code Annotated (1953), as amended, permits local governmental units including cities, counties and political subdivisions of the State of Utah to make the most efficient use of their powers by enabling them to cooperate with other public entities on the basis of mutual advantage and to exercise joint cooperative action for the benefit of their respective citizens; and

WHEREAS, the City and the County desire to facilitate the construction of a highway known as the Murdock Connector in Highland, Utah ("Highway").

WHEREAS, the Highway will facilitate transportation from Alpine Highway (SR-74) to North County Boulevard (4800 West) in Highland, Utah; and

WHEREAS, the Highway is anticipated to be a 30 feet asphalt roadway on a 40 foot right of way without sidewalk east of the Murdock canal crossing and two 18 foot asphalt roadways with a 12 foot asphalt trail on a 76 foot right of way west of the Murdock canal crossing. The portion on the Highway west of the Murdock canal crossing shall have pressurized irrigation and culinary waterlines installed as designed. The preliminary costs estimate of the Highway, including property acquisition and utilities are identified in Exhibits "A", "B", and "C" attached hereto and incorporated herein by this reference; and

WHEREAS, the City has already commenced preliminary design work and right-of-way acquisition and has expended funds for the Highway; and

WHEREAS, pursuant to Utah Code Ann. § 59-12-1903, the County has adopted Ordinance 2008-26 to enact a sales and use tax ("Part 19 Tax") of 0.25% upon the transactions described in Utah Code Ann. § 59-12-103(1) subject to the exemptions provided under Utah Code Ann. § 59-12-1903(2)(a); and

WHEREAS, the County bonded against the revenues of the Part 19 Tax so as to make those revenues immediately available for highway projects throughout Utah County, Utah; and

WHEREAS, the Mountainland Metropolitan Planning Organization Regional Planning Committee determined that the Highway should received a portion of the revenues of the Part 19 Tax not to exceed \$4,000,000 for direct costs of the Highway plus an additional \$170,000 for acquisition if it is necessary to complete the Highway; and

WHEREAS, the City and the County held duly noticed public meetings wherein this Agreement was considered and an Authorizing Resolution was presented for approval by the respective legislative bodies.

NOW THEREFORE, in consideration of the covenants and agreements contained herein and other valuable consideration, the sufficiency of which is hereby acknowledged, the City and County hereby agree as follows:

Section 1. PURPOSES.

This Agreement has been established and entered into between the County and the City for the purpose of outlining the respective rights and responsibilities of the City and the County in the construction of the Highway.

Section 2. EFFECTIVE DATE; DURATION.

This Agreement shall become effective and shall enter into force within the meaning of the Interlocal Cooperation Act, upon the submission of this Agreement to, and the approval and execution hereof by the governing bodies of the County and the City. The term of this Agreement shall be from the date of execution hereof until the terms and obligations identified herein are completed, but in no event longer than 5 years from the execution date.

At the time that construction bids are obtained by the County and opened, then either the City or the County may terminate this Agreement if either party determines that there are not enough resources available for the construction of the Highway by providing written notice to the other party within 15 days of the opening of the bids. The work completed at the time of an early termination will be deducted from the \$4,000,000 set aside for this Highway.

Section 3. NO SEPARATE LEGAL ENTITY.

The County and the City do not contemplate nor intend to establish a separate legal or administrative entity under the terms of this Agreement.

Section 4. TERMS.

1. **Design Costs**: The City has incurred costs for design work done on the Highway. The

County agrees to reimburse City \$210,981.12 for the design work within 30 days of the execution hereof. The City has provided documentation acceptable to the County to establish the validity and amount of the aforesaid reimbursed costs. The reimbursement to the City of \$210,981.12 will be deducted from the \$4,000,000 set aside for this Highway.

2. Right-of-Way Acquisition: The City has already acquired two parcels of real property to be used for the Highway, consisting of the Walkenshorst Parcel and the Jensen Parcel (collectively "ROW Parcels"). Both City and County acknowledge that the City has already been reimbursed for the ROW Parcels from the transportation corridor preservation fund and will not be deducted from the \$4,000,000 set aside for this Highway. City agrees to allow County, its employees, agents, contractors, subcontractors to utilize those ROW Parcels to design and construct the Highway.

Both parties acknowledge that additional right-of-way is needed for the Highway. It is anticipated that the remaining balance dedicated towards this Highway from the transportation corridor preservation fund together with the sale of the remnants of the ROW Parcels will offset the acquisition costs for the additional right-of-way needed for the Highway. However, an additional \$170,000 over and above the \$4,000,000 set aside for this Highway will be available for acquisition from the Part 19 Tax if it is necessary to complete the Highway.

3. County to Acquire Needed Right-of-Way, Design, and Construct Highway: Both City and County acknowledge that this Highway has been determined by the Mountainland Metropolitan Planning Organization Regional Planning Committee to receive a portion of the revenues of the Part 19 Tax not to exceed \$4,000,000 for the direct costs of the Highway plus an additional \$170,000 for acquisition if it is necessary to complete the Highway. The County will acquire the remaining right-of-way needed and seek to offset those costs from remaining balance dedicated towards this Highway from the transportation corridor preservation fund together with the sale of the remnants of the ROW Parcels. The City agrees to cooperate with the sale of remnant ROW Parcels, so as to offset the acquisition costs for the additional right-of-way needed for the Highway. If the remaining balance dedicated towards this Highway from the transportation corridor preservation fund together with the sale of the remnants of the ROW Parcels do not adequately offset the acquisition costs for the additional right-of-way needed for the Highway, then the City will be responsible for the deficit. Likewise, if the City elects not to sell the ROW Parcels, then it will be responsible for the deficit. The County will utilize existing plans, complete design, bid out, and construct the Highway in accordance with City highway standards which will be deducted from the \$4,000,000 set aside for this Highway. Previously City has reviewed plans with a group from the Pheasant Hollow Homeowners Association. City and County will continue to meet with and receive input from this group on a regular basis as plans proceed to a final state. Final design will be determined and approved by the City and County.

Both City and County acknowledge that the maximum amount set aside from the Part 19 Tax for this Highway is \$4,000,000 plus an additional \$170,000 for acquisition if it is necessary to complete the Highway. Any costs of the Highway outlined in Exhibits "A", "B" and "C"

attached hereto, or any changes to those costs described in Exhibits "A", "B", and "C" attached hereto, as well as total Engineering and Construction Management costs that exceed \$4,000,000 for this Highway shall be the City's sole responsibility. If the costs of the Highway are less than \$4,000,000, then County shall retain those non-utilized funds.

Both City and County shall designate a representative from their respective organizations who will meet together on an agreed upon schedule, but no less than monthly during the design phase and at least weekly during the construction phase, to discuss the progress, design, construct, and costs of the Highway. These meetings shall include any material changes to the progress, design, and costs of the Highway.

4. **Utilities:** City is responsible for costs incurred to install the water and pressurized irrigation lines and any other City facilities in the Highway, except for the relocation of the sewer lift station which is projected to be paid from the transportation corridor preservation fund together with the sale of the remnants of the ROW Parcels because it is a cost of right-of-way acquisition.

5. **Inspection of Highway:** City and its designees, upon reasonable notice reserves the right to enter upon the Highway to inspect the same to verify compliance with this Agreement.

6. **Other Expenses:** Except as otherwise expressly stated herein, all expenses for the construction of the Highway shall be the sole responsibility of the City.

7. **Ownership and Maintenance of Highway:** The City shall own and be responsible for maintenance, repair and replacement of the Highway.

8. **No Third-Party Rights:** Except as outlined in Subsection 3 of Section 4 concerning the Pheasant Hollow Homeowners Association, the obligations of the parties set forth in this Agreement shall not create any rights in or obligations to any persons or parties other than to the City and the County. This Agreement is not intended to nor shall it be construed to benefit any third party.

9. **Recitals:** The Recitals portion of this Agreement constitutes a part of this Agreement.

Section 5. FILING OF INTERLOCAL COOPERATION AGREEMENT.

Executed copies of this Agreement shall be placed on file with the official keeper of records of the County and the City, and shall remain on file for public inspection during the term of this Agreement.

Section 6. AMENDMENTS.

This Agreement may not be amended, changed, modified or altered except by an instrument in writing which shall be: (a) approved by Resolution of the governing body of each

of the parties, (b) executed by a duly authorized official of each of the parties, and (c) filed in the official records of each party.

Section 7. SEVERABILITY.

If any term or provision of this Agreement or the application thereof shall to any extent be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to circumstances other than those with respect to which it is invalid or unenforceable, shall not be affected thereby, and shall be enforced to the extent permitted by law. To the extent permitted by applicable law, the parties hereby waive any provision of law, which would render any of the terms of this Agreement unenforceable.

Section 8. GOVERNING LAW.

All questions with respect to the construction of this Agreement, and the rights and liability of the parties hereto, shall be governed by the laws of the State of Utah.

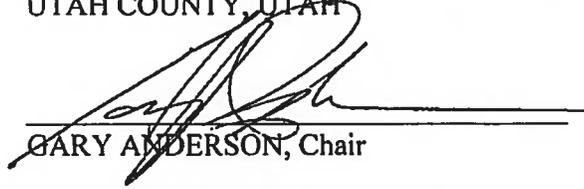
Section 9. INDEMNIFICATION.

The County and the City are both agencies or subdivisions of the State of Utah. Each of the parties agrees to indemnify and save harmless the other for damages, claims, suits, and actions arising out of its negligent error or omission in connection with this Agreement. Both the City and the County agree that the terms of this Agreement are subject to, and not a waiver of the protections, immunities and liability limits of the Governmental Immunity Act, U.C.A. 63G-1-101, et. seq.

IN WITNESS WHEREOF, the parties have signed and executed this Interlocal Cooperation Agreement, after resolutions duly and lawfully passed, on the dates listed below:

DATED this 15th day of March, 2011.

BOARD OF COUNTY COMMISSIONERS
UTAH COUNTY, UTAH

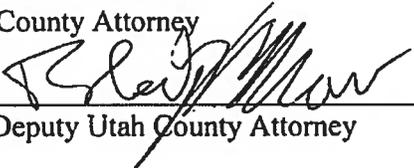


GARY ANDERSON, Chair

ATTEST:
BRYAN E. THOMPSON
Utah County Clerk/Auditor

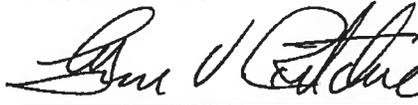
By: Renee Wilson
Deputy Utah County Clerk/Auditor

REVIEWED AS TO FORM AND
COMPATIBILITY WITH APPLICABLE LAW:
JEFFERY R. BUHMAN
Utah County Attorney

By: 
Deputy Utah County Attorney

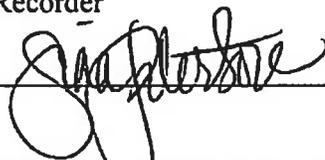
DATED this 19 day of April, 2011.

HIGHLAND CITY

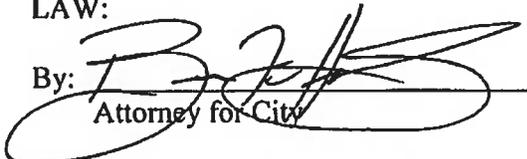


LYNN V. RITCHIE, Mayor

ATTEST:
GINA PETERSON
City Recorder

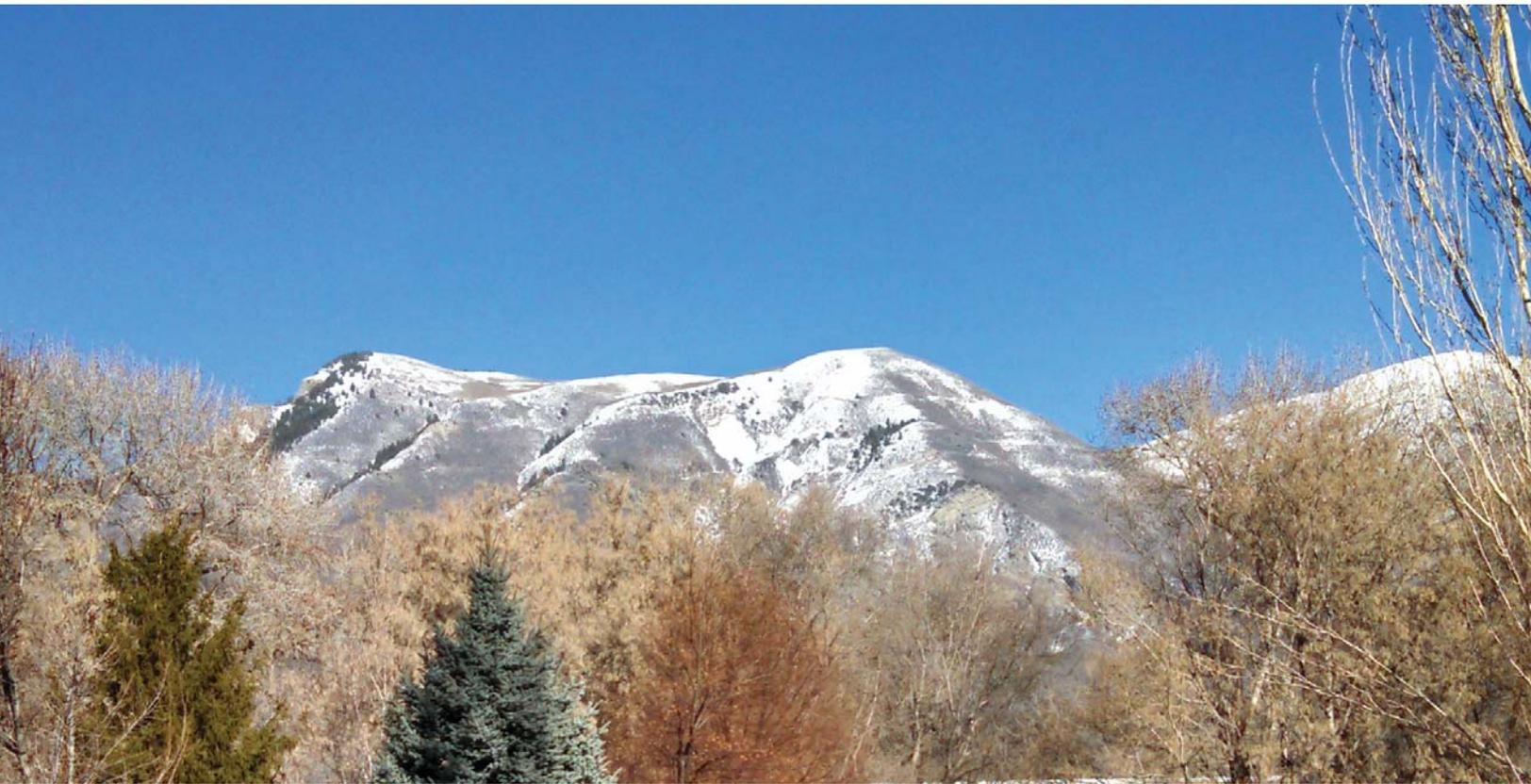
By: 

REVIEWED AS TO FORM AND
COMPATIBILITY WITH APPLICABLE
LAW:

By: 
Attorney for City

L:\Rob\Roads\Highland Murdock Connector\Interlocal Agreement.Clean.3-10-11.County.DOCX

Canal Boulevard Road Construction Project



City of Highland Engineering and Construction Services

February 18, 2016

Submitted by:





J-U-B ENGINEERS, INC.

J-U-B COMPANIES



THE LANGDON GROUP



GATEWAY MAPPING INC.

February 18, 2015

Mr. Nathan Crane, City Administrator
5400 W. Civic Center Dr. Suite 1
Highland City, Utah 84003

RE: Proposal for Engineering and Design of the Canal Boulevard Road Construction Project

Dear Mr. Crane and Selection Committee:

J-U-B ENGINEERS, Inc. (J-U-B) is excited to submit the attached proposal to become Highland City’s engineering consultant for the Engineering and Design of the Canal Boulevard Road Construction Project!

J-U-B and CMT Engineering (CMT) have agreed to team on this project and look forward to working with Highland City to provide a roadway that will unite sections of the city and surrounding communities. Our interdisciplinary team of experts is comprised of professionals who have experience on many similar projects. In fact, some even have direct experience on the preliminary phases of the Canal Boulevard Project. In addition, we have nearly 300 professionals and staff company-wide who can provide support if needed.

We understand that providing an east-west corridor is important to you. Our priority is to provide design solutions that will lead to the successful construction of a roadway that combines quality and value for all of the project stakeholders. We are confident that our teams recent roadway design experience uniquely qualifies us for this work. Our proposal outlines various successful projects similar in size and scope. We know that with effective communication and collaboration, J-U-B will provide Highland City with a product that serves its citizens well.

J-U-B ENGINEERS, Inc. will comply with all terms and conditions as indicated in the RFP. J-U-B is a corporation and does not discriminate in its employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, or handicap.

If any questions arise during your review of our submittal, you can contact me at jwilles@jub.com or 801-226-0393. Additionally, Todd Trane who will serve as the project manager for this work, can be reached at ttrane@jub.com or 801-226-0393.

As the Orem Area Manager, I am authorized to sign this proposal on behalf of J-U-B ENGINEERS, Inc.

Jason Willes, PLS
J-U-B ENGINEERS, Inc.

J-U-B Services

- ✓ Transportation Planning and Design
- ✓ Traffic Impact Analysis, Mitigation and Traffic Signal Design
- ✓ Utility Design
- ✓ Land Surveying
- ✓ Structural Design, Bridges and Box Culverts
- ✓ Right-of-Way Acquisition
- ✓ Environmental Assessment and Permitting
- ✓ CMT Services Geotechnical Engineering

Are there any judgements, suits or claims pending against your company? If Yes, attach a written explanation. YES NO

Has your company operated under any other name (s)? YES NO
If Yes, attach a written explanation.

FINANCIAL REFERENCES (these may be checked)

1. Bank Name & Address Key Bank
702 West Idaho Street, Suite 1200
Boise, ID 83702
Manager Darren Board Phone 208-364-8649

2. Bank Name & Address _____

Manager _____ Phone _____

3. Other _____

Manager _____ Phone _____

PROJECT REFERENCES

1. Name: Vineyard Town, Contact: Don Overson, Town Engineer
Address: 240 East Gammon Road, Vineyard, UT 84058, Phone: 801-226-1929

2. Name: Lindon City, Contact: Adam Cowie, Lindon City Manager
Address: 100 North State Street, Lindon, UT 84042, Phone: 801-785-5043

3. Name: Logan City, Contact: Bill Young, Logan City Engineer
Address: 290 North 100 West, Logan, UT 84321, Phone: 435-716-9160

4. Name: Santaquin City, Contact: Ben Reeves, City Manager
Address: 275 West Main Street, Santaquin, UT 84655, Phone: 801-754-3211

5. Name: Herriman City, Contact: Jory Howell, City Project Manager
Address: 13011 South Pioneer Street, Herriman, UT 84096, Phone: 801-466-5323

SCOPE OF PROFESSIONAL WORK PERFORMED ON THE ABOVE PROJECTS

PRICE PROPOSAL

I hereby propose to provide the Professional Consulting Services described in the Request for Proposals, and my response thereto, for a professional fee of:

Design	\$ <u>151,680.00</u>
Construction Management	\$ <u>90,171.00</u>
Construction Surveying and	\$ <u>24,378.00</u>

(Each proposer must also ATTACH A PROPOSED PAYMENT SCHEDULE for the work which will be performed. This will be used as the basis for determining a mutually agreed upon payment schedule to be included in any contract resulting herefrom.)

COMPLETION DATE

Please list the date by which you will complete the project:

May 16, 2016

CERTIFICATION

I hereby certify that I have read, understand, and agree to all sections and attachments of the Request for Proposals for Professional Consulting Services for the Canal Boulevard Road Reconstruction. I further certify that the information submitted by me/my company in response to the Request for Proposals is true and accurate.

I understand that Highland City has the right to reject any or all proposals, to waive minor irregularities when to do so would be in the best interests of Highland City, and to negotiate a price for the proposed services as determined to be in the best interest of Highland City.


Signature
Vice President
Title

ATTACHMENT B

CERTIFICATE OF NON-COLLUSION

STATE OF UTAH) Request for Proposals for the
)SS Canal Boulevard Road Reconstruction Project
COUNTY OF UTAH)

AFFIDAVIT

The undersigned of lawful age, being first duly sworn, disposes and says:
That as a condition precedent to the award of the Highland City project as above captioned,

I David Day, Vice President
(owner, partner, officer or delegate)

of J-U-B ENGINEERS, Inc. do
(firm)

solemnly swear that neither I, nor to the best of my knowledge any member or members of my
firm or company have either directly or indirectly restrained free and competitive bidding on
this project by entering into any agreement, participating in any collusion, or otherwise taking
any action unauthorized by Highland City, with regard to this RFP or potential contract resulting
therefrom.

Handwritten signature of David Day over Consultant Signature line

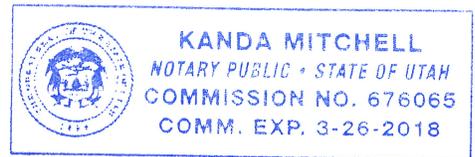
By: DAVID DAY

Title: Vice President

Subscribed/sworn to before me this 18th day of February 2016 A.D.
My Commission Expires 3-26-2018
Residing at Orem, Utah

Seal

By: [Handwritten Signature]
Notary Public



1: Executive Summary

J-U-B has assembled a highly experienced team and created a strategy for the Canal Boulevard Project to prepare the final design and advertising package by May 16, 2016. Our design team's project knowledge will allow us to hit the ground running and meet the delivery date.

Qualifications

Our project team is made up of our most experienced and talented staff. The project will be managed and designed out of our Orem office by Todd Trane. Our Orem office is close to the project site which will provide quick response time and meet the tight schedule.

J-U-B has experience working with both UDOT and Utah County on several roadway and traffic signal projects. Our team knows UDOT, AASHTO and MUTCD signal and intersection design standards and will coordinate closely with Adam Lough and Brian Philips at UDOT to design the signals at SR-74 and North County Blvd. Being a local company, we also have a good relationship with American Fork. American Fork has several utilities in the area of the project, as well as the irrigation pond on the south side of the project near SR-74. This working relationship will allow us to work closely with them to resolve any utility conflicts.

Our project team has worked on several road and trail projects along the Wasatch Front. Recent local and ongoing road project successes for J-U-B are the Vineyard RDA Projects. To date we have designed and constructed 13 miles of collector and local roadway infrastructure. Other key roadway projects include the Woods Cross 1500 South project where we designed 3,500 feet of roadway and utilities. Recent trail project involvement includes the Murdock Canal Trail and Lindon Heritage Trail projects. J-U-B designed and provided construction engineering for the grade separated pedestrian crossing under State Street in Lindon.

Understanding of the Project

Highland City and Utah County have been working to get an East/West connection between SR-74 and North County Boulevard for years. The only east west connection in this area of Highland is SR-92, which is 1.50 miles north and 700 North through American

Fork, which is 1.25 miles south. The proposed connection will provide a much needed east /west connector from the Harvey Boulevard/North County Blvd intersection on the east to the SR-74/Canal Boulevard intersection on the west. This connection will also provide another route for students at Lone Peak High School and reduce congestion at existing intersections.

J-U-B currently acts as an extension of Highland City staff for engineering services which provides us with and in depth understanding of the City's utility systems and needs. There is currently a need to extend the culinary water and secondary water lines along the proposed Canal Boulevard alignment to provide system redundancy and services for future development. We will work closely with Tavis Timothy to determine the needed infrastructure requirements from his utility models and design the new water lines to meet these requirements. We will also be thorough in providing the needed conduit crossings for current and future utilities. Having this in depth knowledge of the utilities and already working closely with Tavis will allow us to provide a quality design with the given schedule.

Cost and Schedule

We have prepared a detailed approach to the project. Our proposal includes complying with the Highland City Standards and Specifications as well as AASHTO standards and specifications during design and construction. We have teamed with a local geotechnical company (CMT) who is close to the project and has a knowledge of Highland City.

Our team has the knowledge and expertise to meet the delivery date in the RFP. J-U-B's team is based in our Orem office, which gives us an advantage to be more responsive to the tight schedule. Some preliminary design and right-of-way work for this project was completed by the J-U-B team which will allow us to hit the ground running. We have already completed a portion of the topographic survey to determine that the road alignment is feasible due to the large cuts and fills that will be required between the bottom of the hill near the existing lift station and the top of the hill near the state owned property.

1: Executive Summary, continued

Our team brings the resources of our entire company to your project, including highly experienced structural engineers for the bridge and pedestrian crossing. J-U-B uses a “long hallway” approach to projects which allows us to use our company’s technical experts and vast resources to find customized solutions to our client’s projects. We will use the “long hallway” to complete the advertising package for the Canal Boulevard project by May 16, 2016.

We have based our construction engineering proposal on the time estimated to provide Highland City with the needed construction oversight and to ensure that all construction meets the current standards and specifications. We anticipate that most of the construction activities will be completed during the summer of 2016. We will develop construction requirements to complete the majority of the pre-pavement work (pedestrian tunnel, AF river crossing, etc.) by the end of the 2016 construction season and the pavement by the spring of 2017 at the latest.

We have a thorough understanding of the project, and have prepared a detailed approach and work plan to

meet the project schedule. We also have a clear view of the engineering effort that will be required, which will allow us to efficiently and effectively complete this project within budget.

Plan for Managing the Project

Our team has prepared a detailed plan for managing the project in a manner that reduces risk and maximizes efficiency. The process includes reviewing the progress of work on a regular basis, and communicating with the City about project status and issues. We will monitor project expenditures and develop cost saving innovations for the City to consider.

The Canal Boulevard Project has an aggressive design schedule. We have a plan to complete the project design on time. We have identified the critical path milestones and tailored our approach to meet the schedule. We have successfully completed projects for Utah County and other local cities in the past, and we will do it again on the Canal Boulevard Project.

2: Qualifications

Local Work

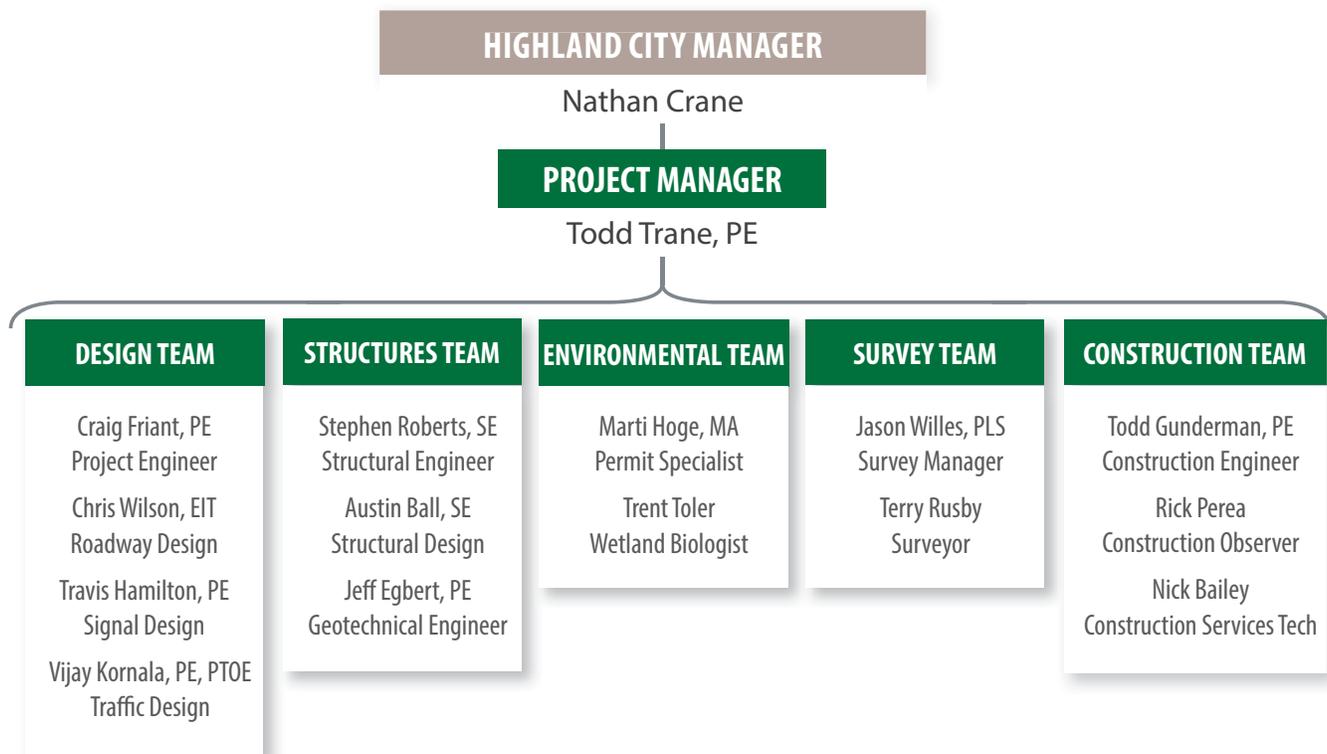
We have assembled an experienced project team to make the Canal Boulevard Project successful by meeting the project schedule; developing the project within the budget; addressing the technical issues; and providing effective coordination between stakeholders and agencies. We have developed the J-U-B/CMT Team to provide:

- ✓ Assignment of our best people to this project.
- ✓ Depth of resources needed to meet the schedule. We have the depth of resources available to assign to this project immediately. Our combined team has staff available in five offices along the Wasatch

Front.

- ✓ Relationship with stakeholders in the corridor and public involvement expertise.
- ✓ Core experts necessary to solve specific technical issues including drainage, roadway design, structural design, traffic engineering, construction management and staking.
- ✓ Local experience with Utah County, the municipalities in the project area, and UDOT. We have successful project experience with each of these stakeholders individually, and in collaborative processes.

The following organizational chart shows the configuration of our project team.



Key Employees

This project will be managed out of J-U-B's Orem office by Todd Trane, and the majority of the work will be performed by our talented staff in the Orem Office, supplemented by core experts in our Logan and Salt

Lake Offices. The roadway design will be led by Craig Friant who has been leading transportation projects for over 17 years.

2: Qualifications, continued



PROJECT MANAGER: Todd Trane, PE

For 15 years, Todd has been a design engineer, project engineer, project manager or quality assurance/quality control manager on many types of municipal projects. His areas of experience include city engineering, master planning, utilities, transportation, and construction engineering. He has led project teams that include every major area of civil engineering expertise. For the last four years, Todd has designed and managed the construction of over 13 miles of roads in Vineyard, UT.



PROJECT ENGINEER: Criag Friant, PE

Craig has over 18 years of experience designing and managing transportation projects for UDOT and local municipalities. He has worked on several roadways similar to the Canal Boulevard project, most recently the Price 1900 East project in Price, Utah to construct a new roadway and drainage system. He will use his experience to lead the design team to effectively finalize the project design and prepare the advertising package.



ROADWAY DESIGN: Chris Wilson, EIT

Chris has four years of experience working in municipal and land development engineering. His experience includes transportation and utility design, construction engineering and contract documents, estimating, research and studies, and land development review.



SIGNAL DESIGN: Travis Hamilton, PE

Travis Hamilton, PE will be the Signal Design Engineer. He has 10 years of design experience working on both UDOT and federal aid local government projects which has given him a thorough knowledge of UDOT design standards. Travis is proficient in the use of MicroStation and InRoads, UDOT's primary design tools. He used his design expertise on the first phase of Eagle Mountain's Pony Express Parkway Project from Saratoga Springs to Eagle Mountain where he prepared alignments, profiles, and cross sections. Travis most recently led the design of the SR-73/Sunnyside Drive Intersection and signal design project in Eagle Mountain, UT.



TRAFFIC PLANNING & ENGINEERING: Vijay Kornala, PE, PTOE

Vijay has over ten years of experience in a broad range of traffic engineering and transportation planning studies. He has prepared transportation planning studies of multiple kinds, models and analyses, traffic impact statements, traffic studies, operational analyses, and modeling; developed plans for surface transportation projects; developed traffic simulations and corridor studies; and prepared analyses for parking studies, origin and destination studies, and signal warrant studies.

2: Qualifications, continued



STRUCTURAL ENGINEER: Stephen Roberts, SE

Steve has 39 years of structural engineering experience. He has designed over 70 bridges throughout the Western States for cities and counties. He has substantial experience with bridge rehabilitation, culverts, retaining walls, seismic and general rehabilitation, as well as other structures and has directed the work for such clients as CalTrans, Washington State DOT, Arizona DOT, Oregon DOT, Nevada DOT, Utah DOT, and numerous cities and counties throughout the Western States.



STRUCTURAL DESIGN: Austin Ball, SE

Austin is a graduate of Utah State University, where he obtained both B.S. and M.S. degrees. He has six years of structural engineering experience and 3 years of general civil engineering experience. He is experienced in all project phases, from concept and design to construction, and has been involved in the design of bridges, walls, roads, culverts, tanks, and lift stations.



GEOTECHNICAL ENGINEER: Jeff Egbert, PE (CMT)

Jeffery Egbert, P.E. – Mr. Egbert received his Master's Degree from Brigham Young University in 2001. He is a senior geotechnical engineer responsible for the planning, field explorations, laboratory testing, geotechnical analysis and report preparation for geotechnical projects. His experience spans more than 13 years and includes commercial, industrial and residential projects. Some of the geotechnical issues that Mr. Egbert has addressed include building distress evaluations, pavement design, collapsible/expansive soils, liquefaction, seismicity, slope stability, soft soils and settlement. He is licensed in Utah, Nevada, Wyoming, Arizona and Montana.



ENVIRONMENTAL PERMITTING: Marti Hoge

Marti has eight years of experience in environmental planning, NEPA compliance, and permitting for a diverse set of projects with J-U-B. As J-U-B's Senior Environmental Planner, Marti leads the environmental team in preparing thorough, well written, and legally defensible environmental documents. Marti specializes in multi-agency coordination and has successfully led dozens of large-scale Federal aid environmental processes for municipalities and other local government clients.



WETLAND BIOLOGY: Trent Toler

Mr. Toler has over 15 years of experience in ecological research and biological consulting projects in Utah and the Intermountain West. He has experience in conducting threatened, endangered species (TES), and sensitive species wildlife surveys (including raptor and MBTA nesting surveys), TES habitat assessments and population monitoring, waters of the U.S. including wetlands delineation and 404 permitting, general wildlife and vegetation surveys and assessments, and NEPA documentation of impact analyses to wildlife, vegetation, and wetlands/waters of the U.S. His duties also included resource agency coordination (UDWR, USFWS, USACE, etc.) including meetings, biological assessments, and documentation of TES survey results. Mr. Toler has also conducted impact analyses of alternatives to natural resources and wildlife habitat fragmentation.

2: Qualifications, continued



SURVEYING MANAGER: Jason Willes, PLS

Jason is a professional land surveyor with over 21 years of combined field and office experience. His experience includes conducting boundary surveys, preparing boundary/easement descriptions and preparing conveying documents. His surveying responsibilities include coordinating multiple survey crews on concurrent projects, reviewing completed survey information and ensuring that surveying assignments are completed within budget and on schedule.



SURVEYING: Terry Rusby, PLS

Terry has been working in the construction industry for 18 years. He has been a surveyor for J-U-B since 2014. Since that time, Terry has worked as a surveyor on numerous road projects in the Utah County area. He also has surveyed multiple UDOT projects and has the fortitude and efficiency to produce quality surveys for our valued clients.



CONSTRUCTION SERVICES MANAGER: Todd Gunderman, PE

Todd leads J-U-B's CSG and is working on his 25th year in the construction industry, both as a contractor and an owner's advocate. This combined experience gives him the intrinsic ability to partner with builders for mutual success to maximize quality, find cost effective solutions, and apply risk management strategies. Todd has become an industry leader in partnering with contractors to reach common project success goals and was the Resident Engineer for two back-to-back award winning "Best Partnered Projects" chosen by UDOT and AGC with one of these projects being the Murdock Canal Trail. Todd has particular expertise with managing bridge projects from all aspects, as his career started at Caltrans inspecting bridges, to constructing them as a contractor, to managing them as a resident engineer.



CONSTRUCTION OBSERVATION FIELD SUPERVISOR: Rick Perea

Before joining J-U-B, Rick managed a local Construction Material Testing Department for 13 years. Rick has over 30 years of experience in the construction industry with a strong focus on material testing and geotechnical investigations. Rick provides quality control of our inspectors as well as managing the project's material testing firm. He is currently serving as the Public Works Inspector for the Town of Vineyard. In this role he oversees over \$20 million of new roadway infrastructure as well as the city-owned features associated with the multiple of commercial and residential developments. Rick is also a Registered Stormwater Inspector and performs inspections for Vineyard.



CONSTRUCTION SERVICES TECHNICIAN: Nick Bailey

Nick is a full-time construction services technician that has prior experience performing material testing technician duties for a local geotechnical firm. Nick possesses thorough knowledge on identifying quality materials and proactively works with contractors to deliver them and efficiently test them. He has provided inspection on a roadway project just like this one every year since being with J-U-B, and has provided inspection on multiple bridge and trail projects as well. Nick became familiar with this project while providing inspection services on the Murdock Canal Trail project.

2: Qualifications, continued

PROJECT EXPERIENCE

The following five example projects highlight our experience and ability to successfully complete this project. These projects have significant similarities to the Canal Boulevard Project which will allow us to effectively address the specific project needs. Note that a reference is included for each project.

Town of Vineyard RDA Projects (2012 - 2016)

SERVICES: Roadway Design, Sewer, Storm Drain, Water, Structures, Intersection Design

DESCRIPTION: J-U-B worked with the Town of Vineyard to design and build 18 phases of infrastructure projects consisting of roads, sewer, land drain, storm drain, culinary water, sewer lift stations, power and gas infrastructure, structures and intersection design. J-U-B has and continues to design and oversee the construction of these projects. More than 13 miles of roadway and utility infrastructure have been designed and constructed to date.

KEY PERSONNEL: Todd Trane, Brad Perkins, Chris Wilson, Jason Willes, and Jeremy Burns

CONTACT: Don Overson, Town Engineer, (801) 226-1929



Lindon Heritage Trail Phase I & II

SERVICES: Trail Design, Structural Design, Environmental Document, Storm Water, Geotechnical Study

DESCRIPTION: The Lindon Heritage Trail is the east-west backbone of the City’s trail system and is planned to connect the Bonneville Shoreline Trail in the foothills of the City to the Lindon Boat Harbor at Utah Lake. J-U-B prepared the environmental document and performed the pre-construction and construction engineering for the project. We worked with the City to analyze the alignment in the City Master Plan and held discussions and meetings with the residents to determine the feasibility of the trail alignment. The project resulted in a successful east-west trail system through the City and included a pedestrian tunnel under state street and a bridge. Over the Lindon Hollow Drainage Channel.

KEY PERSONNEL: Todd Trane, Craig Friant, Steve Roberts, Austin Ball, Jason Willes, Rick Perea, Travis Hamilton

CONTACT: Adam Cowie, City Manager, (801) 785-5043



Lindon 700 North

SERVICES: Roadway Design, Structural Design, Environmental Planning, Traffic Planning and Engineering, Surveying, Intersection Design, Sewer, Water, Storm Drain

DESCRIPTION: 700 North was a new roadway that connected State Street in Lindon with Geneva Road and ultimately the Pleasant Grove Interchange, providing a new commercial district in Lindon. Our team designed the roadway, right-of-way, structures and utilities.

KEY PERSONNEL: Jason Willes, Craig Friant, Jeremy Burns

CONTACT: Adam Cowie, Lindon City Manager, (801) 785-5043



2: Qualifications, continued

Logan 200 East Minor Arterial

SERVICES: Roadway Design, Utility Coordination, Construction Engineering, Structural Design, Intersection Design

DESCRIPTION: J-U-B worked with Logan City and coordinated with UDOT to prepare an Environmental Assessment and design for the 200 East roadway extension from Center Street to 300 South. The existing 200 East alignment was never constructed between Center Street and 300 South because of a significant difference in the elevation. 200 East is an important transportation corridor for the region and a connection between Center Street and 300 South was necessary to provide better regional connectivity. Logan City selected J-U-B to provide engineering services to design this important roadway connection. Our team performed a geotechnical investigation and pavement design for the project to construct a large embankment for the new roadway. We prepared the design for a three lane roadway with shoulders, bike lanes, park strip, sidewalks, and lighting. The design also included a box culvert structure for a grade separated pedestrian/bicycle crossing. In addition to the box culvert, our team designed soil nail and MSE walls. Our team coordinated closely with the Logan City Public Works Department and public utility companies to relocate existing utilities and construct new infrastructure.

KEY PERSONNEL: John Powell, Craig Friant, Jason Willes

CONTACT: Justin Maughan, City Project Manager, (435) 770-0727, Bill Young, Logan City, (435) 716-9160, Rod Terry, UDOT Region One PM, (801) 620-1686

SR-154; Bangerter at 7800 South, 7000 South, and 6200 South

SERVICES: Roadway Design, Interchange Design, Structure Design, Right-of-Way, Utility Coordination, Intersection Design

DESCRIPTION: This was a UDOT design-build project that included the reconstruction of three Bangerter Highway Intersections – a Continuous Flow Intersection (CFI) at 7000 South and 6200 South, and a grade separated interchange at 7800 South. UDOT selected J-U-B to provide the preliminary design, program management, design oversight, and construction engineering management services. We developed the preliminary design and plans for a Single Point Urban Interchange (SPUI) at 7800 South that included a large bridge structure and significant embankments. We also developed the preliminary design plans for the CFIs at 7000 South and 6200 South. Our team managed the design-build procurement process to help UDOT select a Design –Builder for the project. Once the Design-BUILDER was selected, our team performed design oversight for the bridge structure and interchange at 7800 South, and the two CFIs at 7000 South and 6200 South.

KEY PERSONNEL: Craig Friant, Jason Willes, Vijay Kornala, Travis Hamilton, Stephen Roberts, Austin Ball, Todd Gunderman

CONTACT: Matt Zundel, UDOT Project Manager, (801) 910-2580



2: Qualifications, continued

Santaquin 400 East/Main Street Improvements

SERVICES: Roadway Design, Utility Coordination, Construction Engineering, Storm Drain, Traffic Signal

DESCRIPTION: This roadway design project included the realignment of Orchard Lane to connect to 100 North, widening and reconstructing US 6 between 100 East and 400 East, as well as widening 400 East between 100 North and US 6. US 6 was reconstructed and widened from a three-lane facility to a five-lane facility between 100 East and 400 East, which improved access management along US 6. 400 East was reconstructed and widened from a two-lane facility to a four-lane facility between US 6 and 100 North. The project also included extending 100 North from 400 East to Orchard Lane through an open field.

KEY PERSONNEL: Craig Friant, Jason Willes, Vijay Kornala

CONTACT: Ben Reeves, City Manager, (801) 754-3211



Herriman Parkway, Phases I & II

SERVICES: Roadway Design, Utility Coordination, Construction Engineering, Storm Drain, Traffic Signal

DESCRIPTION: J-U-B provided roadway design and right-of-way plans to widen and realign 3,200 feet of 12600 South (“Herriman Parkway”) from 4570 West to the new Main Street. We also prepared plans and specifications to extend Herriman Parkway an additional 7,200 feet from Main Street to 6000 West. The project also included utility design and coordination for new culinary and secondary water lines, storm drain facilities, and a new sewer line.

KEY PERSONNEL: Jason Willes, Craig Friant, Stephen Roberts, Austin Ball

CONTACT: Jory Howell, City Project Manager, (801) 446-5323



Price 1900 East, Airport Road to 300 North

SERVICES: Roadway Design, Storm Drain, Environmental Document, Right-of-Way

DESCRIPTION: J-U-B performed the engineering services to design a new roadway and drainage system along 1900 East in Price, Utah from Airport Road to 300 North for a new Industrial Subdivision. This was a gravel road used by gas companies to access their wells, and our team developed the geometric design, pavement design, and drainage design to construct this critical new roadway. This area was also crossed by a natural drainage channel, so our team prepared an in depth hydraulic study to determine runoff flows and to design a new drainage system to direct the flow away from the new roadway and future subdivision lots.

KEY PERSONNEL: Craig Friant, Michael Clark, Jubal Myers, Jason Willes

CONTACT: Russell Seeley, City Engineer, (435) 637-5010

2: Qualifications, continued

Utah County Murdock Canal Trail Design-Build

SERVICES: Program Management, Design Oversight, Construction Engineering, Risk Management

DESCRIPTION: J-U-B performed Program Management and CEM services for this local government Federal-Aid Design-Build project. The project includes 17.5 miles of trail, six trailhead facilities, four box culvert under crossings, and a pedestrian bridge. This trail alignment follows the recently enclosed Murdock Canal and meanders through seven cities. Todd and Craig conducted a risk analysis workshop with the project team and developed mitigation plans. We also completed constructability reviews on the multiple design stages and packages. Constant coordination with adjacent stakeholders, seven cities, PRWUA, the canal enclosure contractor and SR-92 Design-Build team was required for project success. Todd's partnering effort led to all the bid additives being awarded and constructed. The project team was awarded the Best Partnering Award in 2013.

KEY PERSONNEL: Todd Gunderman, Adam Hales, Scott Fletcher, Nick Bailey, Craig Friant

CONTACT: UDOT R3, John Higgins, (801) 404- 3852; Utah County Public Works Dept, Richard Nielson, (801) 404-7010



3: Understanding of the Project

Key Points

The design team has identified the following key issues associate with the Canal Boulevard Project, and the advantages to selecting our team:

- ✓ Proposed alignment follows hilly terrain and crosses the American Fork River. Our team has already prepared some preliminary design for roadway.
- ✓ Land acquisition will be completed by Utah County. Our team provided exhibits and descriptions to Utah County for acquisition.
- ✓ Intersection improvements and traffic signals at SR-74 and North County Blvd. Our team is highly experienced in traffic signal design. J-U-B was ranked No. 1 on the UDOT General Engineering Pool for signals.
- ✓ Utility conflicts at the SR-74 intersection and near the American Fork irrigation pond. Our team has worked as an extension of Highland City staff and knows the specific conflicts to be addressed.
- ✓ American Fork river crossing and stream alteration permit. Our team has experienced environmental specialists who have prepared several Stream Alteration Permit applications with the Army Corps of Engineers.
- ✓ Discharge / irrigation ditch from the Jordan Aqueduct and Provo River Water Users Association. Our team has developed preliminary alternatives to maintain this drainage if it needs to remain operational.
- ✓ Alignment to avoid sewer lift station and provide utility crossings for future expansion. We have developed a preliminary alignment that will avoid the lift station.
- ✓ Pedestrian underpass and intersection of trails. Our team has designed several similar pedestrian underpass structures and will apply our expertise to this project.
- ✓ Culinary and Secondary water mains to be constructed in section 1 (west). Our team has worked with Tavis Timothy on the water systems and will prepare the

necessary designs.

- ✓ Complete street cross section with 12' trail on section 1 (west). Our team has worked on over 55 miles of multi-use trails in Utah, including the Murdock Canal Trail.
- ✓ Several different geotechnical project issues: large cut and fills, bridge, box culvert. CMT has completed geotechnical studies and pavement designs for several projects in the area. They will use their expertise on Canal Boulevard as well.
- ✓ Coordinate with future development of state property for any future utility crossings. Our team has performed development reviews for Highland City and have a good understanding of the future development on State land.

Approach to Work – Design Phase

We understand that the preliminary alignment has been created in the current location for several reasons. We will develop a quality design that will meet these project goals.

1. The connection points at SR-74 and North County Boulevard are the agreed connection points due to many years of coordination and planning with Utah County, Highland City and American Fork City. We will use our expertise to design intersections at these connection points that will provide traffic flows at acceptable Levels of Service (LOS).
2. The State Developmental Center has agreed on the current east side alignment, which matches the overall development plan that has been created for the site. We will develop the final alignment to match the overall development plan.
3. Highland City has already acquired some of the right-of-way for the roadway, and is working with the state on the dedication of the right-of-way through the Developmental Center property. Also, Utah County has been, and is continuing negotiations with the home owner's association for the remaining needed right-of-way adjacent to the golf course. We

3: Project Understanding, continued

- will provide descriptions and exhibits for the right-of-way acquisition, and support during negotiations.
4. The current alignment has been shifted from its original 2008 alignment due to the Highland City sewer lift station near the bottom of the hill. We will design the roadway to preserve the existing lift station, maintain access, and provide opportunity for future expansion.
 5. The alignment at the top of the hill on the state property has to remain in the current location due to the Murdock Canal pipeline. When the pipeline was constructed in this area, the project provided a location where the road could go over the pipe by constructing concrete protection on top of the pipe. We will design the roadway alignment to cross at this location to protect the existing pipe.

Understanding all of the hard work and effort that has gone into this project for years gives us the ability and confidence to move forward knowing that this is the best alignment of Canal Boulevard.

Data Collection

We recognize that we must begin work immediately in order to expedite quick completion of the design. The J-U-B/CMT Team has already completed some survey and preliminary design for this project. We will immediately, upon award of this project, complete any outstanding survey and start the geotechnical investigation.

Initial Design

At the beginning of the project we will initiate contact, and the permitting process with State Engineer for the American Fork River crossing. We will also initiate the permitting process with the Provo River Water Users Association and other entities on any Encroachment Permits required to cross over and under the aqueducts (Jordan and Alpine Aqueducts).

We will prepare an AutoCAD Civil 3D base map of the surveyed area with a current high-resolution aerial photography background.

We will prepare a report for the geotechnical investigation. This report will be provided to Highland

City as part of the design package.

After finalizing the horizontal alignment, we will prepare an initial vertical alignment. We anticipate that the vertical alignment will closely follow the existing grade where possible, but will involve major cuts and fills at each end of section 1. Section 2 will require minimal cuts and fills and generally follow the native ground.

We will perform the initial signal design for the two traffic signals: SR-74 and North County Blvd. At this stage the design will consist mostly of performing the traffic analysis and laying out the signal system and equipment at the intersections. A few critical items include reviewing the existing utilities, both overhead and underground at these locations, to verify placement of signal poles and coordinating the power source locations.

We will perform initial structures design for the American Fork River crossing. We propose to match the new bridge structure in Art Dye Park downstream of the project but will present all options to the city for approval. We will also perform initial structure design for the pedestrian underpass. We propose to match the existing pedestrian underpasses along the Murdock Canal Trail in order to provide uniformity to the trail. We will also present the underpass options to the city for approval.

Very early in the project we will work with project stakeholders to identify any new or future public utilities or city utilities that will be installed along the alignment or in conjunction with the Canal Boulevard project.

Final Design and Plan Production

We will conduct a thorough and efficient design process that is based on transparency and effective communication with Highland City, Utah County and other project stakeholders. The results of the design engineering phase of work will be as follows:

- ✓ Soils report
- ✓ Topography and site survey support services
- ✓ Utility location identification and relocation plans
- ✓ Full width roadway design
- ✓ Drainage design

3: Project Understanding, continued

- ✓ Structures design
- ✓ Signal and lighting design
- ✓ Provide full engineers opinion of probable construction cost
- ✓ Provide bid package conforming to Highland City forms and procurement rules

As we progress through the design we will review the various designs and plans with Highland City. At the conclusion we will review a complete set of plans with the city. The design will comply with Highland City and AASHTO standards and specifications.

We will prepare contract documents and special provisions as needed for the project, as well as the measurement and payment section of the contract documents. We will finalize our opinion of probable construction cost, and prepare the bid form. We will also prepare the agreement. We will review the contract documents with Highland City, then finalize them in preparation for advertising. J-U-B will assist Highland City with the advertising and bidding process as required in the request for proposal.

Administration and QC/QA

One of the things we do very well that brings value to our clients is to develop a thorough understanding of the project and project issues. Our thorough description of the project issues in this proposal illustrates our approach. We talk to key people, explore concerns, and try to understand why they want what they want. As we develop an understanding of their perspective we are able to develop solutions to their concerns. We will work to do this throughout the project.

Our team leaders will hold regular reviews with the project team members to help them stay focused on the scope and critical path items. Todd Trane, the project manager, will also hold regular reviews with the team leaders and specialty group leaders to review overall progress, to verify that the critical path activities are meeting projected milestones, to monitor expenditures against the budget and to assure the quality controls are occurring. On a biweekly basis Todd Trane will evaluate the progress of work and expenditures of funds.

As the project progresses we will be vigilant to keep our work focused on the scope required for project

success. If there are unforeseen activities not included in the RFP, but needed for the success of the project, we will work with Highland City to make any needed adjustments to the service agreement.

Approach to Work – Construction Phase

J-U-B has a highly qualified Construction Services Group (CSG) with focused expertise on providing our clients with construction services that include a strong, diverse knowledge of multiple aspects of construction. Our group is comprised of individuals that have made a career in the construction industry and have over 150 years of roadway and bridge construction experience on both the contractor and owner's side. This gives J-U-B unique insight into how the contractor views the project dynamics and enables us to deliver a higher quality project by facilitating a true partnering effort between all parties.

Our approach to making this project highly successful will be to leverage our first-hand knowledge of Canal Boulevard and our established relationships with your staff to reduce project risk, maximize construction quality and keep you informed. We will do this by implementing the following tasks:

Constructibility Reviews

Todd will be involved during design to assist the design team with innovative solutions that maximize construction economy. He will utilize his past contractor experience and project specific knowledge to achieve this task at a high level.

Full-time Inspection

Nick will be the full-time technician on site. Rick will provide oversight of Nick's efforts and will provide additional support when required, especially during milestone benchmark inspection efforts such as pre-paving inspection of the road base or bridge deck inspection. Rick will coordinate with City staff to keep them informed as the project progresses. It is assumed that the majority of the construction schedule would be 90 calendar days over the summer of 2016.

3: Project Understanding, continued

Construction Surveying and Staking

Nick will coordinate with the Contractor to identify the construction staking schedule, and work with J-U-B's surveyors to schedule and perform construction staking.

Materials Testing Coordination

Nick will provide the direct coordination with the City's testing agency. This effort is included in his 40 hr/week onsite duties.

Documentation

Todd will establish a list of documentation needed for the project that includes our requirements as well as the Contractor's. He will share this with the Contractor at the Preconstruction meeting, review Contractor submittals and oversee the total documentation effort during the project. Examples of this documentation are Contractor submittals such as project schedules, traffic control plan and material submittals. Rick will obtain and review the QC/QA testing reports. Nick will provide a daily report of the Contractor's efforts. Todd and Rick will jointly manage the negotiation and preparation of any change orders.

Quality Control/Quality Assurance Plan

Rick will assist the design team with establishing the material testing frequencies for both the Quality Control and Quality Assurance efforts in the project specifications. During the Construction phase, Rick will oversee this plan to ensure its compliance and that the project expectations are met or exceeded.

Project Meetings

Todd will arrange for and conduct the Preconstruction meeting. Rick will arrange and conduct weekly project coordination meetings. Meeting minutes will be generated and provided to all attendees.

Project Closeout

Rick will arrange and conduct a Substantial Completion Project Inspection with the City and the Contractor. Rick will develop a punchlist and Nick will provide inspection and verification of its completion. Todd will assemble a final project report that includes all the project's documentation that includes a redlined set of As-Built plans.

4: Rates

J-U-B Engineers has the reputation of providing high quality engineering services. We provide detailed and thorough services to develop customized solutions to our client’s needs. Our thorough design process typically results in lower bid prices from contractors and reduces the risk of unforeseen costs during construction. Since the cost of construction is many times the cost of engineering, good engineering can save a considerable amount of money and time. It also reduces the risk of failure of the infrastructure after construction, and reduces the risk of legal action against the City.

J-U-B takes our role as your trusted advisor very seriously, and goes to great efforts to effectively manage project budgets. We evaluate our project budgets each month and compare them to the percentage of project completion. If they are not

matching we implement mitigation strategies to reconcile our work with the project budget.

At J-U-B we don’t have a fixed scale of compensation for employees in particular work classifications. Less experienced employees have lower billing rates than more experienced employees. As an engineer gains experience, he or she is able to perform engineering activities in less time, and they require a lower level of supervision. Our fees are based on a combination of the expertise of the engineer and staff performing the work, the billing rate, direct expenses, the scope of work, and the quality of our engineering services.

Our current billing rates for staff that will work on projects in Highland are shown by the categories below:

Role	Range of Hourly Rates
Project Manager	\$110 - \$165
Project Engineer	\$110 - \$115
Designer/EIT	\$45 - \$105
Surveyor	\$125 - \$155
Survey Crew	\$110 - \$140
Clerical	\$55 - \$95
Specialists	\$125-&175

“Engineering expertise, customer orientation... and follow-through are hallmarks of this firm”

-Ott Dameron, Former Lindon City Administrator

Estimate of Hours

TASK	Project Manager	Project Engineer	Roadway Designer	Signal Designer	Traffic Designer	Structural Manager	Structural Engineer	Structural Designer	CADD Technician	Geotechnical Engineer	Permit Specialist	Wetland Biologist	Survey Manager	Surveyor	Construction Manager	Field Supervisor	Construction Observer
Preliminary Design	56	76	60	16	8	56	82	80	140	50	16	16	8	32			
Final Design	50	67	70	40	4	24	90	90	140								
Bid Advertisement	8	20	20			6	10	10	10								
Construction Management	10	10											40	180	76	188	600
TOTALS	124	173	150	56	12	86	182	180	290	50	16	16	48	212	76	188	600

5: Project Management Plan

The J-U-B/CMT Team recognizes that on a large project such as this, which involves multiple agencies and a short schedule, there is an intense need for successful project management. There is a risk of costs getting out of hand, of failing to meet the schedule, of lapses in quality, and of disagreements/misunderstandings among the various agencies or between them and the designers. We have developed a plan to successfully manage the project in a way that mitigates these potential pitfalls.

Cost Control

The J-U-B/CMT Team has developed a detailed scope of work and approach to the work, with a focus on a quality product, with the shortest schedule and the best price possible. Our efforts to thoroughly think through the approach will help us make direct progress towards the completed project, resulting in efficient work and minimized cost. Our plan to control costs includes the following elements.

Cost Saving Innovative Design

Throughout the design process we will maintain an open view to innovative ways of performing the construction work. While not solely focused on design cost savings, these innovations will result in construction cost savings. This form of cost savings may have the largest potential for overall project cost savings, since construction is where the majority of project money is spent. We are already looking at innovations that will result in cost savings.

Maximizing Efficiency

The J-U-B/CMT Team will regularly review the progress of our work with Highland City, in order to keep our work proceeding in line with the direction of the city. This will include review of initial design with Highland City before proceeding with final design and plan preparation activities, thus eliminating unnecessary redesign. While scheduling constraints are always a consideration, we continually work to have the right person perform tasks. This isn't always the person with the lowest billing rate, but is the one that will deliver the required result at the best value.

Monitoring Expenditures

On a biweekly basis the team leaders and specialty group leaders will estimate their progress towards

completion of their assigned tasks. This is not a calculated percent complete, but rather a "gut feel" of work complete by task. On the same biweekly basis, Todd Trane will review the expenditures by task, and compare it to the percent of work complete. Each pay request will include a report of the status of work, including a summary of percent of the budget spent vs. percent of the work complete.

Monitoring Work

Our team leaders will hold regular reviews with the project team members to help them stay focused on the scope and critical path items. Todd Trane, the Project Manager, will also hold regular reviews with the team leaders and specialty group leaders to review overall progress, to verify that the critical path activities are meeting projected milestones, to monitor expenditures against the budget and to assure the quality controls are occurring. These reviews will result in more efficient work flow and progress.

Schedule / Workflow

Highland City's desired final deliverables date of May 16, 2016 poses several challenges that will make meeting schedule milestones of primary importance. Because J-U-B has completed preliminary work and is very familiar with the project, meeting this date is not an issue.

The J-U-B/CMT Team has identified critical path milestones and will tailor the early design efforts to be prepared in advance to keep the design process moving forward. We are confident that we can provide a roadway design package which meets the desired schedule utilizing the team provided in this proposal.

The ultimate success will be fostered by the ability to coordinate on a timely basis with the various external stakeholders especially where this may involve their approval of certain design aspects. The J-U-B/CMT Team has much experience with the affected stakeholders which will help us understand their points of view and anticipate their availability and ability to meet and assist in the decision making aspects for their affected facilities and needs within the project. This experience and other public involvement efforts on the project should prove a great aid toward keeping the project on schedule.

5: Project Management Plan, continued

The J-U-B/CMT Team offers both a local presence and the resources of a large team. The project will be managed locally, and the majority of the work will be performed by staff in the Orem Office with help from the Salt Lake and Logan Offices. The J-U-B/CMT Team offers the staff of five engineering offices in Utah, three of which are within about 30 minutes or less of the project site. This type of sharing of resources is something that we do efficiently and successfully. With the proximity of our offices, aided by J-U-B's wide area computer network, we will use our "long hallway" to effectively put extensive resources on the Canal Boulevard Project. This allows us to accelerate the design and advance the construction schedule.

Quality Control / Quality Assurance

The primary goal of the J-U-B/CMT design team for the Canal Boulevard project is to provide a design product of the highest quality, on time and within the established budget. Quality Control and Quality Assurance are critical to meeting this project goal and providing Highland City with a design that will result in a constructed project that meets the needs of the city, county, and other stakeholders, and limits conflicts, change orders and increased costs during construction. All applicable Highland City and AASHTO standards and specifications will be the basis for the design product.

Quality work is fundamental to our design team approach to the Canal Boulevard project. Each member of the design team will take personal responsibility for his or her individual work and will ensure that the work is complete and fits appropriately into the overall project design. The responsibility for ongoing quality control review will rest with each individual design team leader. The design team leader will complete a formal QC review of the documents completed by his/her team prior to submittal to the design team manager for inclusion in the completed

submittal. Reviews will consist of technical evaluations of calculations, design philosophies, drawings and specifications to ensure that they conform to the project requirements.

Overall QC responsibility at the identified design milestones will be the responsibility of the design team manager, Craig Friant. A Quality Assurance review prior to the submittal will then be completed by the Project Manager, Todd Trane. In addition to the Project reviews completed by the project team, key independent internal QA reviews will be completed by senior personnel of J-U-B Engineers who have many years of experience. These reviews will be supplemental, but integral, to the QC/QA review process and will provide a separate set of eyes to ensure that the documents and plans meet our high standards of excellence.

Following the milestone reviews, the Design Team Manager will compile all comments needing resolution into a single set of plans/documents. These redline documents will be used to ensure that all comments and corrections have been properly addressed by the design teams.

The Project Manager, Todd Trane, will have primary responsibility to monitor the project schedule and costs to ensure that the work is completed on time and within budgets. Design team meetings will be held on a weekly basis to track progress, resolve design issues and to provide constant communication between Team members.

APPENDIX Resumes



TODD TRANE, PE

Project Manager

Todd has 15 years of experience in the civil engineering industry where he has worked as a design engineer, project engineer, and project manager. His experience is broad based in all civil engineering disciplines, including; site design, culinary water, pressurized irrigation, sanitary sewer, and storm water systems. He also has extensive design experience in roadway and trail design. His most recent experience with J-U-B engineers has been working with local municipalities on various infrastructure projects. For the past 4 years he has been working on a very large project in the town of Vineyard where he has designed the major roads and utility infrastructure for the community. He has been involved from the earliest planning stages of these projects all the way through the construction.

REGISTRATION

Professional Engineer, Utah
#55705963, 2008

EDUCATION

B.S., Civil Engineering
University of Utah, 2004

A.A.S. Drafting Technology
Utah Valley State College
1999

EXPERIENCE

Project Engineer
J-U-B ENGINEERS, Inc.
Orem, Utah
2010 - Present

Project Manager/ Project
Engineer
Trane Engineering
Lehi, Utah
2007-2010

Project Manager/Design
Engineer
Jack Johnson Company
Park City, Utah
2006-2007

Design Engineer
Trane Engineering
Lehi, Utah
2002-2006

Relevant Experience

Vineyard Mill Road – Project Manager and Project Engineer for approximately 1.2 miles of road. Designed a full width 4-lane collector road with storm drain, sewer, water and dry utilities associated with the new road. Managed the project all the way through construction.

Vineyard Main Street – Project Manager and Project Engineer for approximately 0.8 miles of road. Designed a full width 4-lane collector road with storm drain, sewer, water and dry utilities associated with the new road. Designed a trail that followed the full length of road along one side. Managed the project all the way through construction.

Vineyard Loop Road and Vineyard Road – Project Manager and Project Engineer for approximately 2.1 miles of roadway. Designed full width 2-lane collector roads with storm drain, sewer, water and dry utilities associated with the new road.

Holdaway Road and Sewer Project - Project Manager and Project Engineer for approximately 4500 feet of sewer trunk line in the existing Holdaway. With this project we redesigned and reconstructed widened the road. Managed the project all the way through construction.

Lindon Heritage Trail - Project Engineer for approximately 1.9 miles of trail through the west side of Lindon. The trail design and construction included a pedestrian tunnel and bridge.

Lindon Road Improvement Projects – Project Engineer for various road projects in Lindon. Projects included complete road reconstructions, overlays, and general maintenance.

Lindon Utility Improvement Projects – Project Engineer for various utility projects in Lindon. Projects usually included existing utility mainline replacements in collector roads.

Center Street Roadway Design - Project Engineer for approximately 0.25 miles of roadway. Designed full width 2-lane collector road with storm drain, associated with the new road.



CRAIG FRIANT, PE

Project Engineer

Craig has over 18 years of experience in the design, management and construction of private and public projects. His design experience includes roadways, highways, interchanges, traffic studies, traffic signals, multi-use trails, storm drain systems, right-of-way acquisition documents, utility design and coordination, risk management, and design-build program management. His recent experience includes project management of a new collector roadway and drainage system in Price, Utah, and utility design and coordination for UTA's Provo/Orem Transportation Improvement Project. Craig is a senior leader in J-U-B's Transportation Group, and is supported by a group of talented and experienced engineers.

REGISTRATION

Professional Engineer, Utah -
2001, License # 343731-2202

Professional Engineer, Idaho -
2008, License # 13475

EDUCATION

BS, Civil Engineering
Utah State University, 1998

EXPERIENCE

Project Manager, J-U-B
Engineers, Inc. Orem, Utah
2015 - Present

Project Manager, J-U-B
Engineers, Inc. Salt Lake City,
Utah 2006-2015

Project Engineer, J-U-B
Engineers, Inc. Orem, Utah
1998 – 2006

Intern, Logan City Engineering
Department, Logan, Utah
1996 - 1998

AFFILIATIONS

American Society of
Civil Engineers (ASCE)
1997-present

Association of Pedestrian and
Bicycle Professionals (APBP)
2009 - present

Relevant Experience

1900 East, Airport Road to 300 North; Price, UT

1500 South, Redwood Road to 1250 West; Woods Cross, UT

Provo/Orem Transportation Improvement Project; Provo and Orem, UT

I-15, South Davis County Operational Upgrades; Davis County, UT

US-89 & Center Street Traffic Signal; Lindon, UT

SR-68, Center Rumble Strips (MP 16.9 to 25.35); Saratoga Springs, UT

Bridge Deck Replacement Project (3100 South & Parkway Blvd); West Valley, UT

SR-198/US-6 Traffic Signal; Santaquin, UT

SR-198/Main Street Traffic Signal; Salem, UT

SR-68, California Avenue to I-80; Salt Lake City, UT

Lindon Heritage Trail Phases I, II & III; Lindon, UT

Historic Utah Southern Rail Trail Phases I & II; Lehi, UT

SR-56 & I-15 On/Off Ramps; Cedar City, UT

SR-11, Ranchos Road to Airport Road; Kanab, UT

Springville 1750 West; Springville, UT

700 North, State Street to I-15; Lindon, UT

I-84 Franklin – Garrity IC, Add 3rd Lane; Boise, ID

SR-154, Bangerter at 7800 S, 7000 S, and 6200S; West Jordan, UT



STEPHEN ROBERTS, SE

Structural Design

Since graduating from the University of California with a Bachelor of Science Degree, Steve has gained 39 years of structural engineering experience. He is licensed in Utah and 3 other states. He has substantial experience in the design of bridge projects with construction costs up to \$18 million. Steve has also been the designer of many culverts, noise walls, retaining walls, and roadway projects. He has managed the work for the Departments of Transportation for the states of Utah, California, Washington, Arizona, Nevada, and Oregon, as well as numerous cities and counties throughout the western states.

Steve has substantial experience in the design and analysis of water tanks and drainage structures. He has designed buildings including: industrial facilities, hospitals, medical clinics, schools, municipal buildings, including seismic analysis and retrofit. Steve is J-U-B's Structures Group Manager, coordinating bridge projects among structural engineers in multiple offices within the company.

REGISTRATION

Professional Structural Engineer -
Utah PSE# 292710
Washington PSE#18429
Idaho PSE# 7106
California PSE# 29639
Arizona PSE# 28354

EDUCATION

BS, Civil Engineering
University of California, Davis
1975

EXPERIENCE

Structures Engineer
J-U-B ENGINEERS, Inc.
Logan, Utah 2003 to Present

Structural Engineer
Sargent Engineers, Inc.
Olympia, WA, and
Providence, Utah 1979 to
2003

Project Engineer.
Guy F. Atkinson Co.
San Francisco, CA 1975 to
1979

Relevant Experience

Pony Express Trail Box Culverts - Saratoga Springs, Utah – two concrete box culverts in irrigation canals that matched and extended existing box culverts to accommodate road widening and the Pony Express Trail crossing over the canals.

Jordan River Murdock River Trail Retaining Walls – Lehi, Utah – new retaining wall to accommodate the widening of Garden Dr.

West Valley Cross Town Retaining Walls and Pedestrian Bridge – West Valley, Utah – new retaining walls along Parkway Blvd. to allow for sidewalk widening and a new pedestrian bridge for trail along Decker Lake.

Burma Retaining Walls – Kootenai County, ID – New retaining walls along 2.8 miles of Burma Road and Gotham Bay Road to accommodate roadway widening and upgrades. Evaluated feasibility of MSE, soldier pile walls and gravity walls. Wall heights varied from 12 to 23 feet tall.



MARTI HOGE

Environmental Specialist

Marti has eight years of experience in environmental planning, NEPA compliance, and permitting for a diverse set of projects with J-U-B ENGINEERS, Inc. Marti employs her thorough knowledge of the NEPA process, resource laws and implementing regulations to provide open and transparent environmental processes. Her recent NEPA experience includes serving as a principal author for the Logan Gateway Trail Environmental Evaluation, Huntsville Irrigation Canal Piping Project Environmental Assessment, and the Miley Memorial Field Airport Runway Reconstruction Environmental Assessment. She also provided environmental oversight for the Cache Water Restoration Projects,

EDUCATION

MA, Environmental Politics & Policy, Colorado State University, 2006

BS, Anthropology, University of Utah, 2000

AFFILIATIONS

International Association for Public Participation (IAP2)

Relevant Experience

NEPA Experience – Lead Author

Huntsville Irrigation Canal Piping Water Conservation Project, Huntsville, UT

Dry Gulch Irrigation Company Hancock and State Road Salinity Control Project, Duchesne & Uintah Counties, UT

Miley Memorial Field Airport Apron Expansion & Fuel Relocation Environmental Assessment, Big Piney-Marbleton, WY

Sheep Creek Irrigation Company Cedar Hollow Lateral Environmental Assessment, Manila, UT

Miley Memorial Field Airport Runway Reconstruction Environmental Assessment, Big Piney-Marbleton, WY

Logan Gateway Trail Environmental Evaluation, Cache County, UT

Miley Memorial Field Airport Taxiway Turnaround Categorical Exclusion, Big Piney-Marbleton, WY

Austin Airport Pavement Rehabilitation Categorical Exclusion, Austin, NV

Davis Weber Counties Canal Companies Environmental Assessment, Ogden, UT

200 East Environmental Assessment, Logan, UT

Farson/Eden Valley Salinity Control Project E-13 Lateral Environmental Assessment, Eden, WY

Farson/Eden Valley Salinity Control Project Westside, E-7 & E-8 Lateral Environmental Assessment, Eden, WY

Montezuma Valley Salinity Control Project Environmental Assessment, Cortez, CO

900 West Environmental Assessment, South Salt Lake, UT

Well Replacement Site Environmental Assessment, Woods Cross City, UT

Historic Utah Southern Rail Trail Categorical Exclusion, Lehi, UT

Safe Routes to School, Categorical Exclusion, UT

Main Street Beautification Project Categorical Exclusion, Coalville, UT

US-191 Guardrail Project Categorical Exclusion, Moab, UT

2300 South Roadway Improvements Categorical Exclusion, Millville, UT

East Hobble Creek Restoration Project Environmental Assessment, Springville, UT



JASON WILLES, PLS

Surveying

Jason is a professional land surveyor licensed in the states of Utah, Colorado, Idaho and Wyoming with more than 21 years of field and office experience. His surveying responsibilities include coordinating multiple survey crews on numerous concurrent projects, reviewing completed survey information and ensuring that surveying assignments are completed within budget and on schedule. He has been in responsible charge for numerous survey projects including roadways, bridges, large-scale control and aerial mapping projects as well as city-wide irrigation and water systems. He is experienced in land development and has prepared numerous residential and commercial subdivision plats. Jason has completed surveys for public entities and private agencies which include extensive topographic field work for design, construction staking, and performing the necessary deed research and boundary analysis required for the acquisition of property. Jason has prepared hundreds of descriptions and conveying documents to ensure that proposed improvements fall within valid boundaries and easements over private properties. He brings practical experience in working with engineers, contractors, attorneys, city administrators and district boards in the planning, scheduling and completion of field and office survey operations.

REGISTRATION

Professional Land Surveyor
Utah, 2000 (#376067)
Idaho, 2009 (#13696)
Wyoming, 2010 (#12633)
Colorado, 2010 (#38235)

EDUCATION

AAS, Surveying Technology
Salt Lake Community College,
2000

AFFILIATIONS

Utah Council of Land
Surveyors (UCLS)
National Society of
Professional Surveyors (NSPS)

EXPERIENCE

Orem Area Manager
J-U-B ENGINEERS, Inc.
Orem, Utah
2009 – Present
Utah Region Survey Manager
J-U-B ENGINEERS, Inc.
Orem, Utah
2000 – Present
Crew Chief & Surveyor
RB&G Engineering, Inc.
Provo, Utah
1997–2000
Crew Chief & Surveyor
Layton Construction Co., Inc.
Sandy, Utah
1994 -1997)

Relevant Experience

Mill Road Project, Vineyard Town - We completed topographic surveys for design as well as numerous boundary and easement surveys associated with the new Mill Road (Center Street) project. The project required extensive field work, deed research and boundary analysis for acquiring property along the 1.25 mile long corridor. The work product included more than 45 descriptions, maps and conveying documents. The surveying tasks included establishing a GPS control network, topographic mapping for design, right-of-way/ boundary determination and construction staking.

Lindon Heritage Trail, Lindon City - We completed topographic surveys for design as well as numerous boundary and easement surveys. The surveying tasks included establishing a GPS control network, topographic mapping for design, right-of-way/ boundary determination and construction staking.

Numerous Easement and Final Entity Plats, South Valley Sewer District - In order to prepare easement descriptions to match existing South Valley sewer district facilities on private property, we performed extensive field work, deed research and boundary analysis, prepared presentation graphics and final entity plats. The surveying tasks included establishing GPS control networks, topographic mapping, right-of-way/ boundary determination and boundary staking.

Herriman Parkway, Herriman City - We performed topographic surveys for design as well as numerous boundary and easement surveys. The surveying tasks included establishing a GPS control network, topographic mapping for design, right-of-way/ boundary determination and construction staking.



TODD GUNDERMAN, PE

Construction Services Management

Todd has been the leader of our Construction Services Group for the Utah and Colorado offices since joining J-U-B in 2008. He uses his passion for construction to effectively manage the construction service personnel to continually increase their capabilities. Along with these duties, Todd performs Resident Engineering duties for UDOT and CDOT Federal-Aid projects and has become well versed in their construction protocols and procedures

With 25 years of experience, he has gained an extensive working knowledge of how projects are constructed and managed while understanding their design principles and requirements. Todd has a comprehensive understanding of the construction environment.

Todd has experience working on the contracting side where he has worked as a construction superintendent, and as an owner's advocate performing construction management. This gives him an intrinsic ability to partner with builders for mutual success as shown by leading multiple projects chosen for Best Partnering Awards. These skills are used to mediate between the contractor and owner to proactively establish risks and jointly find cost effective solutions that minimizes contract changes.

REGISTRATION

Colorado P.E. #0049303
Utah P.E. #5756926-2202
California P.E. #52322
UDOT CEMT Certification

EDUCATION

B.S., Civil Engineering,
University of Massachusetts,
Lowell, 1991

EXPERIENCE

Construction Services
Manager, J-U-B Engineers,
Inc., Salt Lake City, UT, 2008
to Present

Project Engineer, Tighe &
Bond, Inc., Westfield, MA,
2006 to 2008

Project Manager, Crane
Construction Northwest, Inc.,
Salt Lake City, UT, 2004 to
2006

Project Manager, Edward
Kraemer & Sons, Inc., Salt
Lake City, UT, 2003 to 2004

Project Superintendent,
Washington Group
International, Boise, ID, 1994
to 2003

Bridge Engineer,
California Department of
Transportation, Los Angeles,
CA, 1991 to 1994

Relevant Experience

Resident Engineering Projects

East County Line Road/Weld County Road #1 Bridge over Saint Vrain Creek;
Boulder County/CDOT

Kaysville 200 North & Flint Street Reconstruction; Kaysville/UDOT Region

Icy Springs Bridge Replacement; Coalville/UDOT Region 2

Murdock Canal Trail Design-Build; Utah County/UDOT Region 3

I-15 Corridor Vicinity improvements; UDOT Region 3

Lindon Heritage Trail; Lindon/UDOT Region 3

1500 South Phase I&II; Redwood Road to 1450 W; Woods Cross/UDOT Region 1

Clinton 800 North 1000 West to 2000 West; Clinton/UDOT Region 1

Coalville Main Street & SR-280; Coalville/UDOT Region 2

D&RGW Rail Trail; Kaysville/UDOT Region 1

2300 South Reconstruct; Millville/UDOT Region 1

Hooper Trail; Hooper/UDOT Region 1

Construction Service Projects

**Constructability Reviews & Project Controls - Bangerter /7800 S /7000 S /6200 S
Design-Build**

**Contractor Selection Comm. and Independent Cost Estimate - Cache Water
Restoration Project**

Contractor Selection Committee – Layton Interchange Design-Build



J·U·B ENGINEERS, INC.



THE
LANGDON
GROUP



GATEWAY
MAPPING
INC.

OTHER J·U·B COMPANIES

240 West Center, Suite 200
Orem, Utah 84057
801 226 0393



CITY COUNCIL AGENDA REPORT

DATE: Tuesday, March 1, 2016

TO: Honorable Mayor and Members of the City Council

FROM: Erin Wells
Assistant to the City Administrator

SUBJECT: RESOLUTION/MOTION – ADOPTION OF BUILDING USE POLICY & FEE SCHEDULE

STAFF RECOMMENDATION:

City Council hold a discussion related to three options presented for the Building Use Policy and adopt one option.

BACKGROUND:

At the December 1, 2015 Council meeting, staff and council had a discussion regarding the building use policy and indemnification agreement and the changes that need to be made to that document to better compensate for costs to the City and to simplify the rental process.

At the January 5, 2016 Council meeting, the Council adopted the updated rates that were discussed in the December 1 Council meeting.

At the February 16, 2016 Council meeting, in reference to the fee waiver request from the Distinguished Young Women of Highland, the City attorney mentioned that Highland City would put itself at legal risk by choosing to waive fees for certain groups because we are essentially choosing which types of “speech” to support.

Currently, the City Council has waived fees for the Timpanogos Symphony Orchestra (the Symphony) and Habilitation Independence Vocation Education Socialization (HIVE) program. Last year the Symphony uses the Community Center for a total of 176 hours. This year HIVE would like to use City Buildings for 511.25 hours (this includes a significant increase in hours beginning in September that has not yet been finalized).

Staff has prepared three alternatives for Council to discuss that would address this issue.

- 1) Charge all organizations equally and not waive any fees.
- 2) Charge all registered 501(c)(3) groups at a discounted \$5 per hour rate and waive all other fees.
- 3) Waive all fees for all registered 501(c)(3) groups.

FISCAL IMPACT:

Alternative One (assuming billing began immediately)

- 1) The Symphony would need to pay \$2,190 assuming usage remained constant.
- 2) HIVE would need to pay \$6,791.25 assuming hours remained as requested.

Alternative Two (assuming billing began immediately)

- 1) The Symphony would need to pay \$730 assuming usage remained constant.
- 2) HIVE would need to pay \$2,263.75 assuming hours remained as requested.

ATTACHMENTS:

1. Building Use Policy with alternatives
2. Indemnification Agreement
3. Resolution for Building Use Policy

HIGHLAND CITY BUILDING USE POLICY

POLICY

Highland City ("City") supports making the Community Center and City Hall ("Buildings") available to the public for certain types of meetings as set forth below.

All applications for the use of the Building shall be approved or denied by the Building Supervisor, who shall be a person so designated by the City Administrator. The administration of this Use Policy shall be vested in the Building Supervisor.

Requested use of the Building must be lawful and for a non-commercial purpose. Any permissible use must be in compliance with this Policy, the Utah State Open and Public Meeting Act, and may not conflict with any official City or governmental business.

The City shall not discriminate in the use of the Building on the basis of race, creed, color, national origin, sex, religion or disability.

USE PRIORITY

1. Classification of Use Types

- a. **Priority One:** Highland City Government.
- b. **Priority Two:** Other governmental agencies, including cities, counties, the State of Utah, regional governments, school districts and other similar organizations. Political meetings (i.e. 'Meet the Candidate Night'), elections education, annual caucus meetings for the individual political parties for the residents of Highland City.
- c. **Priority Three:** Highland Residents for non-commercial purposes.
- d. **Priority Four:** 501(c)(3) tax-exempt organizations.
- e. **Priority ~~Five~~Four:** Non-Highland Residents for non-commercial purposes.

Comment [EW1]: Option two and three.

Comment [EW2]: Option two and three.

2. Use Priority Policy

Priority One meetings shall have priority over all other uses. If there is a scheduling conflict, Priority One meetings will have priority. Any other meeting will be cancelled or rescheduled to accommodate the Priority One meeting. In the event of a conflict, the Building Supervisor shall contact the group or individual whose meeting conflicts with the Priority One meeting as soon as possible and attempt to reschedule the conflicting meeting.

RESERVATION PROCEDURES

1. Application

Any authorized group wishing to reserve an available area of the Building shall contact the Building Supervisor in advance of the proposed reservation date and complete a reservation application form.

2. Confirmation

If the Building is available on the date and times requested and the Building Supervisor determines that the proposed use is compliant with the Use Policy, the Building Supervisor shall notify the applicant that the meeting has been scheduled and make all the appropriate arrangements.

3. Payment of Fees and Deposits

Deposits and fees are required within five (5) business days following approval. If not received, the approval is withdrawn and the reserving party loses their confirmed reservation.

4. Security Deposit

The use of the Building will require a security deposit as stated in the Highland City Fee Schedule. If damage or mistreatments of the premises have occurred, deductions will be made from the remaining deposit to reimburse the City for cleaning costs and/or Building repairs. If insufficient, a charge will be assessed to the individual and/or group.

5. Refunds for Cancellation

A refund of one hundred percent (100%) will be made if the reservation is cancelled more than 48 hours prior to the event. No refund will be given if cancelled less than 48 hours prior to the scheduled event.

FEE SCHEDULE

No fee is assessed to the City for its own use of the buildings. The Building Supervisor shall not otherwise waive fees for use of the premises.

1. Rental Fees

- a. Resident rate - \$15 per hour
- b. 501(c)(3) rate - \$__ per hour
 - i. This is the only fee 501(c)(3)'s are subject to
- c. Non-resident rate - \$30 per hour

Comment [EW3]: Option two \$5. Option three \$0.

- d. Food fee - \$50
- e. Piano use fee - \$10 (available at the Community Center)
- f. Audio visual equipment (projector) fee - \$10 (available at City Hall)

2. Deposits

- a. Refundable Deposit - \$150
- b. Deposit checks are held and not cashed unless there is damage or added cleaning costs as a result of the rental. If cleaning costs or repair of damage to the City facilities or its contents exceeds the deposit, the party renting the facility at the time damage was incurred must pay the total costs of such cleaning or repairs.
- c. The deposit, if any remains, shall be shredded (or mailed to the applicant if a self-addressed and stamped envelope was provided) within 14 days of the Building Supervisor's approval of the post-event condition of the property.

USE REGULATION

1. Conduct While in the Building

- a. Any individual or group using the Building shall always conduct themselves in a lawful and orderly manner. Nothing in this Use Policy shall be interpreted by the City to restrict otherwise lawful expressive conduct.
- b. No tobacco, vaping, possession of illegal drugs, or drinking of alcoholic beverages will be permitted at any time.
- c. Open flames, lighted candles, glitter, rice, confetti, graphite, paint, hay, straw, corn stalks, grass, palm fronds, feathers and other similar materials ARE NOT allowed in the Building.
- d. Tables and chairs are provided in the Building. Heavy items are to be carried when moved to avoid damage to the floor. Tables, chairs and other equipment are not to be taken from the Building for any reason.
- e. Hallways, exits, restrooms and other traffic areas are to remain free of tables, chairs, boxes, and other items at all times.
- f. No nails, tape, or tacks may be used on the walls. No item may be strung or attached to the walls.
- g. Participants and guests are to remain in the appropriate area(s) of the Building. Playing in halls or restrooms is prohibited. Children attending meetings in the Building must be supervised at all times by a responsible adult who is present.

The party reserving the facility is responsible for the conduct of the participants and guests.

- h. Meetings shall end on time. Sufficient time shall be scheduled for cleanup within the scheduled room at the conclusion of the activity.
- i. Lights should be turned off in the Building at the conclusion of the meeting.
- j. Pets or animals are not allowed in the Building except for service animals as defined in the American with Disabilities Act.
- k. Portable electrical appliances, i.e. ovens, hot plates or space heaters will not be allowed. Special lighting, sound and other non-standard equipment will be allowed with the approval of the Building supervisor. Computers and Projectors are allowed.
- l. Gambling in any form is prohibited.
- m. Use of Community Center piano will be allowed if requested for an additional fee in advance.
- n. Use of the audio and visual equipment will be allowed if requested for an additional fee in advance.

2. Cleaning Responsibility

- a. It shall be the responsibility of the individual or group using the Building to clean up area used.
- b. The Building Supervisor will verify cleaning has been adequately performed.
- c. If cleaning has not been adequately performed, or if any damage has occurred, the Building Supervisor shall make a written list and take photographs to document the damages in case the security deposit is forfeited or other damages are sought.

3. Serving Food

- a. The Community Center is equipped with a kitchen strictly for the use of clean up and preparation of events. City Hall is not equipped with a kitchen. Refreshments and catered meals are allowed provided the food can be prepared and served lawfully with out the use of kitchen facilities. Red and orange based punch, grape juice, or other strong colored liquids, sauces, toppings, or foods

which would stain carpets are not allowed (i.e., strawberry, raspberry, blueberry).

- b. Chairs and/or tables need to be set up and taken down by the applicant making the reservations. When food is served, it will be the responsibility of those renting the Building to provide table coverings.

4. Building Hours

a. **Community Center**

The Building will generally be available for use during the following times:

Monday - Saturday	8:00 a.m. – 10:00 p.m.
Sunday	CLOSED
Official City Holidays	CLOSED

b. **City Hall**

No activities that would disturb the Library, City Council Room or City Offices will be allowed. The City Council Chambers are only available for use by Priority One and Priority Two groups. The Building will generally be available for use during the following times:

Monday - Thursday	8:00 a.m. – 9:00 p.m.
Friday – Saturday	10:00 a.m. – 6:00 p.m.
Sunday	CLOSED
Official City Holidays	CLOSED

5. Hold Harmless

Those who use the Buildings agree to hold the City harmless from any and all harm, loss, damages or liability, and also agree to indemnify the City for harm incurred by third-parties arising from their use of the building.

6. Use Policy Subject to Change

Any other rules or regulations pertinent to the effective an efficient operation and preservation of the Building will be established as necessary by the governing body and enforced by the City Administrator, Mayor, or designee.

The City's governing body reserves the right to amend and terminate the Use Policy, related rules, fees, and deposits at any time when deemed necessary or desirable by the governing body.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

THIS AGREEMENT entered into this _____ the day of _____, 20__ by and among **HIGHLAND CITY**, a municipal corporation of the State of Utah, located at 5400 West Civic Center Drive, Highland, Utah and _____ located at _____

WITNESSETH:

WHEREAS, I have reviewed the City's Building Use Policy and agree to abide by its terms; and

WHEREAS, the City has agreed to allow me, my agents and guests to use its facilities in connection with _____ to be held on the _____ day of _____, 20__, during the hours of _____, but has requested, as a condition to allowing that use, that we indemnify and hold them harmless as set forth below. For mutual consideration, I/We agree as follows:

1. **Hold Harmless:** I/We agree to hold the City, its officers, agents, officials, employees, and volunteers ("City") harmless against any and all loss, liability, damage, costs and expenses which I/we or any person participating in activities on City property under this agreement may suffer, incur, be put to, pay or expend by reason of, or arising out of or as a result of the use of the Building
2. **Indemnification:** I/We agree to indemnify the City from any and all claims, suits, causes of action, judgments or damages sustained by the City or any other person or persons for bodily injury, or for injury to or loss of property resulting from, caused by, or arising out of the conduct of me, my agents or guests.
3. **Modification - Waiver.** No change, modification, or waiver of this Agreement shall be valid unless such change or modification is in writing and signed by each of the parties hereto.
4. **Severability:** This Agreement shall be construed and enforced in the State of Utah. If any provision of this Agreement is held invalid by operation of law or by a Court or other tribunal of competent jurisdiction, such provision shall be inoperative, but all other provisions shall not be affected thereby and shall continue in full force and effect.
5. **Acknowledgment:** In signing this agreement I/We hereby acknowledge that Highland City provides liability insurance for the above mentioned facility. This insurance does not cover the private individuals or their guests in the event of injury or death that may be caused as a result of my/our negligence.

6. **Optional Insurance:** I/We have been advised that the options for additional personal insurance that may be purchased either through the Utah Local Governments Trust (TULIP) or through our personal insurance agent.

Dated this _____ day of _____, 20__.

HIGHLAND CITY:

LESSEE:

Name of Group/Entity

Signature of City Representative

Signature of Lessee's Agent

Printed Name of City Representative

Printed name of Lessee's Agent

RESOLUTION NO. 2016-**

A RESOLUTION OF HIGHLAND CITY, UTAH FOR ADMENDMENTS TO THE HIGHLAND CITY FEE SCHEDULE RELATED TO CITY FACILITY RENTAL

WHEREAS, that the fees related to the rental of City facilities should be increased to better compensate for the costs of the maintenance of the facilities and equipment.

NOW, THEREFORE, Be it resolved by the City Council of Highland City, Utah:

SECTION 1. The Highland City Fee Schedule is hereby amended as follows:

- Resident hourly rate - \$15
- 501(c)(3) organization hourly rate - \$__
 - This is the only fee 501(c)(3)'s are subject to
- Non-resident hourly rate - \$30
- Non-refundable food fee - \$50
- Community Center piano fee - \$10
- Council Chambers and Multi-Purpose Room audio visual/ projector fee - \$10
- Refundable deposit - \$150

Commented [EW1]: Option two \$5. Option three \$0

SECTION 2. This Resolution shall take effect immediately upon its first posting or publication.

PASSED AND ADOPTED by the Highland City Council, March 1, 2016.

HIGHLAND CITY, UTAH

Mark S. Thompson, Mayor

ATTEST:

JoD'Ann Bates, City Recorder

COUNCILMEMBER	YES	NO
Brian Braithwaite	<input type="checkbox"/>	<input type="checkbox"/>
Ed Dennis	<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"/>