



HIGHLAND CITY

HIGHLAND CITY COUNCIL MINUTES

Tuesday, October 6, 2020

Approved November 10, 2020

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

This meeting will be held as outlined by the State of Utah's guidelines for the Low Risk phase for the COVID-19 pandemic. Individuals, especially those in a high-risk category, are strongly encouraged to participate in the meeting virtually via YouTube live at <http://bit.ly/HC-youtube>. If individuals participating electronically would like to make a comment during the Unscheduled Public Appearances section of the agenda or during one of the Public Hearings, they may call 1-346-248-7799 and use the Meeting ID: 820 9712 2418. Comments may also be emailed to council@highlandcity.org prior to the meeting.

PRESIDING: Mayor Rod Mann

COUNCIL MEMBERS

PRESENT: Timothy A. Ball, Brittney P. Bills, Kurt Ostler, Kim Rodela, Scott L. Smith

CITY STAFF PRESENT: City Administrator/Community Development Director Nathan Crane, Assistant City Administrator Erin Wells, City Engineer Todd Trane, City Attorney Rob Patterson, City Recorder Stephannie Cottle, Finance Director Tyler Bahr, Police Chief Brian Gwilliam

OTHERS PRESENT: Tyrell Grey, Sarah Ostler, Edgar Tooley, Roger Dixon, Deanne Dixon

PRESENT ONLINE:

7:00 PM REGULAR SESSION *(CITY COUNCIL CHAMBERS)*

Call to Order – Mayor Rod Mann

Invocation – Mayor Rod Mann

Pledge of Allegiance – Council Member Scott L. Smith

The meeting was called to order by Mayor Rod Mann as a regular session at **7:00 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 Mayor Rod Mann and those in attendance were led in the Pledge of Allegiance by Council Member Scott L. Smith.

1. UNSCHEDULED PUBLIC APPEARANCES

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

There were no public appearances.

2. PRESENTATIONS

Mayor requested that the Youth Council Presentation go first.

c. Highland City Youth Council Presentation – *Youth Council Representative*

Sarah Ostler of the Youth City Council said that they had held a Senior Appreciation Dinner and Concert for citizens that were 55 years old or more. She said that the Youth City Council had served about 200 meals. Mayor Rod Mann noted that last year there had been 50 attendees. Mayor Rod Mann had attended, and said that the service was spot on and added that he received many positive comments about the event. Council Member Kurt Ostler asked Sarah Ostler to speak about the inclusivity meeting that her and several other Youth City Council had attended earlier that day, and Sarah Ostler said that it had been very informative and presented both sides of the issue fairly, and that she would like to organize something similar for Highland. She spoke about her idea to create and distribute face masks that said something along the lines of “Learn, feel, act” to Lone Peak High School students, and Council Member Kurt Ostler said that he thought this was a great idea and a good way to introduce inclusivity conversations to a younger demographic.

b. Waste Management Presentation – *Blake Leonelli*

Blake Leonelli introduced himself virtually, and thanked the Council and Mayor Rod Mann for inviting him to speak. He said that he wanted to address the new recycling facility that had started in July. He said it was a state of the art facility. He said that the numbers for the facility for July and August were a little bit skewed, and that the numbers for recycled items as opposed to waste would continue to increase exponentially. He said that the trend in numbers was promising and that they were likely to increase, and added that the numbers for September would be out soon and that he expected to see a 10-15% jump. They had so far saved 740 trees, 140 cubic yards of landfill, enough electricity to power 15 homes annually, and 182,000 gallons of water by recycling. He commended Highland for their recycling efforts. Mr. Leonelli spoke about single-stream recycling next, and showed on the screen a list of acceptable materials to recycle. He read through some items that were acceptable recyclable materials, and then listed what he referred to as common contaminants, items that frequently ended up in recycling facilities but were actually not recyclable. He said that in their recycling facility they saw many things that fell outside the list of acceptable items. He said that it was important to educate citizens on the “do’s and don’ts” of recycling, and explained that the output from recycling plants like this one were typically sold to other countries that produced goods made with recycled material, such as China. He further explained that China used to accept almost anything as a recyclable material, but in recent years had become more selective about what they would and would not accept. Mr. Leonelli explained that this meant recycling facilities made less of a profit, since less of their output was sellable in the global market, and that they actually had to spend more money to dispose of recycled materials that were not clean.

Blake Leonelli said they had found new outlets with domestic buyers and mills, and had found other international outlets including India, Vietnam, and Malaysia. He said it was an exciting factor that they had kept more material that they had sent out within the United States rather than shipping it internationally, which was a good factor as it saved transportation time and cost. In the last year he reported that 52% of material was sent domestically, and 48% had been sent overseas.

Blake Leonelli paused to ask if there were any questions, and there were none so he continued. He said that the goals of the facility were to push social media in order to reach out to people and encourage them to understand what clean recycling materials were. They needed to get back to the basics of education of recycling, and make sure that people understood that only basic items like cardboard, plastic, and metals were considered “clean” recyclables. He added that they were a committed partner to a national educational program based out of Phoenix, Arizona that educated the public on key factors about recycling and the current state of recycling. Once a year,

they ran an ad campaign to teach people about what was recyclable and the importance of recycling clean material. They were also committed to single-strain recycling, and Blake Leonelli expressed his desire for Highland to come out and tour the facility to see how the material was processed. Mayor Rod Mann asked where the site was located, and Blake Leonelli replied that it was located in Salt Lake City. Blake Leonelli added that Lehi City had come out to the facility recently, and had a very informative tour. He said that the Lehi tour had included residents as well as members of their Sustainability Committee.

Blake Leonelli closed by stating that they had changed their old adage of last year from “Recycle Often, Recycle Right” to just “Recycle Right.” He reiterated that they wanted to get back to the basics of clean, single strain recycling and that was why they had changed their motto. He thanked the Council for their time.

Mayor Rod Mann thanked Blake Leonelli for the presentation, and said he looked forward to meeting in person. He also said that he would like to visit the facility, and asked Assistant City Administrator Erin Wells if she could coordinate a time for the Council to have a tour.

a. Annual Library Presentation - *Library Director Donna Cardon*

Roger Dixon introduced himself as the chair of the Highland City Library Board. He said that the library was operated under Highland City Council, and was governed by Highland’s state and municipal codes. He asked board members to stand for the Council Members and others in the audience to identify who they were, as well as Librarian Director Donna Cardon, which they did. Roger Dixon stated that the report and presentation he was about to give was compliant with the Utah State Code and the library’s own bylaws. He overviewed what the report would cover, and stated he would speak on the following items: library conditions and materials, library operation and Statistics, library finances, and would give an overview of the long term Library Board Strategic Plan.

Roger Dixon began by stating he would love to say that the library had had a great year, and that they had a great year just in the sense that they had met and responded to many challenges, and learned a lot. He extended thanks to Assistant City Administrator Erin Wells and Council Member Kim Rodela for their work and dedication to the library, and also thanked his wife for her personal support. He said that the Highland City library staff had performed excellently this year as an essential service, and had found ways to serve the public safely during the midst of the pandemic even while many businesses had closed their doors to the public. He said that as he referred to the library throughout the presentation, he was referring to more than just the actual building but the people who worked in there as well. He added that in his opinion, the library was more than only a collection of books and media collection, its greatest asset lay in the staff who provided library services.

Roger Dixon said that the library had added to their collections that year. They had received and used CLEF and LSTA grant money for books and self-checkout stations. He explained that CLEF was money from the state and LSTA was federal funds. They also had used grant money to fund a computer education class. The library closure had provided time for the staff to tag items to be used at the self-checkout station. They added a toy vending machine, in order to find a sanitary way to distribute summer reading materials. The library had also built a new return box that better shielded returned materials from weather damage in the winter. Roger Dixon thanked the City Council for allotting the library CARES funds, and reported that they had used it to quarantine books.

Roger Dixon spoke about library operations next. He said that the curbside pickup program was implemented several days after the library was closed at the request of Mayor Rod Mann and the City Council. Over 600 items were checked out to 120 families with the pickup program. By May, when the library began to accept returns again, over 13,000 items had been checked out, which he believed supported the families as they looked for things to occupy their time during the lockdown. He said that library programming had been continued online through the library’s YouTube channel and on social media. The installation of self-check-out stands allowed for more

privacy for the patrons, as well as allowed more time for the library staff to attend to other service-oriented tasks. On June 13th the library reopened, after only two and a half months after the mandated closure. Mayor Rod Mann interjected to say that he believed they were the only library in the state that had continued to provide services during the time that they were closed. He added that they had been an example to other libraries in the county, and thanked Roger Dixon and the library staff for their dedication. Roger Dixon thanked Mayor Rod Mann for the acknowledgement and continued the presentation. He stated that summer programs had been moved from the library to the City Meadows Park to allow for social distancing. The library had assisted in the Summer Fling as well, and had hosted a book sale and decorated a float for the reverse parade. He also reported that Friends of the Library had been very helpful, and stated that they had created socially distanced work stations to ensure the employees safety during the work day.

Roger Dixon overviewed the library's statistics and finances during FY2020. He reiterated that the library had been closed completely for only two weeks and otherwise the materials had been available to Highland residents all year. He said that 60,000 physical items had been checked out to 2968 families since March. 14 videos and YouTube programs had been created by library staff for the library YouTube channel, and they now had 2246 views. 27,702 electronic items had been checked out by library patrons that year, which he said was about the same number from 2019. Roger Dixon stated his appreciation for the City Council's support of the library and for the funding that they provided. He showed a simplified summary of the library's expenses and revenue on the screen.

Roger Dixon addressed the library board's activities. In addition to the week-to-week activities, the board had supported the library in the following ways: they had continued to use five standing committees to get work done outside the normal meeting hours, revised fine collection policies for extreme cases of material loss, attended training with the Orem library, and updated the library's new long-range strategic plan, which he then went into further detail about.

Roger Dixon explained the newly revised current long range strategic plan, and said that copies had been distributed to the Council Members. The plan covered the next three years as required by the state code and library bylaws. The plan had been presented to the City Council last October, and had since been updated to extend to 2025.

The topics that had been updated included the development of staff, programs for the library, and examination for developing additional program space, which was a topic that had been raised by Council Member Kim Rodela in a previous City Council meeting. He wanted to make it clear to the City Council that the plan that he presented did not ask for additional money or any other commitment from the Council. They wanted to conduct a program assessment in the City to find out what exact needs there were in the community for the library. The library board wanted to keep the City Council informed of their findings and renderings, and anything that might come up in the process. The current plan supported the library's mission statement to provide access to residents with a broad range of library services, and to introduce the library to a broader range of Highland residents. Roger Dixon requested the Council review the proposed updates to the plan and discuss any changes during the upcoming October 20th Council Meeting. The library board would consider the Council's suggestions for revision at their own board meeting on October 22nd, and the plan would be finalized on November 10th.

Roger Dixon closed by asking the City Council if their library cards had expired, and what library services had they personally utilized in the past. Council Member Kurt Ostler asked if his library card had expired, and Library Director Donna Cardon replied that they lasted for four years. Council Member Kurt Ostler thanked Roger Dixon for his presentation, and asked about the statistic that 2,968 families had used library services that year. He wanted to know if that number included families from Alpine or Cedar Hills, and if so he would like to see some statistics on how many families who used the library were not from Highland in the next presentation. He asked if neighboring cities often used their library, and Roger Dixon said he would be happy to look into it and let him know at the next presentation. Council Member Scott L. Smith seconded what Council Member Kurt Ostler had

said, and asked that now that they were members of NUCLC if it would even be possible to see those statistics on what town all the families had come from, since Highland and the surrounding towns were all part of the same system. He noted that many Highland residents used the libraries in the nearby towns of Lehi and Cedar Hills.

Mayor Rod Mann asked about a statistic sheet that showed benchmark numbers for 2020, and if those were national numbers or just from Utah. Library Director Donna Cardon explained that the numbers shown compared similar sized towns in Utah, and said that the numbers on the top of the sheet were for Highland. Mayor Rod Mann asked to see the per capita numbers for Highland, and said that it was not an informative comparison since it listed the per capita numbers for one town, but not for Highland's library. Library Director Donna Cardon said that she would look into the numbers and have a better comparison for the next meeting.

Mayor Rod Mann closed by stating that he greatly appreciated what the library did during COVID to provide the residents with something to do during the lockdown, and restated that the library led the county on how to operate during the pandemic.

3. CONSENT ITEMS *(5 minutes)*

Items on the consent agenda are of a routine nature or have been previously studied by the City Council. They are intended to be acted upon in one motion. Council members may pull items from consent if they would like them considered separately.

a. ACTION: Approval of Meeting Minutes *Administrative*

City Council Work Session – September 8, 2020 and Regular City Council Meeting – September 15, 2020

b. ACTION: Millhaven Development is requesting Final Plat Approval for a 10-lot subdivision. The property is approximately 10.21 acres and is located at 6000 W Evergreen Way *Administrative*

The City Council will consider a request by Tyrell Gray representing Millhaven Development for final plat approval for a 10-lot subdivision to be known as Evergreen Farms Subdivision. The Council will take appropriate action.

Council Member Scott L. Smith asked to pull item 3b from the consent agenda for further discussion.

Council Member Kurt Ostler MOVED to approve consent item 3a on the agenda. Council Member Kim Rodela SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Timothy A. Ball</i>	<i>Yes</i>
<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Kurt Ostler</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion passed 5:0.

Item 3b

Council Member Scott L. Smith said he had a couple questions about the Millhaven development, but noted that he was not opposed to it since it was an R140 neighborhood and he knew that Millhaven built high quality things. He questioned the 20-foot utility easement that was dedicated to the City. He said that he was concerned about

the fact that they had been told there would be a trail, but there was not a trail shown on the material given to the Council Members. He asked when they created a 20-foot easement for the City he would like to have a discussion about how they would maintain the property. If Millhaven built a high-end neighborhood the City needed to make sure the 20-foot area was well kept for those residents.

City Engineer Todd Trane responded that the Council had gone back and forth with the developer, had they determined that there would be a 10-foot walking trail with five feet of xeriscape on both side of the trail. He added that down that corridor there would be a water and sewer line. Council Member Kurt Ostler asked where the trail would go, and if it would connect to another subdivision. City Engineer Todd Trane replied that it would just connect the sidewalk in the subdivision to the sidewalk on nearby road 11350.

Tyrell Grey, representing Millhaven homes, addressed the 20-foot easement. He said that he had discussed the area of the easement with City Engineer Todd Trane and they had determined that this was the best use for the space. Not only did it not create more work for the City, but the connecting sidewalk allowed children in the neighborhood to reach their friends down the road without having to walk in the street. He voiced his appreciation of working with the City, and said that there was a lot of interest in the Millhaven development and that it was going to be very beautiful and high-end.

Council Member Kurt Ostler asked what the xeriscape would be, and Tyrell Grey said that it would be composed of fabric and rock. City Engineer Todd Trane elaborated that it would be a 3" cobble and sandstone mix, which was the same as what was used all over the City. The rock layer would be three to five inches thick, so the rock would sit even with the trail. Mayor Rod Mann commented that he had been told by a friend that there needed to be at least four inches of rock to avoid weeds.

Council Member Scott L. Smith MOVED that the Highland City Council approve the request by Millhaven Development for Final Plat Approval for a 10-lot subdivision which is located at approximately 6000 W Evergreen Way.

Council Member Kim Rodela SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Timothy A. Ball</i>	<i>Yes</i>
<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Kurt Ostler</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion passed 5:0.

City Administrator Nathan Crane asked that Item 4 be discussed simultaneously with item 7. Council Member Scott L. Smith approved the change and Council Member Kurt Ostler SECONDED that change.

5. ACTION: APPROVAL OF THE OFFICER INVOLVED CRITICAL INCIDENT PROTOCOL *Administrative*

The City Council will consider a reconsider a request to approve minor amendments to The Utah County Officer Involved Critical Incident Task Force (OICI Protocol). The Council will take appropriate action. Administrative.

Police Chief Brian Gwilliam explained that when an officer in the county was involved in a critical incident, such as a shooting, there was a protocol team that investigated the issue. They did this so that the cases could be

investigated without the influence of any agency that might have a personal interest, as well as to help smaller cities from becoming overwhelmed with investigations. He explained that if there was an issue in Alpine it would be investigated by the task force rather than other police officers from Alpine, to ensure objectivity. He referenced a document that had been distributed to the Council, and stated it had been brought to Council before, but now had several small changes and clarifications which would make things more transparent. One change would be the addition of an evidence room that would be in the country Sheriff's office, as well as a minimal fee for training purposes. He said that a larger modification to the document was that changes made in the future would not come before the Council, but would be decided upon by a majority vote by the chiefs of police of the counties involved. He clarified that major modifications to the document would still be brought to Council. He said that the changes in the document were in red, and asked if there were any questions.

Council Member Scott L. Smith asked if he could give them a hypothetical example, and walk them through what the process would be if there was an issue with the Lone Peak police department. Police Chief Brian Gwilliam replied that there were actually two teams that had been created as part of the protocol, and there were about 60 officers dedicated to the task force, and they had donated three officers. If one of those officers in their jurisdiction were involved with a shooting, the police department would be notified and then they would immediately contact the on-call team manager for that week. The team manager would organize their team and dispatch them to the scene. Meanwhile, the Lone Peak police would hold the scene and ensure that nothing was disturbed or modified. The task force would gather physical evidence, speak to witnesses, and investigate the case along with the county attorney. Council Member Scott L. Smith clarified that the case would be taken out of the police department's hands, and Police Chief Brian Gwilliam confirmed this. He added that they had had the system in place for about 15 years, and that it was a way to make law enforcement more transparent. Council Member Scott L. Smith asked if the FBI would possibly be involved, and Police Chief Brian Gwilliam said that it was possible depending on the extent of the incident, but most likely not, and added that he had not seen a case in Utah County in which the FBI had to get involved.

Council Member Kurt Ostler mentioned that several other police departments had started a community review board, and asked if that was something different than what Police Chief Brian Gwilliam was speaking about. He also asked if the task force had something to do with race or if that was considered a separate issue. Police Chief Brian Gwilliam clarified that the review boards were a separate thing from the task force, and said that his department had looked into the pros and cons of citizen review boards and had not yet come to a decision if they wanted to implement one or not. He said that a lot went into the boards, and that they would likely bring the issue before the Council within the next twelve months. He mentioned that there were several agencies in nearby towns that used review boards.

Council Member Brittney Bills asked how BYU fit into this issue. Police Chief Brian Gwilliam said that BYU still had a certified police force, and was currently a part of the agreement. Council Member Brittney P. Bills asked if the BYU Police Department was subject to GRAMA, and Police Chief Brian Gwilliam replied that they were still subject to GRAMA requests. Council Member Scott L. Smith asked where the \$20 training fee came from, and Police Chief Brian Gwilliam said that it came out of the Lone Peak Police Department fund. Council Member Scott L. Smith commented that it was a relatively small amount.

Council Member Kurt Ostler MOVED that the City Council approve the Mayor to sign the document allowing participation in the Utah County Officer Involved Critical Incident Task Force.

Council Member Brittney P. Bills SECONDED the motion.

Some discussion regarding the recommendation vs. motion to approve

The vote was recorded as follows:

Council Member Timothy A. Ball Yes
Council Member Brittney P. Bills Yes
Council Member Kurt Ostler Yes
Council Member Kim Rodela Yes
Council Member Scott L. Smith Yes

The motion passed 5:0.

6. ACTION: APPROVING THE IMPLEMENTATION OF THE FISCAL YEAR 2021 BUDGETED MERIT INCREASES *Administrative*

The City Council will consider authorizing administration to begin implementing the merit increases that were budgeted for City Staff for Fiscal Year 2021. The Council will take appropriate action.

Assistant City Administrator Erin Wells said that for the past five years, employees had been given the opportunity for up to a 3% merit increase, depending on their performance in the last calendar year. Due to economic concerns as a result of the COVID pandemic, Council had approved up to a 2% merit increase to be included in the fiscal year 2021 budget, and had requested that the item be brought back before them for a final review once more data had been compiled and they had a better sense of what the economic impact would actually be.

Assistant City Administrator Erin Wells reminded the Council that they can see sales tax data two months after it was collected, so at that time the most current sales tax figures they had was from July. Her data showed that every single month since COVID had begun, they had actually seen an increase in sales tax over the last year. Over the past five months, there had been a \$140,000 increase in sales tax revenue, which came to a 14% increase. She reiterated that this would be an up to 2% increase, dependent on performance, so some employees would get just part of the increase or none at all. She also noted that employees who had had a work anniversary during the time that increases were suspended would receive a retroactive increase dating back to their work anniversary date. The increases were already budgeted for and so would not impact the budget. The total cost came to about \$80,000, with 40% coming from the Enterprise Fund and 60% from General Fund. From the General Fund, the cost was split between City staff, who would be responsible for \$19,000, and the Lone Peak Public Safety department, who would pay \$42,000 of the cost. It was the prerogative of the Lone Peak Public Safety department if they wished to distribute the increases to their employees. She asked if there were any questions.

Council Member Scott L. Smith asked what percentage of the sales tax was direct sales tax from Highland businesses, and how much was from the state and surrounding areas. He said that in the past about 25% of the sales tax had come from Highland, and he would be interested to see what the ratio was this year, as he felt that there were several businesses in Highland which had fared better than businesses in the surrounding communities. Mayor Rod Mann said this was a great point, and he would also like to know the ratio of Highland's sales tax contributions to the sales tax from the state. He thought that would be a good indicator to know how they were doing compared to other nearby cities. He would also be interested to see the difference in their pre-COVID and post-COVID sales tax figures. Finance Director Tyler Bahr said that he would get those numbers for the Mayor and Council. Assistant City Administrator Erin Wells commented that the pandemic was the best time to be a bedroom community because they had not felt the same impact that towns that were dependent on tourism had felt.

Council Member Scott L. Smith said that he supported the 2% merit increase because he felt that they had a high quality staff, and stated that he was disappointed with high staff turnover and wanted to incentivize the staff that they still had to stay. Mayor Rod Mann asked that they include a note to the Lone Peak Public Safety department to include the increases to their staff. Council Member Kurt Ostler also said that the City staff was very strong, and asked what the reason for the turnover in the City staff was. He noted that he felt it was common and healthy

to have some turnover but wanted to know why the turnover had such a high rate. He said they had a very good core staff and supported the increase. Mayor Rod Mann commented that two of the people who left in the last year and said that they wished that they had actually stayed, and would come back if an opportunity arose. He added that the turnover also allowed for advancement opportunities for remaining staff. He said that he had met Tara Tannahill's replacement the other day and felt that the new employee would be a great fit. Council Member Kim Rodela also voiced her support for the increase and said that it was important to make sure that they retroactively dated pay increases as well. She asked for an update on the third party salary evaluation of staff members, which had been discussed in a previous Council meeting. Assistant City Administrator Erin Wells said that they were very close to being finished with the staff evaluation, and stated that they had met with the consultant the other day who had provided them with a draft of their findings. She added that they had not yet had a chance to review the document. City Administrator Nathan Crane said that the Lone Peak Public Safety department had also submitted an internal evaluation of their staff's salaries, but those documents also had not yet been reviewed.

Council Member Scott L. Smith MOVED that the City Council approve the implementation of the FY21 employee merit increases and make a recommendation to the Lone Peak Public Safety board that they make similar merit increases for public safety.

Council Member Timothy A. Ball SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Timothy A. Ball</i>	<i>Yes</i>
<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Kurt Ostler</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion passed 5:0.

7. DISCUSSION: ALLOCATION OF REMAINING CARES ACT FUNDING

Administrative

The City Council will review CARES Act expenditures and discuss allocation of remaining funding. The Council will take appropriate action.

Finance Director Tyler Bahr said that he wanted to provide an update on funding in regards to COVID-19. He reported that the City had received just under 1.4 Million through CARES funding through Utah County, and that the funds had come from the federal government. He reminded the Council that they were under obligation to use funds in response to pandemic for expenses that were not previously budgeted for between March 1st and December 31st of 2020. He showed a list of expenditures that had already occurred and had been planned, which included PPE supplies, restrooms, library books and shelves, the library's sliding door, furniture, the Public Works shower and laundry facilities, and IT upgrades. Finance Director Tyler Bahr said \$500,000 remained to be allocated, and that they were looking into and evaluating the sales tax numbers of individual businesses to determine if they would qualify for part of the funding as a business stimulus package.

Finance Director Tyler Bahr explained that there had been a great amount of discussion about if the CARES funds could be used to cover Public Safety expenses. He stated that the federal government had said that the recipients could use funds for Public Safety, without going through a long process to prove that the funds had gone to an expense related to COVID. He said it would be assumed that CARES funds that were allocated to Public Safety were for a COVID-related item or service. Although the federal government was favorable, the county, had been initially hesitant to approve the allocation of CARES funds to Public Safety, although they had changed their

mind in the last two weeks and were now more responsive to the idea of covering Public Safety costs with CARES money. Finance Director Tyler Bahr stated that they had just under \$500,000 of the CARES funds that was available to be allocated to Public Safety, and that the funds had to spend by November 2nd or the money would be sent back to the county. He asked the Council for direction as to if they should maintain their original spending plan, or should utilize the money to the Public Safety department.

Council Member Brittney P. Bills said she had requested that they discuss item number 4 now, since she thought it made sense to determine if they wanted to close off the front counter now that they had potential funds available to do so. Council Member Scott L. Smith clarified that the amount that would be given to Public Safety was about \$400,000. Mayor Rod Mann commented that the county had changed their policy on the allocation of CARES funds, and also noted that the amount of CARES funds that went to Public Safety would then be freed up from their General Fund. Council Member Brittney P. Bills asked if they could use the \$400,000 for whatever they wanted and Mayor Rod Mann confirmed that they would have less restriction as to how to spend the money than before. Council Member Kurt Ostler said that Public Safety greatly needed a new ambulance, and he added that he would like to keep the \$400,000 in their budget. Council Member Scott L. Smith asked if they gave the money to Public Safety would they be unable to still build restrooms in the parks, and Finance Director Tyler Bahr explained that \$400,000 would be what was left over after they had installed the restrooms.

Council Member Kurt Ostler said that he had called some businesses in Highland that the City had though might be failing as a result of COVID. He said that most businesses had reported that they had had a couple slow months but were now doing much better. A couple of the businesses he had talked to were down about 50% and behind on rent, although they did have rent deferment from their landlord. He had pointed them towards the county funding for businesses, which could give them up to \$20,000. He asked if they had gotten the first round of the county's funding and had found out that some smaller business owners had been unaware that there had been stimulus packages available. Council Member Kurt Ostler said he did not necessarily suggest that the Council give the CARES funds to these businesses, but thought they should take it into consideration for future aid. He said that their business was struggling for reasons beyond their control since they were dependent on the tourism to Highland, and that previously they had been doing well.

Finance Director Tyler Bahr clarified that the restrooms in the park would still be installed, and asked the Council if they wanted to move forward with the planned spending or allocate money to Public Safety. Council Member Kim Rodela asked the Council if they wanted to re-examine the Public Safety shower and laundry facility, or any other item that was in the planned spending now that they were able to re-allocate some of the funds. Council Member Kurt Ostler said he was concerned about why they needed \$200,000 to install the shower and laundry, and also asked why that was such a priority. Mayor Rod Mann commented that he wanted to target things that were COVID or public safety related, and he did not want them to rush and spend the money in a hurry. Council Member Kurt Ostler replied that his issue was the amount, and said that he felt they could find a cheaper way to install the laundry and shower room. Assistant City Administrator Erin Wells said the high cost of the laundry and shower facility was due to the need to retrofit of the building, as well as the shortened timeline that they were on. Mayor Rod Mann reiterated that he wanted to ensure they used the money for its intended purpose. Council Member Kurt Ostler suggested that they move on to item number 4.

4. RESOLUTION: APPROVAL TO AWARD A CONTRACT WITH ROD LEWIS CONSTRUCTION FOR \$46,376 FOR THE CITY HALL FRONT COUNTER AND COURT CLERK REMODEL *Administrative*

City Council will consider a request to approve a bid with Rod Lewis Construction for the City Hall Front Counter Remodel. The Council will take appropriate action.

Council Member Scott L. Smith said that he would like to talk about the front counter remodel. City Administrator Nathan Crane explained that they had presented options to the Council at the last Council meeting

for the counter, and said that the Council had had concerns about turning front counter into a fortress. City Administrator Nathan Crane said that the main challenges with the counter was its length, and that there would be no easy way to add glass because they needed structural support. Due to the height of the ceilings, they could not have something hang down, and so they needed structural support. They had gone over several options and City Administrator Nathan Crane presented the two that he thought would work the best.

City Administrator Nathan Crane referenced the bottom right hand corner of the first slide, which showed what he felt was the best option, from South Jordan. It would have an opening in the middle, and the cost was about \$29,000. He explained that it was a flat front without the zig zag and would have the two doors. The other option would be to place two security locking doors on either side of the counter, which would keep people from entering the staff door. This would be about \$22,000, and he said it might actually be less because it would not have two full doors. He commented that it did not make sense to do a full door because you can't see people. Council Member Kurt Ostler asked for clarification about the cost. City Administrator Nathan Crane repeated that it was \$29,000 and said that price included two full doors as well as a wall to support the doors.

Council Member Scott L. Smith asked if the glass from the first option was bulletproof, and City Administrator Nathan Crane said no, it was tempered glass. Council Member Scott L. Smith said that he wanted the City staff to be safe, and stated that he supported the Plexiglas partition and understood the safety concerns. He said that he hoped within six months that people would be vaccinated and that while he did want to be cautious, he also thought that they needed to overcome fear a little bit. He said that he spends so much time in the hospital and worked with COVID patients and that he followed all of the protocol and used safety equipment, and so he really understood the safety issues, but reiterated that they needed to not appear so afraid of the virus. He questioned if they really needed a solid glass barrier at the front desk, and if that was what they wanted to present to the citizens. He did not want it to come across that the City staff was afraid of the residents. He pointed out that even banks did not have a solid partition like the one they were discussing, and he wanted to project that he had faith in the citizens that came into City Hall. He hoped that the staff did not feel afraid of the citizens, and commented that for himself he had never felt that anyone wanted to injure him while he was at City Hall. He hated the thought of the desk being closed off and that it would have the feel of a fortress.

City Administrator Nathan Crane said that the decision to install the glass or not was in the hands of the Council. He mentioned that recently, a homeless person had come into City Hall had used the microwave, and that in the past there had been altercations after Council meetings in which they had had to call in police officers to handle the situation. There had also been issues at the front counter in which he or City Engineer Todd Trane had to step in. Council Member Scott L. Smith said that he supported the doors and felt that having the doors would mitigate those occurrences. City Administrator Nathan Crane reminded the Council that they had also consulted with the police chief, who had recommended that they install some kind of barrier at the counter. He added that the main challenge that they would face was that the building would have to be retrofitted to accommodate the barrier. Council Member Kim Rodela said that she agreed with Council Member Scott L. Smith that they should go with doors but not glass, and said that she also was opposed to the laundry and shower for Public Works. Council Member Britney P. Bills also stated her agreement that they should go with doors instead of glass. She added that in her opinion, all of the situations that had been mentioned earlier did not justify the construction of the barrier. City Administrator Nathan Crane said that some of the staff who had been in those situations had in fact felt like they had been in imminent danger. Council Member Britney P. Bills did note that she had spoken with other similarly sized cities to Highland, who had told her that they were also going to use their CARES funds to install some kind of barrier between their staff and citizens who came into their City Halls. She said that while it seemed many cities were going to move in that direction, some cities had voiced similar concerns that they might appear removed from the citizens who visited the building. Council Member Kurt Ostler commented that some cities just needed to find a way to use up their CARES funds. He said that it was a health concern, not a safety concern and described that he had tried to talk to his daughter through a window earlier that day and had not been able to hear her. Council Member Britney P. Bills said that some cities who had installed glass had reported that it was difficult for some elderly residents to hear through the glass.

Council Member Timothy A. Ball asked if the glass would be a permanent addition to the counter, and Assistant City Administrator Erin Wells said that it would be. Council Member Timothy A. Ball said that in that case, he agreed with Council Member Scott L. Smith that the barrier projected the wrong message to the citizens who came in, and he wanted to make sure people knew that they were open for business. He said that they needed to show that they wanted to communicate with their residents. He thought the doors would be a better idea because they could be taken up and down as needed, and would not be permanent. He asked if there was an option to make the barrier removable, and only have it up during the pandemic or flu season. Council Member Kurt Ostler said that right now they had Plexiglas up at the front counter, which was removable. Council Member Brittney P. Bills asked if they were all in agreement that they wanted the doors without glass.

Council Member Kurt Ostler asked again why so much money was needed to install the doors, and asked if they would need a developer to come out and appraise the cost. City Administrator Nathan Crane said that they would use Rob Lewis Construction, and reported that they had worked with him in the past and liked their experience with him. He said that Rob Lewis was fair in his prices, and that they had used him to retrofit the police station. Police Chief Brian Gwilliam echoed these sentiments, and said that Rob Lewis had been very easy to work with and had kept him involved in the construction process. Council Member Kurt Ostler said that if they worked with him that the price would not go up, and that since they were not going to install glass that they would not need to reinforce the counter.

Council Member Brittney P. Bills MOVED that City Council approve a contract with Rod Lewis Construction for Option 2 to add the doors not to exceed \$21,000.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Timothy A. Ball</i>	<i>Yes</i>
<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Kurt Ostler</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion passed 5:0.

Mayor Rod Mann moved back to item number 7 and the Council continued their discussion.

Council Member Kurt Ostler said that he wanted to understand why it cost \$200,000 to install a shower and laundry in the Public Works building, and asked if this was entirely necessary to install. City Administrator Nathan Crane said that amount was an estimate, and that everything had been put on hold since they had gotten more direction from the county about how the CARES funds could be spent. He said that right now, there was not a shower or a laundry facility for Public Works. City Engineer Todd Trane said that they had set a high estimate just because they needed to pull out some walls in order to install the laundry and shower, but that they had not taken any bids and he imagined that the cost would actually be a lot less. He said that families of their workers frequently complained since many of the workers often went home covered in sewage. He said that while the facilities were not an absolute need, they would really like to have an industrial washer and dryer and nice shower for their employees to use so that they did not have to go home in filthy clothes. He mentioned that it was a sanitary issue and so that he hoped they could use the CARES funds to have those amenities built. Council Member Kim Rodela questioned the likelihood that the Public Works employees would actually use the washer and dryer, and City Engineer Todd Trane said that he had noticed the workers there in filthy enough clothes that he imagined they would use a laundry if one was provided. He said that the employees had asked for a laundry in the past. Council Member Kurt Ostler noted that he had built a bathroom and shower in his pool room but he

never used it. City Engineer Todd Trane said that they had just put a large estimate on it because they were unsure of the cost of having the walls removed.

Council Member Scott L. Smith asked where they would add the facilities. City Engineer said it would go in the Public Works building that was near Mouth of the Canyon, and that they would expand one of the restrooms and add a washer and dryer to it. That way, employees could shower and do their laundry in one room. City Engineer Todd Trane asked if it would be acceptable if they budgeted \$80,000 instead of \$200,000. He asked if this was something that would be feasible to do at some point in the future, and if they could move forward on the project. City Administrator Nathan Crane commented that the other important thing that they needed to do in the future was to have both men and women's restrooms in the building. Council Member Scott L. Smith said that he wanted to see some of the funds go to Public Safety, but wanted to see more concise numbers on how much it would actually cost.

Mayor Rod Mann asked if the Council was amenable to shifting their CARES funds to Public Safety, and Council Member Kim Rodela said that she was in favor of doing so. She pointed out that it would be winter soon, and that there might be unforeseen needs that arose from COVID. She said that if they freed up the funds by giving it to Public Safety that it gave the Council more time to find other ways to use the money. Council Member Kurt Ostler voiced his agreement that he would like to see the money go to Public Safety, and that he also wanted to see plans for the shower and laundry in the Public Works building.

8. MAYOR/COUNCIL AND STAFF COMMUNICATION ITEMS

a. Cemetery Contract Error Issue – *Erin Wells, Assistant City Administrator*

Assistant City Administrator Erin Wells explained that a Perpetual Care Fund had been established for the cemetery in 2017 by the City Council at that time. They would save money with the creation of a corpus, and use the interest from the corpus to pay for the cemetery in the long-term. She said that eventually, all of the land would be bought up, and once it was full and no more people could be interred there that they would need a plan to find funding for the cemetery. She said that they also needed to pay back the General Fund for the original land purchase. She said that there was \$560,000 left to pay back, and estimated that it would take about seven more years to pay it back in full, dependent on how many plots they sold. She said that the General Fund paid for part of the cemetery, based on the argument that all of the city benefited from it, not only the individuals who were interred there. She said that the General Fund was responsible for 25% of the capital cost for the cemetery, and 10% of the ongoing maintenance costs, and the remainder was paid for by the Perpetual Care Fund. She also informed the Council that there was a 3% increase on the cost of a plot each year to help build the Perpetual Care Fund. They updated the analysis of the Perpetual Fund every five years, which would be in 2022. She asked if there were questions.

Council Member Kurt Ostler asked about the interest, and Assistant City Administrator Erin Wells explained that state law governed where they could put their money. Council Member Kurt Ostler clarified that there was currently no money in the fund. City Recorder Stephanie Cottle explained that the former finance director had set up a Public Treasury Investment Fund for the Perpetual Care Fund, and had invested \$10,000 into it, so currently there was \$10,000 plus interest in the Perpetual Care Fund.

Council Member Scott L. Smith asked how many plots were left to be sold in the cemetery, and Assistant City Administrator Erin Wells replied that they had about 2/3rds left of the cemetery plots left to be sold. She said it cost \$1,108 for a resident to buy a plot. She noted that the study for the Perpetual Care Fund was fairly hypothetical, and it would take years for them to reach a point where they were sold out of plots. She said that it was important to find solutions for funding before the plots sold out. Mayor Rod Mann agreed that it was important to consider funding options now. City Recorder Stephanie Cottle confirmed that there were 10,221 plots in the cemetery. She said that an area of the cemetery had been tentatively set aside to be an infant cemetery, and there was another area in between a highway and some homes that also could be included in the

cemetery. Assistant City Administrator Erin Wells said that they projected that they would be sold out of plots around 2090, so that they had many years to figure out the fund, but noted that because of compounding interest it was better to think about it now.

Assistant City Administrator Erin Wells said that they had discovered an error in some cemetery contracts that had been executed. She explained that typically, a family could pre-purchase plots whenever they wanted to. When they did that, they paid for the plots at that time, or they had the option to buy the plots as they needed. Their practice was not to accept payment for opening and closing until the plot was used, because the fees might change before the actual time of burial. However, some of the contracts showed that the opening and closing fees were paid for at the time the plot was purchased, but actually had not been paid for. She passed out a copy of a contract to the Council Members. There was a section that said “description of services,” that was supposed to be edited to have an actual description of services provided, but for several years that section of the contract was left blank. She pointed out one contract in which an individual had paid for three plots, but not opening and closing fees, although it was recorded in the contract that they had. Assistant City Administrator Erin Wells said that the contracts had been fixed, and that it had come to their attention after a family who had bought a plot contested their receipt when they were charged for the opening and closing fees. She said that after that incident, they had conducted an audit which revealed the error in the contract wording. The audit found that the errors had happened between 2008 and 2016, and the loss of revenue from the missing fees was estimated to be about \$326,000.

Assistant City Administrator Erin Wells said that they had discussed the problem with City Attorney Rob Patterson and they determined that they needed to honor the terms of the contract and not charge the families the opening and closing fee, even though the contracts were not correct. Council Member Scott L. Smith asked what the opening and closing fees were and Assistant City Administrator Erin Wells said that it was \$850 for a weekend and \$600 on a weekday. City Attorney Rob Patterson agreed with what Assistant City Administrator Erin Wells said, and explained that because it was not a back and forth contract that they should honor what was written. While there was a legal principle where mistakes in a contract could be corrected, that was intended for instances when there had been mistakes on both sides, and in this case the families had not understood that they had not paid the fees. Council Member Brittney P. Bills said that it also just seemed like the right thing to do. City Attorney Rob Patterson said that it was the right thing to not charge the families retroactively, both in a legal and moral sense. Council Member Scott L. Smith agreed.

Council Member Kurt Ostler commented that his family had bought plots during that time and wondered if their contracts were incorrect. Assistant City Administrator Erin Wells said that not all of the contracts had the mistake and so she would have to pull his to see if they had paid the fees or not.

Assistant City Administrator Erin Wells asked the Council if they agreed that they should not charge the families for the fees retroactively. She also asked if the Council would like to move up the timeline on the Perpetual Care Fund study that was planned for 2022, and conduct it now since the missing fees impacted the fund. She said that Zions Bank had said that they were willing to conduct an audit, and would charge the City an hourly fee not to exceed \$5,000. Council Member Scott L. Smith and Council Member Kim Rodela both agreed that they should conduct the study at that time and not wait two years to do so.

They moved on to the general staff discussion.

Council Member Timothy A. Ball said that he wanted an update on the Blue Bison development from those who had been able to meet with the contractor. Council Member Kurt Ostler reported that City Administrator Nathan Crane had requested that members of the Council meet with Jake Satterfield. Council Members Kurt Ostler and Brittney P. Bills had met with him, and they had discussed the development with him. They had expressed their safety concerns about the homes that backed up to Angel Gate Road. The City also had a water tower on the property that they had purchased for \$51,250, and wanted to make sure that Jake Satterfield would honor their

easement rights. Council Member Kurt Ostler also reported that he had spoken with Council Member Longlot of Alpine and the Fire Chief of Draper. He said that the new development would be called Sequoia, and there were 278 units in the concept plan. It was by the Beacon Hills area, to the north of Highland. There was currently only one access road, Suncrest Road, which went about 4,300 feet. The Draper staff report had recommended since there was only one road that there be no more than 30 homes. Council Member Kurt Ostler said that he had received that information from Alpine City Council Member Longlot.

Council Member Brittney P. Bills said that Jake Satterfield had wanted there to be a road connection so that he could send the traffic from his development through Angel's Gate road, as well as access to their water and sewage lines. It had been implied that if Highland was not amenable to that arrangement that he would limit access to his trail system to Highland residents. Council Member Kurt Ostler commented that it had not been a contentious meeting, but there had been allegations of litigation with Alpine and Draper and so he and Council Member Brittney P. Bills had wanted to make sure that Jake Satterfield had no intention of litigation with Highland. Council Member Brittney P. Bills said that they had made it clear that they were not interested in the road connection. Council Member Kurt Ostler said that Jake Satterfield had offered them additional parking and trail improvements in exchange for permission to use Suncrest Road for access, but he and Council Member Brittney P. Bills had not responded to the offer. They had told him that they would have to consult with the rest of the Council first and had not wanted to agree to anything on their behalf. Council Member Brittney P. Bills pointed out that Jake Satterfield wanted to find a way to avoid spending 3 Million on construction for his own road, but that if they allowed him to use their road that there would be 250 extra homes that would have to access through Suncrest Road. She said that she had spoken with Highland residents who were opposed because it would create too much traffic in the area. Council Member Kurt Ostler asked if other Council Members felt differently.

Council Member Scott L. Smith asked where Angel's Gate was located, and City Engineer Todd Trane showed the area on the map. City Administrator Nathan Crane commented that the item for Draper was only a concept plan and was not binding. He added that the project manager was actually out of the office and so they would likely not hear back for a while. City Engineer Todd Trane again referred the area in discussion on the map and clarified that there was no way for them to provide pressurized irrigation or culinary water to that area. Council Member Kurt Ostler said that Jake Satterfield's intention was to fence along the southern boundary so there was no access for Highland residents. He said that he had told Jake Satterfield that the children in his development would likely want to visit the Lone Peak development in Highland, and so a fence might not be favorable for him. Council Member Kurt Ostler summarized his meeting with Jake Satterfield, and said while he had been courteous to him that he had made it clear that he did not want there to be additional pressure on the Beacon Hills area. He added that he had wanted to understand Jake Satterfield's request, but that he personally was not interested in a road connection between his development and Highland. City Administrator Nathan Crane noted that that the area had been in discussion for 2 to 3 years, and that they could not sewer or water it. Council Member Kurt Ostler also said that he had spoken with the Draper Fire Chief who had noted that there were safety issues as well with having limited access for emergency vehicles and that had been a contentious issue with the developer as well. Mayor Rod Mann thanked Council Members Kurt Ostler and Brittney P. Bills for meeting with Jake Satterfield and for their report.

Council Member Scott L. Smith asked if they had purposefully chosen to talk about the cemetery in October and there was a brief personal discussion among the Council Members and staff.

City Administrator Erin Wells reported that they had had to cancel the Pumpkin Walk since the family who had carved the pumpkins in the past for the event had moved out of state. She said that they would like to bring back the Pumpkin Walk in future years, but had not found out that the family had moved away until late September and so did not have time to organize it. Instead, there was a plan to have a trick or treat street or a drive-by at the center of town, depending on what the state of COVID was at that point. She hoped that they would be able to have it set up as a walk-through rather than a drive-by. She said that the event would be on October 30th. Council Member Kim Rodela said that businesses as well as City Council could have a booth. She said that they had

reached out to businesses about participation in the event, and that they would reach out on social media to generate more interest.

Council Member Scott L Smith said that 10 months ago, there had been a vote to allow Peck Williams to join Pressurized Irrigation, and asked if they could bring that back for discussion. City Engineer Todd Trane said that the overall design was still being worked on, but he hoped that they would be ready to bring it before Council before the next Pressurized Irrigation season. He said that they should be able to bring it before Council in November or December.

b. Future Meetings

- October 13, City Council Work Session, 7:00 pm, City Hall
- October 20, City Council Meeting, 7:00 pm, City Hall
- October 27, Planning Commission Meeting, 7:00 pm, City Hall
- November 10, City Council Meeting, 7:00 pm, City Hall
- November 17, Planning Commission Meeting, 7:00 pm, City Hall
- December 1, City Council Meeting 7:00 pm, City Hall
- December 8, Planning Commission Meeting, 7:00 pm City Hall

9. CLOSED SESSION

The Highland City Council may temporarily recess the City Council meeting to convene in a closed session to discuss the character, professional competence, or physical or mental health of an individual, as provided by Utah Code Annotated §52-4-205.

At 9:35 pm Council Member Scott L. Smith MOVED that the City Council recess to convene in a closed session for strategy sessions to discuss pending or reasonably imminent litigation and the character, professional competence, or physical or mental health of an individual, as provided by Utah Code Annotated § 52-4-205.

Council Member Kim Rodela SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Timothy A. Ball</i>	<i>Yes</i>
<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Kurt Ostler</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion passed unanimously.

ADJOURNMENT

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

The meeting adjourned at 10:40 pm.

I, Stephannie Cottle, City Recorder of Highland City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on October 6, 2020. This document constitutes the official minutes for the Highland City Council Meeting.

A handwritten signature in blue ink, appearing to read 'Stephannie Cottle', with a stylized, cursive script.

Stephannie Cottle
City Recorder

Welcome to the Highland City Council Meeting

October 6, 2020



7:00 PM REGULAR SESSION

Call to Order – Mayor Rod Mann

Invocation – Mayor Rod Mann

Pledge of Allegiance – Council Member Scott L. Smith

UNSCHEDULED PUBLIC APPEARANCES

Time set aside for the public to express their ideas and comments on non agenda items. Please limit comments to three (3) minutes and state your name and address.



PRESENTATIONS (5 MINUTES)

2a. Annual Library Presentation – Library Director Donna Cardon

2b. Waste Management Presentation– Blake Leonelli

2c. Highland City Youth Council Presentation – Youth Council Representative

Highland City October 6th, 2020 Recycling Update

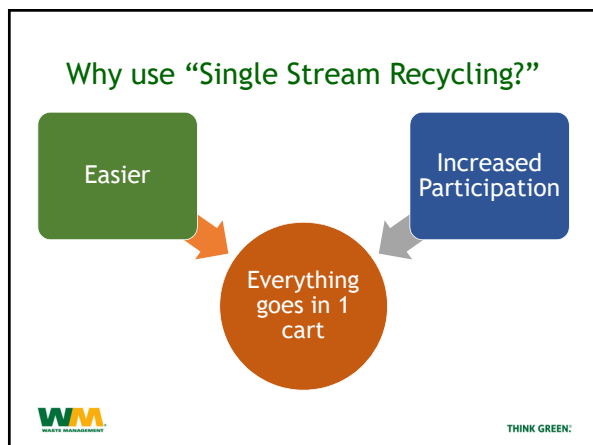
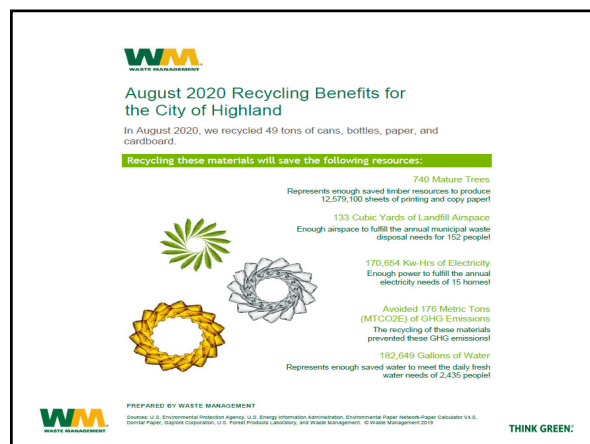
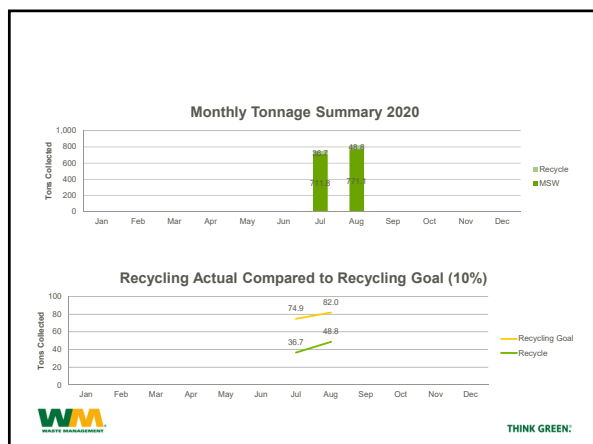


Waste Management Monthly Diversion Report
Highland City, UT



YEAR TO DATE DIVERSION REPORT - 2020

	Diversion Tons												Total
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
MSW							711.8	771.1					1482.9
Recycle							38.7	48.8					87.5
Recycling Goal							74.9	82.0					156.8
Total Combined (MSW & RCY)							748.5	819.9					1568.4
Diversion %							4.91%	5.98%					5.46%

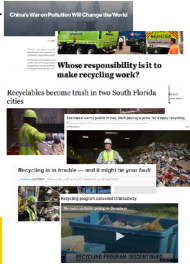


- ### Acceptable Materials
- Cardboard & Paperboard (e.g. cereal boxes)
 - Paper (printed, writing paper, mail)
 - Plastic Bottles & Containers (Clean, Empty & Dry)
 - All Metal Bottles & Cans (Steel & Aluminum)
-
- WM WASTE MANAGEMENT THINK GREEN



Current State of the Market

-  In 2017, over 25% of world's recyclables were imported by China, including >50% of paper & plastics. Today <2% of mixed paper goes to China with ~70K tpm believed to be landfilled
-  China's new import policies banning materials & limiting contamination have global impacts on recycling programs in communities across US
-  Operation Blue Sky = screening effort at China's ports to inspect loads, enforce material bans & 0.5% contamination limit
-  The reduction of China's markets resulted in oversupply of commodities & depressed commodity pricing. Supply is high & commodity pricing low
-  Cities are being forced to carefully examine their recycling programs, making difficult decisions about their rates and materials
-  Consumers still want to recycle and recognize its environmental value, but the economics have evolved



Increasing Contamination

The average contamination across the United States is over 28%

- **More Contamination = Increased Labor Costs**
 - ✓ Locally the MRF has had to add extra people per shift to meet new contamination reduction levels
- **More Contamination = Less Recycling Materials per Load**
 - ✓ We must pay to dispose of the trash

28% = 580 pounds of contamination
 .5% = 10 pounds of contamination in a ton of recyclables (China threshold)



THINK GREEN®

WM's Response to New Mandates

- WM continues to move commodities, although at lower prices and to a broad variety of vendors across the globe:
 - ✓ Our primary goal is to move material - avoiding landfilling/warehousing
 - ✓ Plastic is moving to domestic buyers
 - ✓ Paper is moving to domestic mills, and to India, Vietnam, Malaysia, and South Korea
 - ✓ Explore, partner and develop recycle technologies
- Pricing and markets are likely to continue to be extremely volatile in the next few years
 - ✓ Quality will impact pricing and movement. Quality, quality, quality is important.



THINK GREEN®

It's time to get back to the basics of good recycling.



THINK GREEN®

Social Media & Bill Insert Outreach



THINK GREEN®

Why WM Continues To Be the Right Partner Through This?



WM is a committed partner, creating shared value & long-term solutions for our customers



WM is the only company that has invested in a national, comprehensive, turn-key education program



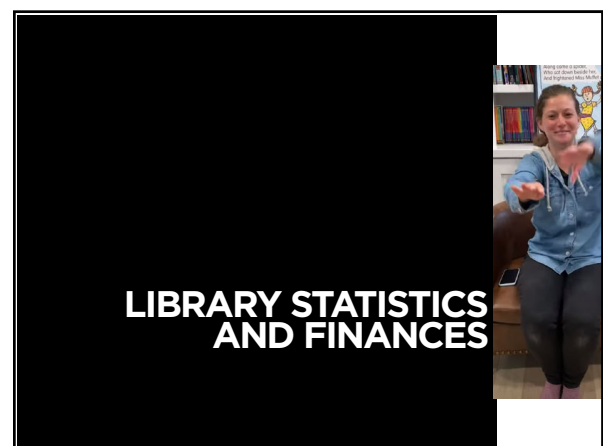
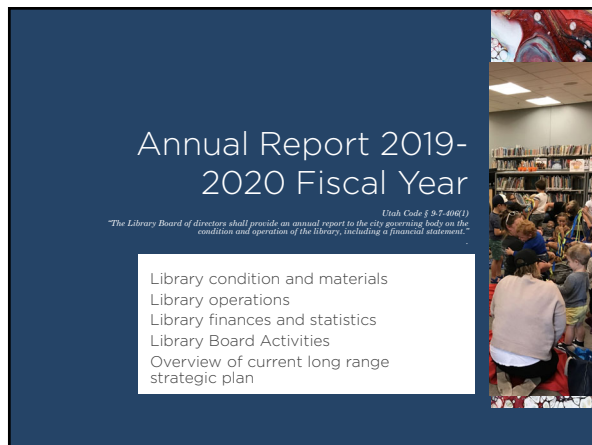
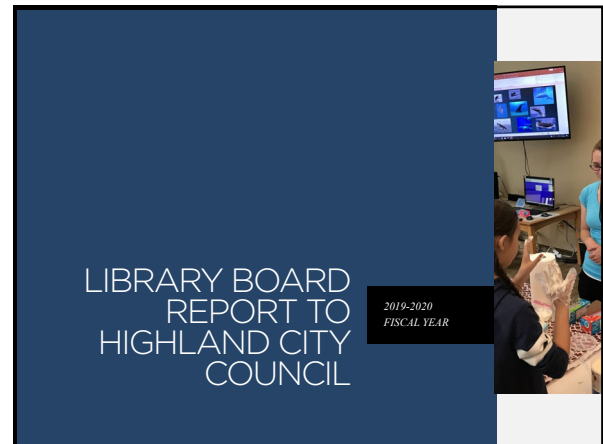
WM provides security, stability & peace of mind



WM is committed to single-stream recycling, WM Utah received approval to build \$15 Million Dollar Recycling Facility



THINK GREEN®



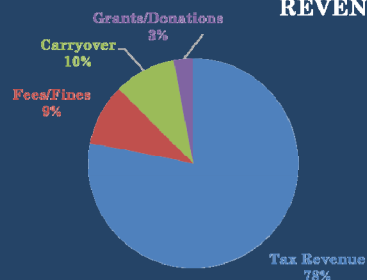
Library Statistics

- The library materials and programs have been available all but two weeks since March.
- About 60,000 physical items were checked out to 2968 families since March.
- Fourteen virtual programs were created by library staff, with 2246 views.
- 27,702 electronic items were checked out by library patrons.

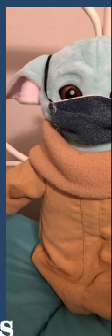
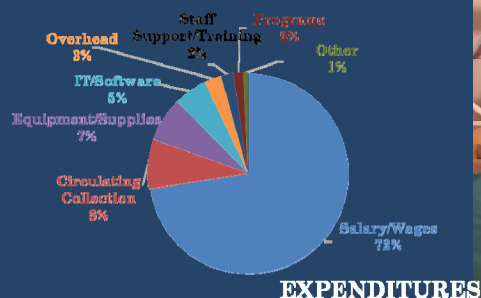


Library Finances

REVENUE



Library Finances

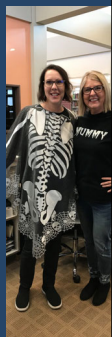


LIBRARY BOARD ACTIVITIES



Library Board Activities

- Continued use of standing committees
- Attended training arranged with the Orem Library
- Revised fine collection policies
- Updated long-range strategic plan.



LIBRARY STRATEGIC PLAN



THANK YOU

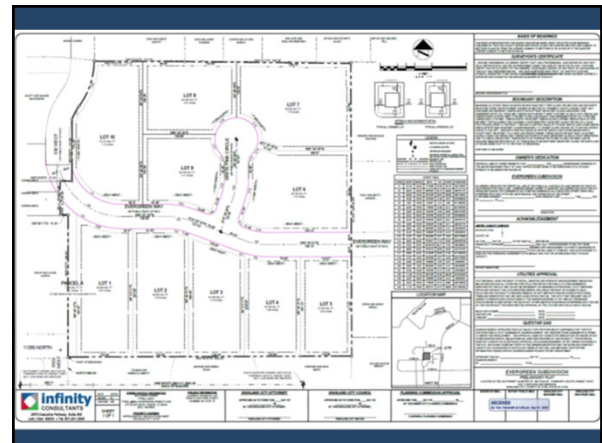
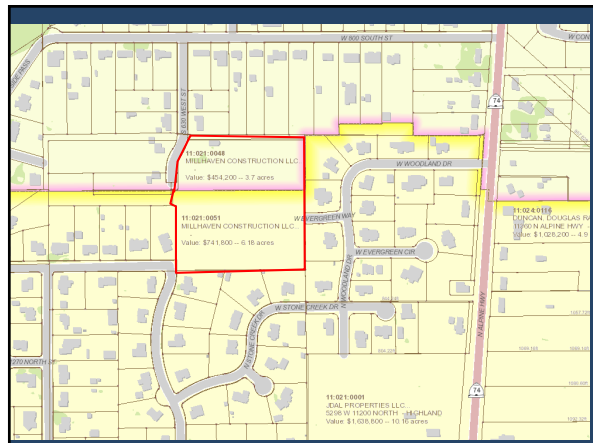
Roger Dixon
Chairman, Highland City Library Board

✉ libraryboard@highlandcity.org
🌐 <https://www.highlandcity.org/228/Library-Board>



CONSENT ITEMS (5 minutes)

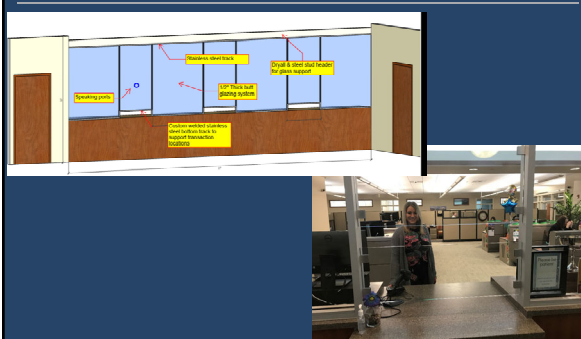
- Item 3a. - Approval of Meeting Minutes -City Council Work Session - September 8, 2020 and Regular City Council Meeting - September 15, 2020 *Administrative*
- Item 3b. - Millhaven Development is requesting Final Plat Approval for a 10-lot subdivision. The property is approximately 10.21 acres and is located at 6000 W Evergreen Way *Administrative*



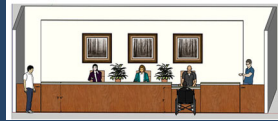
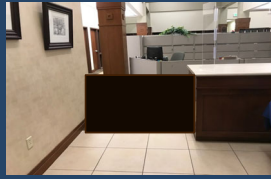

APPROVAL TO AWARD A CONTRACT WITH ROD LEWIS CONSTRUCTION FOR THE CITY HALL FRONT COUNTER REMODEL *LEGISLATIVE*

Item 4 - Resolution
Presented by - Nathan Crane, AICP
City Administrator/Community Development Director

Option 1 - \$29,009



Option 2 - \$21,909



APPROVAL OF THE OFFICER INVOLVED CRITICAL INCIDENT PROTOCOL *ADMINISTRATIVE*

Item 5 - Action

Presented by - Brian Gwilliam, Chief of Police



APPROVING THE IMPLEMENTATION OF THE FISCAL YEAR 2021 BUDGETED MERIT INCREASES *ADMINISTRATIVE*

Item 6 - Action

Presented by - Erin Wells, Assistant City Administrator

Overview

- In the past, employees have been eligible for up to 3% merit increase
- FY21 - 2% merit increase approved in budget
 - Final decision made by Council at the end of the first quarter
 - Concern over economic impact of COVID-19

Approximate Sales Tax Numbers to Date

Month	Sales Tax Collected	2019	2020	Difference
March		\$227,000	\$256,000	+\$29,000
April		\$183,000	\$210,000	+\$27,000
May		\$212,000	\$223,000	+\$11,000
June		\$238,000	\$277,000	+\$39,000
July		\$214,000	\$248,000	+\$34,000

Total = +-\$140,000 or 13%

Additional Information

- UP TO 2% depending on performance at annual review
- Will be retroactive back to anniversary
- Overall salary study coming

Approximate Fiscal Impact

- Already budgeted for
- \$80,000 – Total
 - \$19,000 – Enterprise Funds
 - \$61,000 – General Fund
 - \$19,000 – City Staff
 - \$42,000 – Public Safety
 - To be determined by the Lone Peak Public Safety Board



ALLOCATION OF REMAINING CARES ACT FUNDING ADMINISTRATIVE

Item 7 – Discussion

Presented by – Tyler Bahr, CSM, Finance Director

Background

Total CARES Act allocation = \$1,367,336

Use criteria:

1. Necessary due to the COVID-19 public health emergency
2. Not in the budget as of March 27
3. Incurred March 1 – December 30, 2020

Background

Spending to Date	Amount
City (PPE & miscellaneous supplies)	27,670
LPPSD (estimated through September)	50,000
Schools	14,298
HVAC Justice and City Hall	13,685
Restrooms	589,901
Trucks	115,349
HVAC Motors Justice and City Hall	7,900
Building Disinfection System	22,000
Windows	21,131
Library Shelves	3,480
Court Clerk	18,674
Subtotal - Spent	\$884,088

Background

Planned Spending	Amount
Front Counter/Court Clerk	27,702
PPE*	10,000
Restroom Site Prep*	75,000
Library Books + Shelves	5,000
Library Sliding Door	15,000
Furniture	20,000
Public Works Shower/Laundry	200,000
IT Upgrades (remote working, virtual collaboration)	50,000
Subtotal - Planned	\$402,702
Remaining Unallocated	\$80,546

*Necessary to support other committed expenses

Background

- Total allocation = \$1,367,336

- Funding Public Safety



- U.S. Department of Treasury:



- Utah County Clerk/Auditor:



Background

- Total allocation = \$1,367,336
- U.S. Department of Treasury has maintained that CARES Act funds may be applied to public safety expenses without the burden of demonstrating that such costs relate to COVID-19 mitigation
- Utah County Clerk/Auditor recently acknowledged CARES Act funds may be used to cover public safety HR expenses

Discussion

- Planned allocations + unallocated = ~\$500k (\$415k after support to committed expenses)
- Remaining CARES Act funds may be allocated to public safety, freeing up funds that were budgeted for public safety
- Funds must be spent or encumbered by November 2



MAYOR/COUNCIL AND STAFF COMMUNICATION ITEMS

CEMETERY CONTRACT ERROR/PERPETUAL CARE FUND

Item 8a - Discussion

Presented by - Erin Wells, Assistant City Administrator

Perpetual Care Fund (PCF) Overview

- Set up in 2017
- Interest from corpus to pay for the ongoing maintenance once plot sales and opening and closings stop
- Currently paying back the General Fund's capital investment
 - ~\$560,000 over ~7 years
- General Fund Share
 - 25% Capital Costs
 - 10% Ongoing Maintenance

PCF Overview Continued

- Cemetery Plot Fees raised 3% each year to help build Fund
- Update/ analysis of fund every 5 years beginning 2022
- Questions?

Contract Error

- Process Timing Overview
 - Burial Plot Fee – pre-plan or at time of burial
 - Opening/ Closing (O/C) Fees – ONLY at time of burial
- Contract Error
 - States both plot fees and O/C fees are paid when only plot fees were paid

BURIAL PLOT PAYMENT AGREEMENT

This Burial Plot Payment Agreement (this "Agreement") is made effective as of 3/29/2016 (date, name & full address) [REDACTED] and Highland City, of 5400 West Civic Center Drive, Highland City, Utah 84003. In this Agreement, the party who is financing Burial Plot Payment and/or Burial Services shall be referred to as "Burial Right Owner", and the party who will be providing burial plot and the interment services shall be referred to as "City".

1. **DESCRIPTION OF SERVICES.** The City will provide the following services (collectively, the "Services"): Burial Right Purchase and Open/Close, at the following Burial Plot locations:

Section	Block	Grave
5F	14	8
5F	15	5
5F	15	6

Paid \$2,955 = 3 plots
Missing O/C fees = between \$1,800 and \$5,700

BURIAL RIGHT PURCHASE AGREEMENT

PURCHASER

Highland City
5400 W. Civic Center Dr., Ste. 1
Highland, Utah 84003

Name

Address

City, State Zip

Phone

Email

THIS AGREEMENT is entered into between Highland City ("City") and Purchaser listed above ("Purchaser") on the date executed below.

1. **BURIAL RIGHT.** City agrees to reserve for Purchaser a burial plot and right of interment ("Burial Right") in the location detailed below. Purchaser understands that City shall remain the owner of the lot(s), plot(s) and grave site(s), subject to Purchaser's Burial Right.

SECTION	BLOCK	GRAVE

2. **PURCHASE PRICE.** The Purchase Price for the Burial Right is \$ per plot. Payment is due at time of signing this Agreement. Purchase Price does not include the opening and closing of the grave.

Contract Error Count

- Moving forward, honor terms of the contract
 - City staff and attorney guidance
- Impact
 - 2008-2016
 - ~353 plots with this error
 - ~\$326,000 less revenue than expected
 - Assumes weekend/holiday burial at single depth

Next Steps/Council Guidance

- Questions about staff recommendations?
- Update Perpetual Care Fund Study now?
 - Goals:
 - What does this mean to the fund long-term?
 - Do/should we need to make any changes because of the error?
 - Should we begin creating the corpus now or wait until the General Fund is paid back?
 - General update: check assumptions, update data, etc.
 - No to exceed \$5,000
 - 2 years early


HIGHLAND CITY

MAYOR/COUNCIL AND STAFF COMMUNICATION ITEMS

Item 8b - Future Meetings

- October 13, City Council Work Session, 7:00 pm, City Hall
- October 20, City Council Meeting, 7:00 pm, City Hall
- October 27, Planning Commission Meeting, 7:00 pm, City Hall
- November 10, City Council Meeting, 7:00 pm, City Hall
- November 17, Planning Commission Meeting, 7:00 pm, City Hall
- December 1, City Council Meeting, 7:00 pm, City Hall
- December 8, Planning Commission Meeting, 7:00 pm, City Hall


HIGHLAND CITY

CLOSED SESSION

The Highland City Council has recessed the regular City Council meeting to convene in a closed session to discuss the character, professional competence, or physical or mental health of an individual, as provided by Utah Code Annotated §52-4-205

The regular City Council meeting will be adjourned immediately following the ending of the closed session.

BENCHMARKS 2020

Key performance indicators of public library services in Utah

Requirement: Meet or exceed at least 7 of the 12 benchmarks at the 10th percentile



HIGHLAND CITY LIBRARY													Benchmarks FAILED (below 10th percentile) - Cannot fail more than 5	Benchmarks ACHIEVED (Reached at least 10th percentile) - Needs at least 7	Benchmarks AT or OVER 70th percentile - Needs 5 or more for Quality Library Designation	Population of Legal Service Area
Library Figures Reported for FY2019	BENCHMARK #1 Library Visits	BENCHMARK #2 Circulation of Physical Materials	BENCHMARK #3 Circulation of Electronic Materials	BENCHMARK #4 Turnover Rate of Physical Materials (circ/coll)	BENCHMARK #5 Turnover Rate of Electronic Materials (circ/coll)	BENCHMARK #6 Internet Terminal Users	BENCHMARK #7 WiFi Users	BENCHMARK #8 Attendance to Programs	BENCHMARK #9 Local Operating Expenditures	BENCHMARK #10 Percentage of Collections Budget (coll exp/total exp)	BENCHMARK #11 Staffing Levels (FTE)	BENCHMARK #12 Number of Programs				
56,202	178,544	44,147	3.52	0.43	4,858	1,768	17,367	\$359,133	8.80%	5.69	352		1	11	3	19,183
Benchmarks at the 10th Percentile	55,981	81,924	14,601	0.79	0.03	4,975	-	5,658	\$294,321	7.62%	5.31	247				
50th Percentile	92,850	145,171	29,186	1.98	0.11	13,017	7,182	11,363	\$502,082	11.74%	10.00	518				
70th Percentile	118,838	183,957	38,248	2.94	0.25	21,607	19,894	18,211	\$645,535	14.64%	11.88	731				
RED represents a value below the 10th percentile																
GREEN represents a value equal to or above the 70th percentile																
The benchmarks below represent per capita calculations of the peer group. The peer group includes all certified city and county libraries with a legal services area under 50,000 people.																
	BENCHMARK #1 Library Visits per capita	BENCHMARK #2 Circulation of Physical Materials per capita	BENCHMARK #3 Circulation of Electronic Materials per capita	BENCHMARK #4 Turnover Rate of Physical Materials (circ/coll)	BENCHMARK #5 Turnover Rate of Electronic Materials (circ/coll)	BENCHMARK #6 Internet Terminal Users per capita	BENCHMARK #7 WiFi Users per capita	BENCHMARK #8 Attendance to Programs per capita	BENCHMARK #9 Local Operating Expenditures per capita	BENCHMARK #10 Percentage of Collections Budget (coll exp/total exp)	BENCHMARK #11 Staffing Levels (FTE) per capita	BENCHMARK #12 Number of Programs per capita				
Benchmark 10th Percentile	2.9182765	4.27067793	0.761145	0.7904505	0.02658708	0.2593451	-	0.2949455	\$15.34	0.0761675	0.000277	0.0128696				
Benchmark 50th Percentile	4.840228	7.567704	1.521474	1.9785643	0.11144052	0.6785925	0.374401	0.5923545	\$26.17	0.1174137	0.000521	0.0270047				
Benchmark 70th Percentile	6.19497	9.589585	1.993849	2.9378768	0.2468071	1.1263646	1.037049	0.94933	\$33.65	0.1464274	0.000619	0.0380893				
Lowest	0	0.000000	0.373646	0.2448082	0.00406464	-	-0.00059	-	\$0.00	0.0419959	0.000000	-				
Median	4.840228	7.567704	1.521474	1.9785643	0.11144052	0.6785925	0.374401	0.5923545	\$26.17	0.1174137	0.000521	0.0270047				
Average	5.5857883	8.276076	1.596693	2.3756587	0.25486508	1.0125825	1.240166	0.9117025	\$30.94	0.1276951	0.000548	0.036365				
Highest	21.571731	17.9840098	4.04428	7.6291062	2.35873039	7.4519664	17.53267	4.2287823	\$161.20	0.2449275	0.001587	0.1183343				

Location	System Totals	711 Area in Square Feet of outlet	Library	Legal Service Area	Square Footage Per Capita
Utah County/Mapleton Library (Repository)		2,745	UTAH COUNTY BOOKMOBILE LIBR,	66,907	0.041027097
Sanpete County/Fairview Library		902	SANPETE COUNTY BOOKMOBILE LI	14,118	0.063890069
Saratoga Springs Public Library		2,940	SARATOGA SPRINGS PUBLIC LIBRA	29,608	0.099297487
Eagle Mountain City Library		4,872	EAGLE MOUNTAIN PUBLIC LIBRAR'	32,204	0.151285555
Highland City Library		4,000	HIGHLAND CITY LIBRARY	18,957	0.211003851
Lehi City Public Library		18,676	LEHI CITY PUBLIC LIBRARY	62,712	0.297805843
Spanish Fork Public Library		12,000	SPANISH FORK PUBLIC LIBRARY	39,443	0.304236493
Santaquin City Library		3,548	SANTAQUIN CITY LIBRARY	11,652	0.304497082
Davis County Total		107,473		347,637	0.309152938
Pleasant Grove Library		13,686	PLEASANT GROVE PUBLIC LIBRARY	38,845	0.352323336
Smithfield Public Library		4,066	SMITHFIELD LIBRARY	11,374	0.357481976
Tremonton City Library		3,187	TREMONTON CITY LIBRARY	8,626	0.36946441
Payson City Library		7,544	PAYSON CITY LIBRARY	19,892	0.379247939
Murray Public Library		19,000	MURRAY PUBLIC LIBRARY	49,295	0.385434628
Duchesne County Total		8,127		20,026	0.405822431
Salt Lake County Totals		376,137		885,810	0.42462492
Wayne County/Bicknell Library		1,180	WAYNE COUNTY BOOKMOBILE LIB	2,719	0.433983082
Summit County Totals		14,785		32,728	0.45175385
Logan Library		23,556	LOGAN LIBRARY	51,115	0.460843197
Salem City Library		4,150	SALEM CITY LIBRARY	8,210	0.505481121
Richfield Public Library		4,250	RICHFIELD PUBLIC LIBRARY	7,750	0.548387097
Tooele City Public Library		19,800	TOOELE CITY PUBLIC LIBRARY	34,628	0.571791614
Washington County Totals		97,940		165,662	0.591203776
Iron County Bookmobile Repository Library		10,000	IRON COUNTY BOOKMOBILE LIBRA	16,157	0.618926781
Salina Public Library		2,700	SALINA PUBLIC LIBRARY	4,337	0.62255015
Brigham City Carnegie Library		12,000	BRIGHAM CITY LIBRARY	19,182	0.625586487
Orem Public Library		63,000	OREM PUBLIC LIBRARY	97,839	0.643915003
Gunnison Public Library		1,215	GUNNISON CIVIC LIBRARY	1,813	0.670159956
Nephi Public Library		4,000	NEPHI PUBLIC LIBRARY	5,952	0.672043011
Hyrum Library		13,000	HYRUM LIBRARY	18,873	0.688814709
Wasatch County Library		25,000	WASATCH COUNTY LIBRARY	32,106	0.778670653
Weber County Totals		205,564		251,769	0.816478597
Provo City Library		99,000	PROVO CITY LIBRARY	117,335	0.843738015
Helper City Library		1,781	HELPER CITY LIBRARY	2,091	0.851745576
Morgan County Library		10,627	MORGAN COUNTY LIBRARY	11,873	0.895056009
Uintah County Library		32,000	UINTAH COUNTY LIBRARY	35,150	0.910384068
Cedar City Public Library		29,000	CEDAR CITY PUBLIC LIBRARY	31,806	0.911777652
Grantsville City Library		10,500	GRANTSVILLE CITY LIBRARY	11,000	0.954545455
Mendon Library		1,400	MENDON LIBRARY	1,401	0.999286224
Richmond Public Library		2,700	RICHMOND PUBLIC LIBRARY	2,665	1.013133208
San Juan County Totals		15,728		15,356	1.024225059
North Logan City Library		11,200	NORTH LOGAN CITY LIBRARY	10,646	1.052038324
Garland Public Library		2,729	GARLAND PUBLIC LIBRARY	2,528	1.079509494
Ephraim Public Library		8,150	EPHRAIM PUBLIC LIBRARY	7,146	1.140498181
Beaver City Library		4,208	BEAVER PUBLIC LIBRARY	3,654	1.151614669
Mt. Pleasant Public Library		4,001	MT. PLEASANT PUBLIC LIBRARY	3,418	1.170567583
Rich County Bookmobile Repository Library		2,829	RICH COUNTY BOOKMOBILE LIBRA	2,391	1.183186951
Price City Library		10,320	PRICE CITY LIBRARY	8,263	1.248941063
Manti City Public Library		4,548	MANTI CITY LIBRARY	3,540	1.284745763
American Fork City Library		38,200	AMERICAN FORK CITY LIBRARY	29,527	1.293731161
Monroe Public Library		3,230	MONROE PUBLIC LIBRARY	2,326	1.388650043
Springville Public Library		48,000	SPRINGVILLE PUBLIC LIBRARY	33,294	1.441701207

President Millard Fillmore Library	5,814	PRESIDENT MILLARD FILLMORE LIE	4,031	1.442322004
Grand County Total	14,283		9,674	1.476431673
Kanab City Library	7,000	KANAB CITY LIBRARY	4,687	1.493492639
Salt Lake City Totals	337,238		200,544	1.681616004
Minersville Public Library	1,878	MINERSVILLE PUBLIC LIBRARY	1,084	1.732472325
Newton Town Library	1,500	NEWTON TOWN LIBRARY	811	1.849568434
Parowan Public Library	6,000	PAROWAN PUBLIC LIBRARY	3,038	1.974983542
Milford Public Library	4,000	MILFORD PUBLIC LIBRARY	1,648	2.427184466
Emery County Total	25,072		10,077	2.488042076
Delta City Library	9,272	DELTA CITY LIBRARY	3,546	2.614777214
Lewiston Public Library	5,532	LEWISTON PUBLIC LIBRARY	1,809	3.058043118
Garden City Library	2,526	GARDEN CITY LIBRARY	596	4.238255034
Panguitch Public Library	8,000	PANGUITCH CITY LIBRARY	1,688	4.739336493
Park City Library	54,000	PARK CITY LIBRARY	8,378	6.445452375
		Average using entity system totals		1.116033913
		Max using entity system totals		6.445452375
		Minimum using entity system totals		0.041027097

Highland City Library**IDENTIFICATION**

150 FSCS ID	UT0071
151 Library Code	UTAHCO2301
152 Name of Library	HIGHLAND CITY LIBRARY
153 Street Address	5400 W CIVIC CENTER DR, SUITE 2
154 City (of street address)	HIGHLAND
155 ZIP Code (of street address)	84003
156 ZIP+4 (of street address)	3857
157 Mailing Address	5400 W CIVIC CENTER DR SUITE 2
158 City (of mailing address)	HIGHLAND
159 ZIP Code (of mailing address)	84003
160 ZIP+4 (of mailing address)	3857
161 County of the Entity	UTAH
162 Telephone (include area code)	8017724528
163 Library's main website address	http://HTTP://HIGHLANDCITYLIBRARY.ORG

GENERAL INFORMATION

208 Population of Legal Service Area	19,175
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Service Outlets

An outlet is a unit of an administrative entity that provides direct public library service.

209 Number of Central Libraries	1
210 Number of Branch Libraries	0
211 Number of Bookmobiles	0

Paid Staff

Report figures as of the last day of the library's fiscal year. Include all positions funded in the library's budget, whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time equivalent (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

250 FTE of Librarians with ALA-accredited master's degree	1.00
251 Total FTE of Librarians	5.42
252 FTE of All Other Paid Staff	0.45
253 Total FTE of Paid Staff	5.87
254.1 Total Library Staff	12

Volunteers

253.1 Number of individuals who worked for the library this fiscal year ¹	39
253.2 Number of hours volunteers worked for the library this fiscal year ²	1,111

OPERATING REVENUE

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, or funds unspent in the previous fiscal year (e.g. carryover).

300 Local Operating Revenue	310,908
301 State Operating Revenue	4,900
302 Federal Operating Revenue ³	5,288
303 Other Operating Revenue ⁴	39,156
304 Total Operating Revenue	360,252

OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Do not report estimated costs as expenditures. Do not report capital expenditures under this category. Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in these definitions.

304.1 Local Operating Expenditures	310,908
304.2 State Operating Expenditures	4,900
304.3 Federal Operating Expenditures ⁵	5,288
304.4 Other Operating Expenditures ⁶	32,000
304.5 Total Operating Expenditures	353,096

OPERATING EXPENDITURES - DETAIL

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category. Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in these definitions.

Staff Expenditures

350 Salaries and Wages ⁷	213,941
351 Employee Benefits ⁸	49,038
352 Total Staff Expenditures ⁹	262,979

Collection Expenditures

This includes all operating expenditures from the library budget for all materials in print, audiovisual, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

353 Print Materials	19,396
354 Electronic Materials - Digital Units	7,079
355 Other Materials	2,289
356 Total Collection Expenditures	28,764

Other Operating Expenditures

This includes all expenditures other than those reported for Total Staff Expenditures (question #352) and Total Collection Expenditures (question #356).

357 Other Operating Expenditures	61,353
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Total Operating Expenditures

358 Total Operating Expenditures	353,096
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CAPITAL REVENUE

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency or funds unspent in the previous fiscal year (e.g., carryover).

400 Local Capital Revenue	0
401 State Capital Revenue	0
402 Federal Capital Revenue	0
403 Other Capital Revenue	0
404 Total Capital Revenue	0

CAPITAL EXPENDITURES

405 Total Capital Expenditures	0
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COLLECTIONS

This section of the survey (questions #450 through #460) collects data on selected types of materials. It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, Audiovisual Materials Expenditures, and Other Material Expenditures (questions #353 through #356). Under this category report only items the library has acquired as part of the collection, whether purchased, leased, licensed, or donated as gifts.

450 Print Materials	48,312
451 Electronic Books (e-Books)	85,034
452 Audio Materials - Physical Units	1,342
453 Audio Materials - Downloadable Titles	165,326
454 Video Materials - Physical Units	3,172
455 Video Materials - Downloadable Titles	4,277
455.1 Other Materials ¹⁰	65
455.3 Total Library Collection - Physical Items	52,891
455.4 Total Library Collection - Downloadable Items	254,637

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron.

Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collection with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access:

456 Local/Other cooperative agreements	1
457 State (state government or state library)	54
458 Total Electronic Collections	55

SERVICES

501 Library Visits	45,546
501a Library Visits Reporting Method	Annual Count
502 Reference Transactions	5,652
502a Reference Transactions Reporting Method	Annual Estimate Based on Typical Week(s)
503 Number of registered users	5,319

COVID

510 Closed Outlets Due to COVID-19	Yes
511 Public Services During COVID-19	Yes
512 Electronic Materials Added Due to COVID-19	Yes
513 Electronic Library Cards Issued Before COVID-19	No
514 Electronic Library Cards Issued During COVID-19	No
515 Reference Service During COVID-19	Yes
516 Outside Service During COVID-19	Yes
517 Live Virtual Programs During COVID-19	No
518 Recordings of Program Content During COVID-19	Yes
519 External WiFi Access Before COVID-19	No
520 External WiFi Access Added During COVID-19	No
521 External WiFi Access Increased During COVID-19	No
522 Staff Re-Assigned During COVID-19	No

Circulation

550 Total Circulation of Materials	198,670
551 Circulation of Children's Materials	74,376
552 Electronic Material Circulation (Use of Electronic Materials)	55,411
553 Physical Item Circulation	143,259
554 Successful Retrieval of Electronic Information ¹¹	1,554
555 Electronic Content Use	56,965
556 Total Collection Use	200,224

Interlibrary Loan

575 Number of Items Provided To Other Libraries	0
576 Number of Items Received From Other Libraries	114

PROGRAMS

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language and citizenship classes; and book discussions. Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a Summer Reading Program offered once a week for eight weeks should be counted as eight programs. Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

600 Total Number of Library Programs	290
601 Number of Childrens Programs	248
602 Number of Young Adult Programs	17
603 Total Attendance at Library Programs	14,465
604 Attendance at Childrens Programs	11,481
605 Attendance at Young Adult Programs	824

Virtual Programming

Keep virtual and recorded programming statistics separate from in-person programming statistics.

600.1 Total Number of Live Virtual Programs	0
600.2 Total Number of Live Virtual Children's Programs	0
600.3 Total Number of Live Virtual Young Adult Programs	0
600.4 Total Live Virtual Attendance	0
600.5 Attendance at Live Virtual Children's Programs	0
600.6 Attendance at Live Virtual Young Adult Programs	0
600.7 Total Recordings of Program Content	36
600.8 Total Views of Recorded Program Content	2,918
600.9 Total On-Demand Views of Live Virtual Programs	0

INTERNET ACCESS

650 Number of Internet Computers for the General Public ¹²	9
651 Number of Uses (sessions) of Public Internet Computers	3,734
652 Number of Times (sessions) Patrons Used the Wireless Network	1,843
653 Website Visits ¹³	78,531
652.1 Public Wi-Fi Network Availability Hours	NA
652.2 Guest Wi-Fi Network SSID	NA

OUTLET DATA

Location	700a WebPLUS Identification number	700b Unique ID suffix assigned by WebPLUS	701 State assigned identification number	702 Legal Name
Highland City Library	UT0071	001	UT0071-001	HIGHLAND CITY LIBRARY

Outlet Address

Location	703 Physical Street Address	704 City	705 ZIP Code	706 ZIP+4 Code	707 County
Highland City Library	5400 W CIVIC CENTER DR, SUITE 2	HIGHLAND	84003		UTAH

Outlet Information

Location	708 Phone	709 Outlet Type Code	710 Metropolitan Status Code

Highland City Library	8017724528	Central Library	Metropolitan Area, but Not Within Central City Limits
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Outlet Square Feet and Bookmobiles

Location	711 Area in Square Feet of outlet	712 Number of Bookmobiles
Highland City Library	3,500	0

Outlet Hours

Location	713 Public Service Hours Per Year	714 Number of Weeks Open	715 Number of Weeks an Outlet Closed Due to COVID-19	716 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
Highland City Library	2,244	41	11	0

Current Serial Subscriptions

- ¹, 253.1 We stopped having volunteers come in when we closed for the COVID-19 epidemic. (0-2020-09-28)
- ², 253.2 We stopped having volunteers come in when we closed for the COVID-19 epidemic. (0-2020-09-17)
- ³, 302 Our LSTA grant in 2019 was larger than our LSTA grant in 2020 (0-2020-09-17)
- ⁴, 303 Donations, interest income, fees/fines, non-resident cards, \$440 other grants (0-2020-09-18)
- ⁵, 304.3 Our LSTA grant in 2019 was larger than our LSTA grant in 2020 (0-2020-09-28)
- ⁶, 304.4 We used extra income from Non-resident Library Cards for normal functioning costs. (0-2020-09-28)
- ⁷, 350 We gave all the members of our staff a raise to bring them up to market levels. (0-2020-09-28)
- ⁸, 351 Increase in health plan coverage cost. (0-2020-09-22)
- ⁹, 352 We gave all the members of our staff a raise to bring them up to market levels. (0-2020-09-28)
- ¹⁰, 455.1 Early Literacy Kits and Phonics sets (0-2020-09-28)
- ¹¹, 554 1408 of state purchased databases, and 146 locally purchased databases (0-2020-09-24)
- ¹², 650 When we reopened in June 2020, we reduced the number to 7 to provide for social distancing. (0-2020-09-24)
- ¹³, 653 I believe the 2019 number might have been in error. I believe some of the visits were counted twice. (0-2020-09-24)

Highland City Library: Long-range Strategic Plan 2020-2025

Introduction

Public libraries have long been an important aspect of American life. From the early days of the Republic, libraries were valued by Americans. Benjamin Franklin founded the first subscription library in Philadelphia in 1732 with fifty members to make books more available for citizens of the young nation. From that time to the present, public libraries have been valued because they allow equal access to information and educational resources regardless of social or economic status.

Library service has long been important to the residents of Highland. From 1994 to 2001, residents of Highland and Alpine were served by a joint-use facility at Mountain Ridge Junior High School. That arrangement was eventually terminated and in 2001 the entire library collection was relocated to the old Highland City building for storage. In 2008, Highland City built a new city hall and dedicated a portion of the building for a city Library. In 2016 the Library received permission to convert a public meeting room into a Children's Room for the Library. The new Children's Room was opened in spring of 2018.

The Library joined the North Utah County Library Cooperative (NUCLC) April 1, 2012 as an associate member. NUCLC is a reciprocal borrowing system that allows library card holders from participating libraries to check out materials from other participating libraries. It is not a county library system. Each participating library maintains its own policies, budget, administration, non-resident fees, etc. In 2018 the Library reached the required collection size and was accepted as a full NUCLC member.

The Library is supported by three constituent bodies: The Library Board; the Friends of the Library; the Library Foundation.

1. The Library Board oversees the operation of the Library. It consists of nine persons; eight volunteers appointed for three year terms, and a representative from the City Council. All meetings are held in the Highland City Hall or electronically using a video meeting platform. Records of the Library Board meetings are available from on the City website.
2. The Friends of the Library is an independent non-profit organization that supports the library in the following ways: raises funds through used book sales and other endeavors, creates community connections through programs and events, and increases volunteerism to support and supplement Library resources.
3. The Library Foundation is a nonprofit, tax-exempt foundation dedicated to assisting the Highland City Library with fund-raising and additional support. The Foundation administers larger donations, particularly those targeted at capital improvement.

Vision Statement

The Highland City Library seeks to be a valued resource in the community that evolves with changes in society while meeting learning, information, and entertainment needs.

Mission Statement

The Highland City Library provides materials, programs, tools, and space that strengthen the community by informing, educating, and entertaining community members of all ages.

Long-range Strategic Plan, 2020-2025

The elements of the Strategic Plan support the goals and values expressed in the Library Mission Statement. Most of the goals listed below are expected to be accomplished within the current annual budgets for the Library. Capital improvement goals involve fundraising by the Library Foundation.

Materials:

Plan	Value	Metric	Date Initiated/Completed	Responsible Party
Relabel and reorganize picture books/beginning readers	Educate Entertain	All picture books and Beginning readers are organized strictly by author's names and titles.	January 2021-Summer 2021	Collection Development Team
Add series spine labels to all series in the Library	Educate Entertain	Series in Junior Fiction, Intermediate Fiction, Teen Fiction, and Adult Fiction all have series labels	Fall 2020-Fall 2021	Collection Development Team
Create an Intermediate Fiction audiobook collection	Educate Entertain	Audiobooks whose physical copies are in Intermediate Fiction are relabeled,	Fall 2021	Collection Development Team

		and new items acquired.		
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Programs

Plan	Value	Metric	Date initiated/Completed	Responsible Party
Continue providing educational programs for each age group	Educate	Offer weekly children's programs, and monthly adult/teen programs	Fall 2020-ongoing	Programming Team
Establish working relationship with all local schools	Inform/ Educate/ Community	Quarterly contact with representative from each school	January 2021-ongoing	Public Relations Team/ Library Director
Increase number of current library card holders	Inform	Number of card holders will increase 10% the first year and 5% each subsequent year	January 2021-December 2025	Library Director/ Public Relations Team
Increase Summer Reading participation	Educate/ Entertain	Have 1000 participants by 2022 and then increase by 5% in the next 3 years	Summer 2022-Summer 2025	Library Director/ Public Relations Team/ Programming Team
Re-establish programs for special needs and seniors	Educate/ Inform/ Entertain	After COVID-19 restrictions are lifted, re-establish outreach to HIVES and Highland Glen	Fall 2021- onward	Library Director/ Programming Team
Establish a quarterly bilingual story time	Educate/ Entertain	Hold four bilingual story times in one year	Fall 2022-Fall 2023	Programming Team/ Library Director

Hold a Senior Services Fair annually	Inform	Hold a trial event and then consider continuing	Spring 2022	Public Relations Team/ Library Director
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Tools and Technology

Plan	Value	Measure	Date initiated/ Completed	Responsible Party
Establish a text-based reference service at the Library	Inform	Adopt the service acquired by the city that allows text-based reference.	Fall 2020-Winter 2021	City Public Relations/ Library Director
Increase e-book use by purchasing most held items	Inform/ Entertain	E-book use increases by 10% each year	Fall 2020-Fall 2025	Collection Development Team
Obtain circulating e-readers with Battle of the Books pre-loaded	Educate	Obtain 10 e-readers and load the Battle of the Books titles on them	Fall 2021-ongoing	Collection Development Team/ Library Director
Obtain Security Gates	Materials	Obtain and install security gates at main entrance	Summer 2022	Library Director/ Collection Development Team

Training

Plan	Value	Measure	Date initiated/Completed	Responsible Party
Send at least one staff member to a national conference each year	Train	Staff member attends a national conference	Spring 2022, and continuing forward	Library Director
Send at least three staff members to state training sessions	Train	Three staff members attend state training each year	Fall-2020, and continuing forward	Library Director

Train staff on first year library school topics during monthly staff meeting	Train	Training session at monthly staff meeting	Fall 2020-Spring 2021	Library Director
Have a staff member complete "Uplift Training"	Train	Staff member receives Uplift Training Certificate	Already initiated/ Fall 2023	Library Director/ Participating Staff Member

The Covid-19 epidemic has underscored the Library's need for expanded program space. We hope to build a facility in the plot east of the library with a large meeting space with a stage, medium size program rooms (could be divided off sections of the large meeting space), study rooms for use of the community, and a space for an art gallery (perhaps as part of the lobby). This facility would be administered by the library, but could also be used by other city and non-governmental organizations. Although the Library would spearhead the fundraising process, we hope to find community partners who will join the effort. Based on City priorities and outside organizations interests, this plan will likely need to be adjusted in the future.

Space

Plan	Value	Measure	Date initiated/Completed	Responsible Party
Establish a team to investigate the creation of a Library Program Space near the library	Community	Hold an initial meeting and schedule future meetings	January 2021	Library Director/Library Board/Foundation
Do a community assessment concerning the creation of a Library Program Space	Community	Assessment takes place	Spring 2021-Summer 2021	Library Director/Library Board/ Foundation
Obtain a rendering for a possible Library Program	Community	Have a professional agency create a rendering for a Library	December 2021	Library Director/Library Board/Foundation

Space near the library		Program Space		
Establish a capital improvement budget for new Library Program Space	Community	Obtain a realistic estimate from a competent agency	December 2021	Library Director/Library Foundation
Discuss community assessment, rendering, and capital improvement budget with City Council and make any needed adjustments. Continual check-ins will occur with the City Council at a minimum during the Library Board's annual report to the Council.	Community	Hold a Joint Work Session with the City Council and Library Board	January 2022	Library Director/Library Board/ City council
Hire a fund-raising consultant for capital improvement	Inform	Fund-raising consultant engaged	Spring 2022	Library Director/Foundation
Start a fund raising campaign	Inform	Launch of fund raising campaign	Spring 2022	Library Director/ Foundation/ Consultant
First milestone in funding reached	Community	25% of cost of Library Program Space raised	Summer 2023	Library Director/ Foundation/ Consultant
Second milestone of funding reached	Community	50% of cost of Library Program Space raised	Summer 2025	Library Director/ Foundation