7:00 PM REGULAR SESSION (CITY COUNCIL CHAMBERS)
Call to Order – Mayor Rod Mann
Invocation – Council Member Tim Irwin
Pledge of Allegiance – Council Member Ed Dennis

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.)

2. CONSENT ITEMS
   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. **MOTION: RATIFYING PLANNING COMMISSION APPOINTMENTS**
      City Council will consider ratifying the re-appointment of Christopher Kemp, and the appointment of Claude Jones, and Audrey Wright as an alternate to the Highland City Planning Commission. The Council will take appropriate action.

3. **CANCELLED** PUBLIC HEARING/ACTION: CONDITIONAL USE PERMIT FOR PROPERTY LOCATED AT 5600 W 10400 N FOR A COMMUNITY PARK
   This item will be rescheduled for a future date.

4. **ACTION: TITERA FINAL PLAT APPROVAL**
   William and Dorothy Titera are requesting Final Plat approval of a one lot subdivision. The property is approximately .8 acres and is located at 9913 N 6180 W. The Council will take appropriate action.

5. **ACTION: APPROVAL OF LIBRARY BOARD BYLAWS**
   City Council will consider approving revisions to the Library Board Bylaws. The Council will take appropriate action.

6. **ACTION/ORDINANCE: APPROVAL OF AMENDMENTS TO MUNICIPAL CODE 4.12.60 LIBRARY BOARD**
   City Council will consider an amendment to Municipal Code 4.12.60 Library Board. The Council will take appropriate action.
7. ACTION: APPROVAL OF A CONTRACT FOR THE LINING OF SEWER PIPES
City Council will consider approving a contract for the lining of 4,000 linear feet of the sewer main in the Pheasant Hollow and Hidden Oak Subdivisions. The Council will take appropriate action.

8. MOTION: COUNCIL COMMITTEE ASSIGNMENTS FOR 2019
City Council will review the current Council Member assignments for various Committees and make changes as necessary. The Council will take appropriate action.

9. MAYOR/COUNCIL AND STAFF DISCUSSION AND COMMUNICATION ITEMS

10. FUTURE MEETINGS
   a. Future Meetings
      • February 5, City Council Meeting, 7:00 pm, City Hall
      • February 12, City Council and Planning Commission Joint Work Session, 7:00 pm, City Hall
      • February 19, City Council Meeting, 7:00 pm, City Hall
      • February 26, Planning Commission, 7:00 pm, City Hall

ADJOURNMENT

In accordance with Americans with Disabilities Act, Highland City will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at (801) 772-4505 at least three days in advance of the meeting.

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

CERTIFICATE OF POSTING
I Cindy Quick, the duly appointed City Recorder certify that the foregoing agenda was posted in three public places within Highland City limits. The agenda was also posted at the principal office of the public body, on the Utah State website (http://pmn.utah.gov) and on Highland City’s website (www.highlandcity.org).

Please note the order of agenda items are subject to change in order to accommodate the needs of the City Council, staff and the public.

Posted and dated this 31st day of January, 2019

Cindy Quick, CMC
City Recorder

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL CITY COUNCIL MEETINGS.
Approve Mayor Rod Mann’s recommendation of re-appointing Christopher Kemp to serve a four-year term, Claude Jones to serve a four-year term and Audrey Wright to serve a three-year term as an alternate on the Planning Commission.

BACKGROUND:
Mayor Rod Mann recommends the re-appointment of Christopher Kemp to the Planning Commission with his term expiring on December 31, 2022. Christopher Kemp has served on the Planning Commission for eight years. He began as an alternate in 2010 and began serving as a Planning Commissioner in 2011. He currently serves as the Planning Commission Chair. He is a resident of Highland and is passionate about making Highland a great place to live and work.

Mayor Mann recommends the appointment of Claude Jones to the Planning Commission with his term expiring on December 31, 2022. Claude Jones has been a Highland resident for 14 years. He has a Master degree in Public Administration from BYU and a Bachelor of Science degree in Journalism from the University of Utah. He has served as a City Council Member in West Valley City. He has also worked with municipalities for over 19 years.

Mayor Mann also recommends the appointment of Audrey Wright to serve as an alternate on the Planning Commission with her term expiring on January 31, 2021. Audrey has been a Highland resident for the past six years. She has a Bachelor of Arts degree in Literature and Communications from BYU. She has been involved with property renovations, rentals and lease options for 18 years.

FISCAL IMPACT:
This action will not have a financial impact on this fiscal year’s budget expenditures.

PROPOSED MOTION:
I move that the City Council ratify the Mayor’s recommendation of Christopher Kemp, Claude Jones and Audrey Wright to serve on the Planning Commission.
ATTACHMENTS:
   1. Claude Jones’ Volunteer Statement
   2. Audrey Wright’s Volunteer Statement
Highland City Volunteer Statement of Interest

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

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

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

Name: Audrey Wright  Date: 1-31-19
Phone number: 801-358-1951  Email address: acmvw87x7@gmail.com
Residence address: 10851 N. 5750 W. , Highland, UT 84003

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

How long have you resided in Highland City? 6 years
Occupation: Self Employed / Family Educational Services
Education: BA BYU Literature & Communications PR, Property Investor Along Wasatch Front
Are you able to meet in the evenings? Yes  Semi-monthly Yes  Monthly Yes

List any background and experience you have that you think would be helpful to the Committee or Commission you would like to serve:
- Did property renovations/rentals for purchasing for lease option for 18 years (Wright Family Investments)
- City Service, work with Councilmen & City on projects, research many of the issues for running for Council office, eager to learn the trade

Please state why you would like to serve: I am making Highland my long-term home, I want to learn about what Highland needs, wants and is really legally able to become, I want to be a part of that process. Thank you.

If not selected for an immediate opening, do you wish to be considered for the next opening? Yes, thank you.

Additional comments: YES, THANK YOU.

Please select your interest:

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

Ad Hoc Committees
- Planning Commission (Alternate)
- Open Space
- Water Advisory Board
- Other: ____________________

Submittal of a Statement of Interest does not guarantee an appointment to a committee.

Highland City, 5400 W. Civic Center Dr., Suite 1, Highland, UT 84003, (801) 772-4505
Highland City Volunteer Statement of Interest

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

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

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

Name    Claude Jones (385) 277-7219       Date 2/22/17
Phone number  801-768-2992       Email address claude.jones@gmail.com
Residence address  6556 W 10380 S, Highland, UT 84003

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

How long have you resided in Highland City? 14 years
Occupation Retired from Murray City, UT
Education Masters Public Administrator, BYU. B.S. Journalism, U of U
Are you able to meet in the evenings? Yes    Semi-monthly    Monthly
List any background and experience you have that you think would be helpful to the Committee or Commission you would like to serve: Served as elected City Council Member at Large West Valley City. Have worked in cities for 19 years. Roger Dixon, close neighbor, has kept me informed of City Issues. Did serve unspectacularly on Highland Arts Commission

Please state why you would like to serve: I believe I have the background and now the time to devote to contributing to the City. I think there are many issues related to growth.
If not selected for an immediate opening, do you wish to be considered for the next opening? Yes
Additional comments: I have no agenda or special personal interests so I can be objective in decision-making

Please select your interest:

Standing Committees
- Arts Council
- Beautification
- Highland Fling
- Tree Commission

Ad Hoc Committees
- Planning Commission
- Open Space
- Water Advisory Board
- Other: Library

Submittal of a Statement of Interest does not guarantee an appointment to a committee.

Highland City, 5400 W. Civic Center Dr., Suite 1, Highland, UT 84003, (801) 772-4505
STAFF RECOMMENDATION:
The City Council should approve the final plat subject to the three stipulations recommended by the Planning Commission.

BACKGROUND:
The property is approximately .8 acres and located north of 9913 N. 6180 W. They are creating a one lot subdivision for the purpose of being able to construct a single family residential home on the property.

The property is designated as Low Density Residential on the General Plan Land Use Map. The zoning is R-1-40. The R-1-40 District allows for one home per 40,000 square feet of land within the development. The minimum lot width is 130 feet.

SUMMARY OF THE REQUEST:
1. The applicant is requesting approval of a one lot subdivision for the purpose of being able to construct a single family residential home on the property. The lot size is 35,186 square feet.

2. Access to the site will be from 6180 West.

CITIZEN PARTICIPATION:
Notice of the January 17, 2019 Development Review Committee meeting was mailed to all property owners within 500 feet of the proposed site on January 2, 2019. Three residents attended the meeting and no written correspondence has been received.

Notice of the Planning Commission meeting was published in the Daily Herald on January 13, 2019 and posted on the state website January 10, 2019. Notification of the public hearing associated with this meeting was mailed to all property owners within 500 feet of the proposed site on January 15, 2019 for Planning Commission.

Public notification of the City Council meeting is not required.
ANALYSIS:

- The General Plan designation for this property is Low Density Residential. The surrounding properties are zoned R-1-40. The proposed subdivision is in conformance with the General Plan and compatible with the surrounding uses.

- Access to the site will be from 6180 West which will extended north to Thornton Lane.

- The standard ten (10) feet public utility easements have been included on the plat.

- Proposal meets all criteria for a one lot subdivision within the R-1-40 zone.

CONCLUSION:

With the proposed stipulations, the proposed final plat meets the required findings for approval.

PLANNING COMMISSION ACTION:

The Planning Commission held a public meeting on January 29, 2019. There were no comments from the public regarding the proposal. The Commission voted unanimously to recommend approval of the final plat subject to the following stipulations:

1. The recorded plat conforms to the final plat date stamped November 20, 2018 except as modified by these stipulations.
2. All public improvements shall be installed as required by the City Engineer.
3. The civil construction plans shall meet all requirements as determined by the City Engineer.

RECOMMENDATION AND PROPOSED MOTION:

Staff recommends that the City Council accept the findings and APPROVE the final plat subject to the three stipulations recommended by the Planning Commission.

ALTERNATIVE MOTION:

I move that the City Council DENY case FP-19-01, a request for a final plat approval for William & Dorothy Titera based on the following findings: (The Council will need to draft appropriate findings.)

FISCAL IMPACT:

This action will not have a financial impact on this fiscal year’s budget expenditure.

ATTACHMENTS:

1. Vicinity Map
2. Proposed Plat
Attachment 1:
I move that City Council approve the revisions to the Library Board Bylaws.

I move that City Council approve the revisions to the Library Board Bylaws as amended.

Library Board Bylaws

Library Board Operations and Procedures
Bylaws of the Highland City Public Library Board
Revised January 24, 2019

A. Authorization
The Board is authorized by Utah Code 9-7-401 to 410 and Highland Municipal Code

B. Name
The official name shall be the Highland City Public Library Board (“the Board”).

C. Purpose
The purpose of the Board is three-fold.
1. Work to improve the quality of library services by advising and supporting the Library
Director and staff.
2. Represent the interests of Highland’s citizens pertaining to Library services.
3. Advise the City Council and the City Administration on matters pertaining to the
operation of the Library.

D. Members
1. The Board shall recommend the number of members on the Board to the City Council.
2. Board members and liaisons shall not be compensated but may be reimbursed for
necessary and related expenses incurred on assignment by the Board.
3. Board members and liaisons are not exempt from late fees, fines, or other Library user
fees.
4. The Board may recommend by a two-thirds vote to the Highland City Council the removal
of a Board member for misconduct or neglect of duty.
5. All Board members shall attend approved training or orientation annually.
6. Members of the Board are permitted to serve on the Highland City Library Foundation
Board.
7. Liaisons
   a. The Board may approve liaisons.
   b. Although liaisons are not members of the Board, they
      i. receive meeting agendas,
      ii. may place report items on the Board’s agenda, and
      iii. may carry out assignments on behalf of the Board.

E. Officers
1. The elected officers of the Board shall include a Chair, Vice-Chair, and Secretary.
   a. These officers shall be elected to one-year terms at the regular meeting in July.
   b. In the event of an officer vacancy, the Board will elect a replacement officer at the
     next Board meeting, who shall serve the remainder of the current term.
2. The Chair shall:
   a. Preside at all Board meetings.
   b. Serve as the spokesperson, presenting the position of the majority of the Board in all
      official communications.
3. The Vice-Chair, in the absence of the Chair, shall assume all duties of the Chair.
4. The Secretary shall:
a. Take notes at the meetings and send them to the City Recorder.

5. The Library Director serves as the Board Executive Officer and shall:
   a. Prepare the agenda for each meeting in coordination with the Chair.
   b. Send electronic copies of the agenda and information packet to the Board members and liaisons at least 48 hours prior to any regular meeting of the Board.
   c. Send the audio recording of each meeting to the City Recorder.

F. Meetings.
1. The Board shall typically meet monthly.
2. An annual meeting calendar shall be approved and published on the City website and in any other locations required by open meeting laws.
3. Special Board meetings may be held at any time when called by the Chair or by any three board members.
4. Members of the Board may participate in Board meetings electronically via telephone or other electronic means.
5. All meetings shall be open to the public, and public notice shall be provided pursuant to Utah State Code section 52-4-202.
6. Only business properly noticed shall be actionable.

G. Responsibilities
1. In general, the Board shall maintain and care for the Library and shall establish policies for the Library’s operations consistent with the policies made by the City Council.
   a. Policies become effective when approved by a majority of the Board at a meeting.
2. Specific responsibilities of the Board include working in conjunction with the Library Director to:
   a. Provide oversight of the Library Fund.
   b. Approve, amend, and repeal policies for governing the library.
   c. Review the annual report to the State Library Board.
   d. Present an annual report to the City Council.
   e. Ensure the Basic Certification Standards are met.
   f. Review new or adjusted Library positions and submit a recommendation to the City Council for approval.
   g. Establish an outreach program, and
   h. Develop and maintain a long-range strategic plan and submit the plan to the City Council for approval.
3. In conjunction with City Administration, the Board shall:
   a. Determine duties of the Library Director.
   b. Participate in the selection of the Library Director.
   c. Appoint a qualified person as Library Director.
   d. Provide input for the annual performance review of the Library Director based on the Director’s interactions with the Board.

H. Committees
1. The Board shall have the following standing committees: Library Fund, Policies, Reports, Outreach, and Long-range Strategic Planning.
2. The primary responsibilities of the committees consist in consulting with and supporting the Library Director, carrying out the assigned responsibilities of the committee, and informing the Board of progress and concerns in the relevant area of the committee.
3. The members of each committee shall be determined by the Board.
4. The term for each committee member shall be one year or until a replacement is appointed. Terms run from July 1 – June 30.
5. Each committee shall report to the Board at least annually.
6. Ad Hoc Committees may be created by the Chair, with the approval of the Board, at a regular meeting. Ad Hoc committees shall present reports or recommendations to the Board and shall serve until the completion of the work for which they were appointed.

I. **Parliamentary Procedure**
The most recently published Robert’s Rules of Order: Simplified and Applied shall govern the parliamentary procedure of the Board.

J. **Amendments**
Amendments to these Bylaws shall become effective after: 1) being adopted by a majority vote of the Board during a regular Board meeting and 2) being approved by the City Council.
I. **Role of the Library Board**

   a. The role of the Library Board is to:
      
      i. Establish a clear mission for the Library and a strategic plan allowing the Library to achieve that mission.
      
      ii. Set such policies for the Library as are needed to carry out its mission.
      
      iii. Provide oversight to ensure that Library policies are implemented effectively.

II. **Procedures for Naming Board Members**

   a. Advertisements of Board vacancies include a brief summary of the position, a solicitation for volunteers, and information about how to volunteer.
      
      i. For expected vacancies (such as the end of a member’s term of office), advertisement is made between 60 and 90 days before the vacancy begins.
      
      ii. For unexpected vacancies, advertisement is made as soon as practical once the vacancy occurs.

   b. Volunteer applications or nominees for open Board seats shall be discussed in a Board meeting and the Board shall make recommendations to the Mayor.

III. **Procedures for Election of Board Officers.** The officers of the Library Board are a Chair, a Vice Chair, and a Secretary.

   a. An officer may serve a third consecutive term if approved unanimously by the Board.
   
   b. The voting may be by voice, ballot, or show of hands. Whatever method is used, the Chair announces the individual votes (or a unanimous decision) for inclusion in the minutes.

IV. **Board Meeting Procedures.** (Standard #2, Basic Certification Standards, Open Meetings Laws)

   a. Organizing the meetings
      
      i. The regular meeting of the Board shall be on the fourth Thursday of each month at the Highland City Building at a time selected by the Board. Deviations may occur as a result of holidays or other events.
      
      ii. The Executive Officer (Library Director) shall work with the City Recorder to ensure the Library Board is following all Open Meetings Law Requirements including proper posting of annual meeting schedules, agendas, minutes, audio recordings, etc.
      
      iii. The Executive Officer shall assemble an agenda for each Board meeting and coordinate the agenda with the Chair.
      
      iv. Any Board member wishing to have an item placed on the agenda must contact the Executive Officer at least 3 days prior to the meeting.
      
      v. The agenda and information packet shall be distributed electronically to the Board by the Executive Officer 48 hours prior to the meeting.

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1 The long-term vision statement, mission statement, values statement, list of core competencies, and list of benefits provided by a public library are included in the preface to the Strategic Long-range Plan for the Library.
vi. A Board member who is unable to attend a meeting shall notify the Chair as early as possible, so the Chair can determine if a quorum will be present for the meeting.

b. Order of Business
   i. The following Order of Business shall be followed at meetings, except that items not needed at any given meeting may be omitted:
      1. • Call to order • Public comments • Introductions • Consent Agenda • Reports • Action/Policy Items • Discussion Items • Future Agenda Items • Adjournment (Appendix C, Sample Board Bylaws from the State)

c. Conducting the Meetings
   i. Only business properly noticed shall be actionable. An item is “properly noticed” when included in the published agenda for the public to see. To be “actionable” an item must be placed in the “consent agenda” or in the “action/policy” portions of the agenda.
   ii. A portion of the meeting may be designated for training to meet the State requirement for Board member training. (Standard #5, Basic Certification Standards)

d. The Board establishes a Consent Agenda to provide an efficient meeting process. Items that are not expected to require discussion or debate may, at the Chair’s option, be placed in the Consent Agenda portion of the meeting.
   i. Any item will be pulled from the Consent Agenda at the request of one or more members. No vote is required to pull the item. The Chair shall decide where to place any such item on the agenda.
   ii. Approval of the Consent Agenda by the Board constitutes approval of each item on the Consent Agenda at the time of approval.
   iii. Minutes of the meeting will include the full text of motions/resolutions adopted under the Consent Agenda portion of the meeting.

V. Polling the Board
From time to time it may be necessary between meetings to get the collective opinion of the Board on certain simple matters that are completely internal to the Board. This may be accomplished by asking the Chair to poll the Board. The Chair will request that the Secretary send the matter, by email, to the Board, collect the responses, and inform the Board of the decision. No decision reached in this manner has the ability to bind the City of Highland, the Highland City Public Library, or the Library Board.

VI. Standing Committees
The Board shall have the following Standing Committees: Library Fund, Policy, Reports, Personnel, Outreach, and Strategic Planning. The main purpose for the Standing Committees is to provide support to the Library Director and the Library Staff. It is the responsibility of the Library Director to provide guidance to the committees how they can provide this support. (Appendix C, Sample Board Bylaws from the State)
   a. Committees may choose to meet in person, communicate via electronic means or make individual assignments to accomplish their business.
   b. The Library Director may assign Library staff members to work with the Committees.
   c. Committee members may also be provided by the Friends of the Library as needed and with the approval of the Board and the President of the Friends.
   d. Each Committee shall have at least 2 Board members, one of whom shall be designated as the Chair.
e. With approval of the Board, Committees may draw temporary members from the community to work on specific topics. Approval for temporary members may be secured by polling the Board.

f. Standing Committees have no authority to bind the City of Highland, the Highland City Public Library, or the Library Board.

g. Standing Committees represent the Board in fact finding within their assigned scope.

h. Standing Committees shall make recommendations and provide regular updates to the Board.

VII. Standing Committee Operating procedures

a. Library Fund Committee: (9-7-404)
   i. Supports the Library Director as requested on budget, fee, and fund issues.

b. Library Policies. (Utah State Code 9-7-404, 405)
   i. Supports the Library Director as requested on policy issues.
   ii. Investigates and recommends decisions about patron appeals of Library Director decisions such as fine assessments, request for reconsideration of library materials, or use of meeting room.

c. Library Reports. (Utah State Code 9-7-406)
   i. Supports the Library Director as requested on reports.
   ii. The Committee shall review the annual report prior to submission to the Board.

d. Library Outreach.
   i. Supports the Library Director as requested on outreach to the community, library patrons, and other communities such as Alpine and Cedar Hills.

e. Library Long-range Strategic Planning. (Standard #3, Basic Certification Standards)
   i. In conjunction with the Library Director, the Committee shall review the Long-range Strategic Plan as to content and execution, and make recommendations for updates to the Board.
   ii. Ensure that the efforts of the Library Foundation, Friends of the Library and any other relevant organizational support are coordinated with the Long-range Strategic Plan.
Appendix A.

Reference Information

A. Board Membership, Officers. and Assignments
   a. Library Board Members.
      Seat 1. Ed Dennis 2020 (City Council) eddennis@highlandcity.org
      Seat 2. Nancy Passaretti 2019 nancysitaly@yahoo.com
      Seat 3. Lisa Bullington 2019 lisabullington1@gmail.com
      Seat 4. Claude Jones 2021 claude.jones@gmail.com
      Seat 5. Michael Burns 2021 heymikeburns@gmail.com
      Seat 6. Roger Dixon 2019 dixonrd@xmission.com
      Seat 7. Jessica Anderson 2020 jessicaesq@gmail.com
      Seat 8. Natalie Reed 2020 nreedx69@gmail.com
      Seat 9. Doug Cortney 2021 djcortney@yahoo.com
   b. Liaisons from other entities.
      Friends of the Library Wayne Tanaka waynetanaka10@yahoo.com
   c. Library Board Officers.
      iii. Chair - Roger Dixon
      iv. Vice-chair - Claude Jones
      v. Secretary - Lisa Bullington
      vi. Executive Officer - Donna Cardon DCardon@highlandcity.org
   d. Library Board Liaison to the Friends of the Library.
      Nancy Passaretti
   e. Standing Committee assignments: (first person listed is the committee Chair)
      vii. Library Fund - Doug Cortney, Natalie Reed, Claude Jones
      viii. Policies - Natalie Reed, Doug Cortney
      ix. Reports - Jessica Anderson, Ed Dennis
      x. Personnel - Lisa Bullington, Mike Burns
      xi. Outreach - Claude Jones, Lisa Bullington, Wayne Tanaka, Nancy Passaretti
      xii. Strategic Planning - Mike Burns, Roger Dixon
The City Council approve the revisions of the Municipal Code related to the Library Board. In an effort to clarify the roles of the Library Board, City staff, and City Council, the Library Board has worked with city staff on revisions to the Municipal Code as it relates to the Library Board. The proposed revisions bring the changes proposed in the Library Board Bylaws and the Municipal Code into agreement. The proposed changes were approved by the Library Board on January 24, 2019.

No fiscal impact

I move that City Council APPROVE the revisions to the Municipal Code as proposed.

I move that City Council APPROVE the revisions to the Municipal Code as amended.

ATTACHMENTS:
ORDINANCE NO. O-2019-02

AN ORDINANCE AMENDING SECTION 4.12.60 OF THE HIGHLAND CITY MUNICIPAL CODE RELATING TO THE DUTIES AND RESPONSIBILITIES OF THE LIBRARY BOARD.

WHEREAS, the Highland City Council has created a Library Board to oversee the operations of the Highland City Library; and

WHEREAS, the Highland City Library Board is recommending changes to its duties and responsibilities; and

NOW, THEREFORE BE IT ORDAINED by the Highland City Council as follows:

Section 1. That the Highland City Municipal Code Section 4.12.60 is hereby amended as follows:

4.12.60 Library Board

A. A library board is created, pursuant to Utah Code Annotated Sections 9-7-401 through 9-7-410, consisting from five to nine citizens, one of whom shall be a Council Member. The size of the board may fluctuate based on the needs of the library. The size of the board shall be determined by the City Council after receiving a recommendation from the library board.

B. The library board shall make recommendations concerning use of the library, the amount of fines and fees, and the operation and care of the library. The board may make rules and regulations concerning day to day use of the library and materials to be made available, which do not need specific council approval, but are consistent with the policies made by the council.

C. The term of each board member shall be for three years, which terms are staggered, such that two or three appointments are available each year. Term lengths may be adjusted in order to keep only two or three individuals from rotating off the board each year. Terms begin the first day of July. Board members shall not serve more than two full terms in succession.

D. Any vacancy occurring for a seat in which the term has not expired on the board shall be for the unexpired term of the departing board member.

E. The City Council may remove any board members for misconduct or neglect of duty.

F. The Library Director shall serve as the executive officer for the library board.
G. The library board and City Council shall meet once a year to discuss the operations and care of the library.

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

SECTION 3. If any provision of this Ordinance is for any reason held by any court of competent jurisdiction to be unenforceable, such provision or portion thereof shall be deemed separate, distinct, and independent of all other provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

ADOPTED by the City Council of Highland City, Utah, this 5th day of February, 2019.

HIGHLAND CITY, UTAH

_____________________________
Rodney W. Mann
Mayor

ATTEST:

_____________________________
Cindy M. Quick, CMC
City Recorder

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<th>COUNCILMEMBER</th>
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The City Council award bid in the amount $94,232 to Insituform for the installation of 4.5 mm cured in place liner into 4,000 linear feet of 8” sewer main in the Pheasant Hollow and Hidden Oak Subdivisions.

Staff has identified 4,000 linear feet in the Pheasant Hollow subdivision where we are experiencing significant ground water infiltration into our sewer system that is going into our Pheasant Hollow Sewer Lift Station causing elevated pumping costs, as well as, Timpanogos Special Service District (TSSD) costs.

Staff issued a bid in January for the above mentioned project and received two bids from Pipeline Inc. for $147,104 and Insituform for $94,232. It is planned that the project will begin in May and end in July.

The recommended method is CIPP (Cured in Place Pipe). It is a 4.5mm liner with a resin on it that is cured and hardened with steam. When hardened it becomes a pipe within a pipe without any joints. It is a trenchless repair that is installed through the manholes. This product can be installed both horizontally and vertically which makes it a great product for both the pipeline and the manholes. It has a 100 year design life on the pipeline and a 50 year design life on the manholes with a 1 year installation warranty. This product has been extensively used around the world for both water and sewer. This is the same product we have used in the past.

Staff will continue to identify problem areas throughout the Pheasant Hollow and Hidden Oaks subdivisions as part of our Maintenance Program which will be brought before Council for approval.

FISCAL IMPACT:
Funding for the rehabilitation liner has been budgeted in the 2018-2019 budget year under Capital Expenses/Projects GL Code 52-40-74.

**PROPOSED MOTION:**
I move that the City Council approve the contract with Insituform for a price not to exceed $94,232 for the installation of 4.5 mm cured in place liner into 4,000 linear feet of 8” sewer main in the Pheasant Hollow and Hidden Oak Subdivisions.

**ATTACHMENTS:**
1. Bid Map
2. Bids
HIGHLAND CITY

2019 SEWER LINING PROJECT

JANUARY 2019

BID SET

GENERAL NOTES

1. The contractor shall meet all City of Highland Department of Environmental Quality and U.S. EPA requirements with respect to their various rules and regulations.

2. Loading on trucks are for quantity estimation, not placement of improvements.

3. Construction operations will be conducted, and signs, barricades, and barriers shall be erected as is necessary with the City of Highland Department of Environmental Quality and Highland City Engineer to control traffic, prevent damage to structures, and ensure personnel safety. The contractor shall submit a traffic control plan to the City for review and approval prior to commencement of construction.

4. The contractor shall be responsible for locating all underground utilities, including sewers, laterals, mains, and communication lines. If contracted to provide service, the contractor shall provide a location plan with the start date of construction and installation of the project. If contracted to provide service, the contractor shall provide a location plan (L1) before beginning construction, and submit a plan showing all locations as a condition at least equal to their original condition.

5. All testing details, specified or indicated otherwise, construction shall be performed in the presence of the engineer and shall be subject to review, and additional work is necessary to the work performed, even though not referenced by specific location or in specific drawings.

6. Contractors shall be responsible to protect all existing improvements during construction and shall be subject to review, and additional work is necessary to the work performed, as a result of the construction activity as directed by the engineer.

7. The project is located in Highland City limits. The contractor shall submit all applicable permits and approvals from Highland City and must obtain all permits, requirements and any other notice of the termination of each location in a timely fashion, as a result of the construction activity as directed by the engineer.

8. The contractor is responsible for the construction of any construction work or improvements on public rights-of-way or on private property, which is not included in the City of Highland's right-of-way or easements.

9. All work shall be constructed in strict accordance with the Project Manual, contract drawings, plans and specifications, except where noted on these plans.

10. The contractor shall be responsible for inspecting and maintaining the project for the duration of the contract.

11. The contractor shall provide written reports of progress on a regular basis, including a monthly report.
SPECIFICATIONS AND CONTRACT DOCUMENTS

FOR

2019 - SEWER LINING PROJECT

HIGHLAND CITY

Highland City
Engineering and Public Works
5400 W Civic Center Drive
Highland, UT 84003
Bus: (801) 772-4515
Fax: (801) 756-6903

Todd Trane, P.E.
City Engineer

January 2019
# BID FORM

**HIGHLAND CITY**

**2019 – SEWER LINING PROJECT**

## TABLE OF ARTICLES

<table>
<thead>
<tr>
<th>Article</th>
<th>Article No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Recipient</td>
<td>1</td>
</tr>
<tr>
<td>Bidder's Acknowledgements</td>
<td>2</td>
</tr>
<tr>
<td>Bidder's Representations</td>
<td>3</td>
</tr>
<tr>
<td>Further Representations</td>
<td>4</td>
</tr>
<tr>
<td>Basis of Bid</td>
<td>5</td>
</tr>
<tr>
<td>Time of Completion</td>
<td>6</td>
</tr>
<tr>
<td>Attachments to this Bid</td>
<td>7</td>
</tr>
<tr>
<td>Defined Terms</td>
<td>8</td>
</tr>
<tr>
<td>Bid Submittal</td>
<td>9</td>
</tr>
</tbody>
</table>
ARTICLE 1 – BID RECIPIENT

1.01 This Bid is submitted to:

HIGHLAND CITY
5400 W Civic Center Drive, Suite 100
Highland, UT 84003

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted: (1) to enter into an Agreement with Owner in the form included in the Bidding Documents, (2) to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 – BIDDER’S ACKNOWLEDGEMENTS

2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

ARTICLE 3 – BIDDER’S REPRESENTATIONS

3.01 In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged.

<table>
<thead>
<tr>
<th>Addendum No.</th>
<th>Addendum Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress, and performance of the Work.

C. Bidder is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress and performance of the Work.

D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site (except Underground Facilities) which have been identified in SC-4.02, and (2) reports and drawings of Hazardous Environmental Conditions that have been identified in SC-4.06.

E. Bidder has obtained and carefully studied (or accepts the consequences for not doing so) all additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents to be employed by Bidder, and safety precautions and programs incident thereto.
F. Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the prices bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.

G. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.

H. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site, reports and drawings identified in the Bidding Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents.

I. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by Engineer is acceptable to Bidder.

J. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

K. Bidder will submit written evidence of its authority to do business in the state where the Project is located not later than the date of its execution of the Agreement.

**ARTICLE 4 – FURTHER REPRESENTATIONS**

4.01 Bidder further represents that:

A. this Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation;

B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;

C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and

D. Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over Owner.

**ARTICLE 5 – BASIS OF BID**

5.01 Bidder will complete the Work in accordance with the Contract Documents for the unit prices shown in the following Unit Price Schedule:
<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mobilization</td>
<td>LS</td>
<td>1</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>2</td>
<td>Traffic Control</td>
<td>LS</td>
<td>1</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>3</td>
<td>Re-connection of Sewer Lateral</td>
<td>LS</td>
<td>31</td>
<td>$94.00</td>
<td>$2,914.00</td>
</tr>
<tr>
<td>4</td>
<td>8&quot; CIPP Liner</td>
<td>LF</td>
<td>3,969</td>
<td>$22.00</td>
<td>$87,318.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$94,232.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

Total Estimated Price for Base Bid  **Ninety four thousand two hundred thirty two** Dollars.

Unit Prices have been computed in accordance with Paragraph 11.03.B of the General Conditions.

Bidder acknowledges that estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all Unit Price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

**ARTICLE 6 – TIME OF COMPLETION**

6.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

6.02 Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the Contract Times.

**ARTICLE 7 – ATTACHMENTS TO THIS BID**

7.01 The following documents are attached to and made a condition of this Bid:

A. Required Bid security in the form of a certified or bank check or a Bid Bond.

**ARTICLE 8 – DEFINED TERMS**

8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.
BID SUBMITTAL

9.01 This Bid submitted by:

If Bidder is:  

An Individual  

N/A

Name (typed or printed): ____________________________

By: ______________________________________ (SEAL)

(Individual's signature)

Doing business as: ______________________________

A Partnership  

N/A

Partnership Name: ______________________________ (SEAL)

By: ______________________________________

(Signature of general partner -- attach evidence of authority to sign)

Name (typed or printed): ____________________________

A Corporation

Corporation Name: __Insituform Technologies, LLC________________________ (SEAL)

State of Incorporation: Delaware

Type (General Business, Professional, Service, Limited Liability): __Limited Liability Company

By: ___________________________

(Signature -- attach evidence of authority to sign)

Name (typed or printed): __Whittney Schulte________________________

Title: __Contracting & Attesting Officer________________________ (CORPORATE SEAL)

Attest: ___________________________

Laura Andreski, Contracting & Attesting Officer

Date of Authorization to do business in the State of Utah is 5/15/1998
Pipeline Inspection Services Inc.
5766 W. Wells Park Road
West Jordan  UT  84790

January 31, 2019

HIGHLAND CITY
Highland City Engineer
5400 W. Civic Center Drive
Suite 100
Highland  UT  84003

Subject: Submission of Bid for 2019 – SEWER LINING PROJECT

Please find enclosed our Submission of Bid for the 2019 – SEWER LINING PROJECT for Highland City.

We appreciate the opportunity to submit a bid, and further appreciate the verbal advisement that we do not need to submit a bid bond at this time, but would require one should we be awarded the project.

We look forward to your evaluation and award of the bid, and hopefully to working with you on this important project for the city of Highland.

Sincerely,

Rob Osborne - President
Pipeline Inspection Services
Mobile: (540) 520-1535
rosborne@pipelineinc.us
ARTICLE 1 – BID RECIPIENT

1.01 This Bid is submitted to:

HIGHLAND CITY
5400 W Civic Center Drive, Suite 100
Highland, UT 84003

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted: (1) to enter into an Agreement with Owner in the form included in the Bidding Documents, (2) to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 – BIDDER’S ACKNOWLEDGEMENTS

2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

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3.01 In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged.

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B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress, and performance of the Work.

C. Bidder is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress and performance of the Work.

D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site (except Underground Facilities) which have been identified in SC-4.02, and (2) reports and drawings of Hazardous Environmental Conditions that have been identified in SC-4.06.

E. Bidder has obtained and carefully studied (or accepts the consequences for not doing so) all additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents to be employed by Bidder, and safety precautions and programs incident thereto.
F. Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the prices bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.

G. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.

H. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site, reports and drawings identified in the Bidding Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents.

I. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by Engineer is acceptable to Bidder.

J. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

K. Bidder will submit written evidence of its authority to do business in the state where the Project is located not later than the date of its execution of the Agreement.

ARTICLE 4 – FURTHER REPRESENTATIONS

4.01 Bidder further represents that:

A. this Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation;

B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;

C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and

D. Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over Owner.

ARTICLE 5 – BASIS OF BID

5.01 Bidder will complete the Work in accordance with the Contract Documents for the unit prices shown in the following Unit Price Schedule:
UNIT PRICE SCHEDULE - BASE BID - 2019 SEWER LINING PROJECT

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
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<tr>
<td>1</td>
<td>Mobilization</td>
<td>LS</td>
<td>1</td>
<td>$16,500.00</td>
<td>$16,500.00</td>
</tr>
<tr>
<td>2</td>
<td>Traffic Control</td>
<td>LS</td>
<td>1</td>
<td>$4,000.00</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>3</td>
<td>Re-connection of Sewer Lateral</td>
<td>LS</td>
<td>31</td>
<td>$115.00</td>
<td>$3,625.00</td>
</tr>
<tr>
<td>4</td>
<td>8&quot; CIPP Liner</td>
<td>LF</td>
<td>3,969</td>
<td>$31.00</td>
<td>$123,039.00</td>
</tr>
</tbody>
</table>

Total: $147,104.00

Total Estimated Price for Base Bid: **One Hundred Forty Seven Thousand, One Hundred and Four Dollars.**

Unit Prices have been computed in accordance with Paragraph 11.03.B of the General Conditions.

Bidder acknowledges that estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all Unit Price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

ARTICLE 6 – TIME OF COMPLETION

6.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

6.02 Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the Contract Times.

ARTICLE 7 – ATTACHMENTS TO THIS BID

7.01 The following documents are attached to and made a condition of this Bid:

A. Required Bid security in the form of a certified or bank check or a Bid Bond.

ARTICLE 8 – DEFINED TERMS

8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.
BID SUBMITTAL

9.01 This Bid submitted by:

If Bidder is:

An Individual

Name (typed or printed): ________________________________

By: ________________________________ (SEAL)

(Individual’s signature)

Doing business as: ________________________________

A Partnership

Partnership Name: ________________________________ (SEAL)

By: ________________________________

(Signature of general partner -- attach evidence of authority to sign)

Name (typed or printed): ________________________________

A Corporation

Corporation Name: Pipeline Inspection Services Inc (SEAL)

State of Incorporation: Idaho

Type (General Business, Professional, Service, Limited Liability): Service

By: ________________________________

(Signature -- attach evidence of authority to sign)

Name (typed or printed): Robert C. Osborne

Title: President

Attest: ________________________________

(Date of Authorization to do business in the State of Utah is 04 / 07 / 2012.)
A Joint Venture

Name of Joint Venture: ____________________________

First Joint Venturer Name: ____________________________ (SEAL)

By: ____________________________

(Signature of first joint venture partner -- attach evidence of authority to sign)

Name (typed or printed): ____________________________

Title: ____________________________

Second Joint Venturer Name: ____________________________ (SEAL)

By: ____________________________

(Signature of second joint venture partner -- attach evidence of authority to sign)

Name (typed or printed): ____________________________

Title: ____________________________

(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above.)

Bidder's Business Address 5766 W. Wells Park Road

West Jordan UT 84079

Phone No. 801-719-9429 Fax No. 208-465-4413


State Contractor License No. 8260566-5501
CERTIFICATE OF SECRETARY
OF
PIPELINE INSPECTION SERVICES, INC.

The undersigned, the duly elected Secretary of Pipeline Inspection Services, Inc. an Idaho corporation (the "Corporation"), does hereby certify that:

Robert Osborne is the President/Secretary of the Corporation, and Mohd is the Vice President/Secretary of the Corporation, and they have all authority and rights pertaining thereto to sign on behalf of the Corporation which signature will bind and obligate the Corporation.

IN WITNESS WHEREOF, the undersigned has hereunto set his official signature this 22nd day of February, 2016.

PIPELINE INSPECTION SERVICES,
INC., an Idaho corporation

By: [Signature]

Robert Osborne
Its Secretary
The City Council has authorized the creation of boards, commissions and committees to assist the Council in carrying out the work of the City. Members are appointed by the Mayor with the advice and consent of the City Council. A Mayor is a non-voting member of the City Council.

Mayor Mann is requesting to review the current Council member assignments and make changes as necessary.

FISCAL IMPACT:
None.

ATTACHMENTS:
1. Current Board and Committee Assignments
<table>
<thead>
<tr>
<th>Committee/Board</th>
<th>Representative</th>
<th>Most Recent Action</th>
<th>Requirements To Change</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAG Regional Planning Committee</td>
<td>Rod Mann</td>
<td>2018 in effect for Mayoral term</td>
<td>Request during first meeting of the year</td>
<td>In effect for Mayoral term</td>
</tr>
<tr>
<td>MAG Executive Council</td>
<td>Rod Mann</td>
<td>2018 in effect for Mayoral term</td>
<td>Automatically takes place as Mayor at first meeting of year - no Resolution needed</td>
<td>In effect for Mayoral term</td>
</tr>
<tr>
<td>Lone Peak Public Safety Board</td>
<td>Rod Mann</td>
<td>Resolution No. R-2018-01 in effect for Mayor's term</td>
<td>Laurie is the Recorder for LPPSB and needs a copy of new appointments</td>
<td>In effect for Mayoral term</td>
</tr>
<tr>
<td>Utah Lake Commission</td>
<td>Rod Mann</td>
<td>Mayor Mann appointed for 2018 in effect for Mayoral term</td>
<td>Email Sam Braegger <a href="mailto:SBraegger@utahlakecommission.org">SBraegger@utahlakecommission.org</a> with contact info for CC Rep - Name, Phone, Email - no resolution needed</td>
<td>In effect for Mayoral term</td>
</tr>
<tr>
<td>ULCT – Legislative Policy Committee (LPC)</td>
<td>Rod Mann</td>
<td>2019 - 11 meetings during the year. See <a href="http://www.ulct.org/legislative-advocacy/lpc-agenda-notes/">http://www.ulct.org/legislative-advocacy/lpc-agenda-notes/</a></td>
<td>email Brandon Smith <a href="mailto:Bsmith@ULCT.org">Bsmith@ULCT.org</a> - send him name, position, ph# &amp; email (only 3 voting members)</td>
<td>In effect for Mayoral term</td>
</tr>
<tr>
<td>Lone Peak Public Safety Board (Fire Only)</td>
<td>Brian Braithwaite</td>
<td>Resolution R-2012-01 (01/03/12) in effect 'til repealed</td>
<td>Laurie is Recorder for LPPSB -she needs copy of new appointments</td>
<td>In effect til repealed</td>
</tr>
<tr>
<td>Timpanogos Special Service District (TSSD)</td>
<td>Brian Braithwaite</td>
<td>Appt Ltr 11/01/16 in effect until 01/2020</td>
<td>Send letter to TSSD with CC Rep Name, Phone, Email</td>
<td>In effect til 01/2020</td>
</tr>
<tr>
<td>Highland Fling Committee</td>
<td>Brian Braithwaite</td>
<td>2019 updated list provided by Julie</td>
<td>Julie Tapusoa provides list of Fling Chair Members 4.12.010 Boards, Commissions and Committees - appointed by Mayor w/advice of CC - all terms begin Jan. 1 &amp; end Dec. 31st</td>
<td>In effect til repealed</td>
</tr>
<tr>
<td>ULCT – Legislative Policy Committee (LPC)</td>
<td>Brian Braithwaite</td>
<td>2019</td>
<td>email Brandon Smith <a href="mailto:Bsmith@ULCT.org">Bsmith@ULCT.org</a> - send him name, position, ph# &amp; email (only 3 voting members)</td>
<td>In effect for Mayoral term</td>
</tr>
<tr>
<td>MR Park Committee</td>
<td>Brian Braithwaite</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Committee/Board</th>
<th>Representative</th>
<th>Most Recent Action</th>
<th>Requirements To Change</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Market Study Committee</td>
<td>Ed Dennis</td>
<td></td>
<td>Need to Update Member list from 2015 4.12.010 Boards, Commissions and Committees - appointed by Mayor w/advice of CC - all terms begin Jan. 1 &amp; end Dec. 31st</td>
<td></td>
</tr>
<tr>
<td>Economic Development Committee</td>
<td>Ed Dennis</td>
<td></td>
<td>Taken care of by notifying Library Director) 3 Year Terms - no more than 2 terms in succession. Term ends June 2020</td>
<td></td>
</tr>
<tr>
<td>Library Board</td>
<td>Ed Dennis</td>
<td>Updated for 2019 - see list</td>
<td>3 Year Terms - no more than 2 terms in succession. Term ends June 2020</td>
<td></td>
</tr>
<tr>
<td>Open Space Committee</td>
<td>Ed Dennis</td>
<td></td>
<td>Update Member List - Ed Shows as Chairman and Scott Smith as Vice Chair (as of 2015) more info as to rules or defaults to 4.12.010 No resolution needed.</td>
<td></td>
</tr>
<tr>
<td>Utah Valley Dispatch Special Service Dist</td>
<td>Ed Dennis</td>
<td>Oath of Office - 02/10/16 in effect 'til replaced</td>
<td>Oath of Office - 02/10/16 in effect 'til replaced</td>
<td></td>
</tr>
<tr>
<td>Lone Peak Public Safety Board</td>
<td>Tim Irwin</td>
<td>Resolution R-2018-02 in effect for Tim’s term</td>
<td>Laurie is the Recorder for LPPSB and needs a copy of new appointments</td>
<td></td>
</tr>
<tr>
<td>Youth City Council</td>
<td>Tim Irwin</td>
<td>2018 updated list</td>
<td>Julie Tapusoa provided updated member list and schedule for 2018</td>
<td></td>
</tr>
<tr>
<td>Arts Council</td>
<td>Kurt Ostler</td>
<td></td>
<td>Update Member list. I created the list from minutes from July 2017 - the list should include year term expires. Three year terms, no more than two successive terms.</td>
<td>In effect for Kurt’s term</td>
</tr>
<tr>
<td>Dry Creek Lake Citizen Advisory Committee</td>
<td>Kurt Ostler</td>
<td>2018 in effect for Kurt’s term</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 2019 Boards and Committee Representatives and Notes for Each

<table>
<thead>
<tr>
<th>Board/Committee</th>
<th>Representative</th>
<th>Notes/Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>ULCT – Legislative Policy Committee (LPC)</td>
<td>Kurt Ostler</td>
<td>2019 Email Brandon Smith <a href="mailto:Bsmith@ULCT.org">Bsmith@ULCT.org</a> - send him name, position, phone &amp; email on 3 voting members. No resolution needed.</td>
</tr>
<tr>
<td>Lone Peak Public Safety Board Alternate</td>
<td>Kurt Ostler</td>
<td>Resolution R-2018-03 in effect for Kurt's term. Laurie is the Recorder for LPPSB and needs a copy of new appointments.</td>
</tr>
<tr>
<td>Market Study Committee</td>
<td>Kurt Ostler</td>
<td>Short Duration</td>
</tr>
<tr>
<td>Historical Society</td>
<td>Scott Smith</td>
<td>Need to Update Member list. 4.12.010 Boards, Commissions and Committees - appointed by Mayor w/advice of CC - all terms begin Jan. 1 &amp; end Dec. 31st.</td>
</tr>
<tr>
<td>North Pointe Solid Waste Special Service Dist</td>
<td>Scott Smith</td>
<td>Resolution R-2018-04 in effect until repealed. Traditionally done by Resolution. Emailed <a href="mailto:npswssd@gmail.com">npswssd@gmail.com</a> with Scott’s Name, Ph# and email address.</td>
</tr>
<tr>
<td>North Utah Valley Animal Shelter Board</td>
<td>Scott Smith</td>
<td>2019 Emailed Tug Gettling Scott’s contact info: Name, Position, Email and Phone#</td>
</tr>
<tr>
<td>Beautification Committee</td>
<td>Unassigned</td>
<td>Committee Chair is Laura Dawson 2018. Council representative is a single point of contact for council issues. Laura needs help, she said the members have dwindled down to just her. 4.12.010 Boards, Commissions and Committees - appointed by Mayor w/advice of CC - all terms begin Jan. 1 &amp; end Dec. 31st.</td>
</tr>
<tr>
<td>Gravel Pit Ad Hoc Committee</td>
<td>Unassigned</td>
<td>Defer until we are in a position to negotiate with Kilgore. When they wanted to swap land with us we were in a position to do so. However, they have dropped interest. Need to Assign Members. 2 City Staff, 1 CC Rep, 3 Citizens and a PC Rep Ad Hoc committees deal with specific issues, have a short duration, report to CC in formal meeting and then dissolve. Number of members is determined by Mayor.</td>
</tr>
<tr>
<td>Highland Foundation</td>
<td>Unassigned</td>
<td>Do we need a liaison or representative. If so I would recommend Scott. We are not sure. Need more Information and Member List.</td>
</tr>
<tr>
<td>Lehi Irrigation District</td>
<td>Unassigned</td>
<td>Need more Information and Member List.</td>
</tr>
<tr>
<td>North Utah County Aquifer Council</td>
<td>Unassigned</td>
<td>Open to suggestions. I can take if this no one else has a specific interest. I believe this group’s purpose to look at means to recharge the aquifers. Need new appointed CC Rep - done by Resolution R-2017-3 Mark Thompson Member and Todd Trane Alternate Member.</td>
</tr>
<tr>
<td>Tree Commission</td>
<td>Unassigned</td>
<td>Joshua believes this is important. Council rep would be a point of contact for the committee. Not necessarily someone who needs to attend every committee meeting. Need new appointed CC Rep and Update List - 7 members, professional residents of the city, may have one non-resident professional. Terms are 3 years, staggered, two members appt every year, three appt every three years.</td>
</tr>
<tr>
<td>Water Advisory Board</td>
<td>Unassigned</td>
<td>Reappointed Tavis 11/13/2018. Need new appointed CC Rep and Update List - 7 appointed voting members, one will be Director of Public Works/Engineer of HC. Mayor appts other members. Term of four years, three members expire at end of even years, four members expire at end of odd years. Must be 21 years old, resident of UT, engaged or employed with expertise in water-related issues. Meetings held quarterly. Elect Chair and Vice Chair each year. PW provide secretary.</td>
</tr>
</tbody>
</table>