7:00 PM REGULAR SESSION (CITY COUNCIL CHAMBERS)
Call to Order – Mayor Rod Mann
Invocation – Council Member Brian Braithwaite
Pledge of Allegiance – Council Member Kurt Ostler

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. PRESENTATIONS
   a. USDC PROPERTY DEVELOPMENT UPDATE – Spencer Moffat, Boyer Company

3. 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. ACTION: Approval of Meeting Minutes
      Regular City Council Meeting January 22, and February 5, 2019

4. PUBLIC HEARING/RESOLUTION: DESIGNATION OF OPEN SPACE
   PROPERTY FOR DISPOSAL AND REMOVAL OF NEIGHBORHOOD OPTION
   TRAILS IN THE CANTERBURY NORTH SUBDIVISION
   City Council should conduct a public hearing and determine whether or not the property
   should be disposed and the neighborhood option trails removed. The Council will take
   appropriate action.

5. PUBLIC HEARING/ACTION: CONDITIONAL USE PERMIT FOR PARK
   MAINTENANCE BUILDING
   City Council should conduct a public hearing, accept the findings, and consider approving a
   conditional use permit as recommended by the Planning Commission for a Park Maintenance
   Building located at approximately 5600 West 10400 North. The Council will take appropriate
   action.

6. ACTION: JUSTICE CENTER SECURITY
   City Council will consider security upgrades for the front lobby of the Highland Justice Center.
   The Council will take appropriate action.
7. MAYOR/COUNCIL AND STAFF DISCUSSION AND COMMUNICATION ITEMS
   a. INDIRECT CHARGES FOR THE LIBRARY

8. FUTURE MEETINGS
   a. Future Meetings
      • February 26, Planning Commission Meeting, 7:00 pm, City Hall
      • March 5, City Council Meeting, 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 13th day of February, 2019

Cindy Quick, CMC
City Recorder

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL CITY COUNCIL MEETINGS.
HIGHLAND CITY COUNCIL MINUTES
Tuesday, January 22, 2019
Waiting Formal Approval

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

PRESIDING: Mayor Rod Mann

COUNCIL MEMBERS PRESENT: Brian Braithwaite, Ed Dennis, Tim Irwin, Kurt Ostler (via telephone), Scott L. Smith

CITY STAFF PRESENT: City Administrator/Community Development Director Nathan Crane, Assistant City Administrator Erin Wells, Finance Director Gary LeCheminant, City Engineer Todd Trane, Library Director Donna Cardon, City Attorney Tim Merrill, City Recorder Cindy Quick and Police Chief Brian Gwilliam

OTHERS: Brynn Mortensen, Ashlee Udall, Claudia Stillman, Roger Dixon, Ed Kilgore, Mark Henscheid, Jett Hanson, Peter Jacobsen, Doug Cortney, Laura Dawson, Wayne Tanaka, Helene Pockrus, Devirl Barfuss, Tyrell Gray

7:00 PM REGULAR SESSION (CITY COUNCIL CHAMBERS)
Call to Order – Mayor Rod Mann
Invocation – Roger Dixon
Pledge of Allegiance – Police Chief Brian Gwilliam

The meeting was called to order by Mayor Rod Mann as a regular session at 7:02 p.m. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting. The prayer was offered by Roger Dixon and those assembled were led in the Pledge of Allegiance by Police Chief Brian Gwilliam.

1. UNSCHEDULED PUBLIC APPEARANCES

Devirl Barfuss, a resident, addressed the budget amendments and asked why the Pressurized Irrigation impact fee fund was double that of the other impact fees.

City Engineer Todd Trane explained that the City had a lot of pressurized irrigation projects coming up. He invited Mr. Barfuss to meet with him to review the analysis. The City was required to review the impact fee analysis frequently and the fees would increase or decrease based on the needs of the City.

2. PRESENTATIONS
   a. HOUSING AFFORDABILITY – Brynn Mortensen

Brynn Mortensen, Public Policy & Special Projects Manager with the Salt Lake Chamber, explained that she was representing the Broad Utah Business Industry. For the past few years, business owners had been approaching the Salt Lake Chamber stating that it was hard for their employees to find affordable housing. This problem exists across all kinds of housing: new, existing, and rentals of all sizes and in all locations.
The Chamber commissioned a study which looked at the past, current, and future generation of homeowners. They found that for the first time in 40 years, there were more households than housing units. There were 54,000 fewer housing units than households. In Utah County, the median single-family home mortgage payment had increased 59% in the past five years. They predict that Utah’s housing prices would be equivalent to Seattle housing prices by 2024. The five factors driving pricing up were construction and labor costs, local zoning ordinances and the “not in my back yard” public sentiment, land costs and topography, population growth, and job growth.

Ms. Mortensen explained the purpose and function of the Housing Gap Coalition, which was to come up with solutions to the housing problem before it became a crisis. One possibility was for cities to gain funding through MAG to help them amend their transportation master plans. Another concern was the dwindling construction workforce. To address that concern, the Coalition had partnered with the Ken Garff Foundation and their Keys to Success program. The program would help educate high school aged youth in various career options, including construction, and it would offer local internships and apprenticeships. Rebuilding the workforce could help to address affordability challenges.

On the first of the month, the Coalition launched a statewide public awareness campaign regarding growth, housing, and smart planning. They also partnered with the Utah League of Cities and Towns and did a deep-dive study about the public sentiment around growth. They had over 2,000 respondents. They found that housing affordability was the number one issue in the nine fastest growing counties. Everyone wanted the community to stay the way it was when they moved in, but overall, they are open to smart planning if it had mixed uses, adequate transportation, and if it facilitates economic development.

Ms. Mortensen had spoken to fifty City Councils since July to share the information and she recognized that it was not a one-size-fits-all approach. They were asking each City to be proactive and explore ways that they could address their codes regarding development, zoning, transportation, and infrastructure. They also asked that the City Council sign a support resolution. The Council was welcome to change any wording that would make them feel more comfortable.

Ms. Mortensen concluded by saying that population was set to double in the next fifty years, and they needed to plan for it, so they did not lose the quality of life that they have. Utah can continue to be a place that people love.

Council Member Kurt Ostler stated that higher density does not always bring affordability. He asked Ms. Mortensen if they had noticed anything like that in their study. She responded that they were currently doing a follow-up study to address just that. The new study would also focus on how density affects prices and values of surrounding homes. Part of the problem was that even high-density units had higher prices because of the supply and demand problem. She noted that some communities were more expensive than others, but the City didn’t have control over that. She understood that City code could only address so much.

There was a brief discussion regarding transportation and Ms. Mortensen said that the City could update their transportation master plan to help address the concerns of congestion and public transportation availability in their community.

Council Member Brian Braithwaite noted that developers often point fingers at the City and complain about the codes and application process. However, many cities in Utah Valley had thousands of lots that were ready to be built and developers were not choosing them. The developers control what gets built and what does not. The City’s responsibility is to make sure that developers do their job right when they do develop. He asked if the study addressed what happens when developers do not do their job correctly. Ms. Mortensen did not have an answer to that, but she would take their feedback back to the Coalition. They had not considered
lots that were not being developed. She noted that they were also working to create a similar support resolution for developers to sign, so that they were all working toward solutions together.

Council Member Scott L. Smith said that his family had lived in North Utah County since the 1850s and he missed the open fields, farms, and orchards. He believed that people consider open spaces as part of their quality of life. Highland wanted to maintain open spaces, less crowded schools, and less traffic congestion. He said that they were not opposed to people moving in; there was just a quality of life that would be sacrificed. He also believed that the growth projections may or may not happen. He felt they should focus on quality of life. Ms. Mortensen responded that they did encourage cities to consider open space and transportation when planning for the future. They want Utah communities to be a good place to live, work, and play. She referred the Council to their website, where they could find more information.

b. FY 17/18 AUDIT PRESENTATION – Steve Rowley, Keddington & Christensen
Steve Rowley, with Keddington & Christensen, presented the audit report for FY 2017-18 and explained the role of the Mayor, Council, staff, and auditors in the process. Mr. Rowley reported that no significant issues were found and the internal controls seemed to be adequate. He then passed out copies of the report to the Council, and Finance Director Gary LeCheminant noted that it had also been distributed electronically. He quickly went through the financial statements, and areas that were tested for budgetary compliance. He reported that staff was good to work with and were very open with the auditors. Highland had strong controls, even with limited staff.

Council Member Ed Dennis was happy to see that they were in compliance with the reserve fund balance. Finance Director Gary LeCheminant said that the Council had adopted a resolution a few months ago that allowed him to transfer funds to bring the reserve fund balance into compliance.

Mr. Rowley directed the Council to the Management Discussion Analysis, which may help them as they analyze the report. The footnotes may also be helpful.

3. 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. ACTION: Approval of Meeting Minutes
Regular City Council Meeting December 4, 2018, and January 8, 2019.

b. ACTION/RESOLUTION: Adopt the amendment to the Interlocal Cooperation Agreement with the Utah County Major Crimes Task Force (UCMC)
City Council will consider approving an amendment to the Interlocal Cooperation Agreement with Utah County Major Crimes Task Force (UCMC). The Council will take appropriate action.

Council Member Tim Irwin pulled consent item b. for further discussion.

Council Member Ed Dennis MOVED to approve consent items a. with amendments to the December 4, 2018, minutes.
Council Member Tim Irwin SECONDED the motion.
The vote was recorded as follows:
Council Member Brian Braithwaite   Yes
Council Member Ed Dennis          Yes
Council Member Tim Irwin  Yes
Council Member Kurt Ostler  Yes
Council Member Scott L. Smith  Yes

The motion passed.

Council Member Tim Irwin asked if the proposed agreement belonged more in the Public Safety District than to each city. He also questioned if the Public Safety District Board had reviewed the document. Police Chief Brian Gwilliam reported that the agreement would be brought to the Board for approval on January 31st. The document needed to be signed by each City because Highland and Alpine fund a portion of the District. They had signed a similar agreement two years ago, but a lawsuit had been brought against the District and the cities that participated in it, so they decided to amend the agreement. The resolution states that in the event of a legal argument, the cities have to agree before they can take legal action.

City Attorney Tim Merrill added that the resolution would require cities to send notice of their potential action. A city could not settle without giving the other defendants two weeks’ prior notice of their intent.

Council Member Brian Braithwaite MOVED that the City Council approve the Interlocal Cooperation Agreement with the Utah County Major Crimes (UCMC) Task Force as presented and amended. Council Member Ed Dennis SECONDED the motion.

The vote was recorded as follows:
Council Member Brian Braithwaite  Yes
Council Member Ed Dennis  Yes
Council Member Tim Irwin  No
Council Member Kurt Ostler  Yes
Council Member Scott L. Smith  Yes

The motion passed 4:1.

4. ACTION/RESOLUTION: APPROVE A RESOLUTION TO CREATE A LIBRARY FUND

Library Director Donna Cardon presented the resolution to create a Library Fund. Currently, the library was funded through a designated library tax through the General Fund. However, State Code requires that the funds for the library be in a separate Library Fund. This means that expenses and revenues would no longer be tracked through the General Fund.

Council Member Tim Irwin was supportive of the resolution.

Council Member Ed Dennis commented that this would set up a special revenue fund to track the money more closely, but it would be considered a governmental fund rather than an enterprise fund.

Council Member Scott L. Smith also expressed support for the fund.

There was a discussion regarding the rent and cross charges that were currently being charged to the library. Finance Director Gary LeCheminant explained why they had been doing the cross charges and stated that transfers from the General Fund to the Library Fund would need to have a zero balance.

Council Member Tim Irwin pointed out that the proposal was to create the Library Fund. The budgeting discussion was not part of the decision. Mayor Mann stated that the budgetary discussion should take place during Item 5.
Council Member Tim Irwin MOVED that the City Council approve resolution R-2019-03 for the creation of the Library Fund.
Council Member Ed Dennis SECONDED the motion.

The vote was recorded as follows:

- Council Member Brian Braithwaite: Yes
- Council Member Ed Dennis: Yes
- Council Member Tim Irwin: Yes
- Council Member Kurt Ostler: Yes
- Council Member Scott L. Smith: Yes

The motion passed.

5. PUBLIC HEARING/ACTION: MID-YEAR BUDGET ADJUSTMENTS FOR FISCAL YEAR 2019

Finance Director Gary LeCheminant went over the mid-year budget adjustments for FY 2019. He explained that the adjustments were based on trends he was seeing in the budget thus far. The major impacts to the budget were from a decrease in building permits. The building permits had been decreasing for the last two or three years. There were also lower park impact fees and public safety impact fees.

Council Member Ed Dennis asked if Blackstone was under construction and if that would impact the budget. City Administrator Nathan Crane explained that staff had contacted the builders and they were behind schedule.

Finance Director LeCheminant addressed a few more adjustments, including the inclusion of the General Plan and Market Study. He then addressed the library fund, which would now be a separate fund. He stated that the fund balance cannot go negative, so they had to transfer out $77,000 to balance it to zero.

Council Member Ed Dennis disagreed and said that the negative fund balance was created because they were transferring the cross charges back to the General Fund as a revenue item. The General Fund was actually benefiting from the library. This transfer would neutralize the benefit to the General Fund and the deficit in the Library Fund.

Finance Director LeCheminant explained that they do the same thing for the Enterprise Funds, except that they do not transfer money out of the General Fund into the Enterprise Funds.

Council Member Brian Braithwaite said that the important thing was to make it as transparent as possible, and the public needed to know how much the Library Board was receiving from the General Fund. The City was subsidizing the library, and that needed to be clear to the residents. He thought that the transfer was a good thing.

Council Member Scott L. Smith commented that the General Fund loses $24,000 from the motor vehicle tax, and asked if that was a fee-in-lieu of property tax. Staff answered affirmatively and there was subsequent discussion.

Library Director Donna Cardon addressed the library budget and explained that the General Fund had been subsidizing the library. When the library was part of the General Fund, it was easy to overlook. She explained that $44,000 of the amount was for rent, and a decision must be made about the $32,000 in cross charges. Either the General Fund could continue to subsidize the library fund all together, or they could stop...
subsidizing everything but the rent. The rent could be waived and the library budget could be charged for the remaining cross charges.

Council Member Tim Irwin wanted to be sure that they knew the exact costs of the library. The building was available, and the library was using it. He had no problem putting that into the library budget.

Council Member Braithwaite wondered if the $32,000 included administrative costs, and Finance Director Gary LeCheminant answered negatively. Council Member Braithwaite said that every department had some use of an individual’s time, including the Finance Director. Those cross charges should be used to cover some of those kinds of expenses. He was not in favor of taking rent out.

Council Member Tim Irwin felt that this should be part of the budget process for next year. He was in favor of taking rent out.

Council Member Scott L. Smith was concerned about rent, but it would be nice to figure out what the actual administrative costs were. He asked if staff could get a breakdown of expenses for the library, including phones and lighting.

Council Member Ed Dennis wanted to be sure that the overhead charges were consistent with other departments. There was a discussion regarding the differences between the library and other enterprise funds. Council Member Brian Braithwaite asked that the discussion take place later. Council Member Ed Dennis did not think that they should be treating the library different from any other city department. City Administrator Nathan Crane said that there was nothing particular about the way it was approached; staff was following the direction of the Council.

Library Director Donna Cardon continued her presentation by explaining how the Council’s decision would impact the library either way. If the General Fund continued to subsidize the library as they had in the past, there would be an increase to the expenses by $15,000. She listed a few things that she planned on using the money for, including updating laptops and increases to the summer reading programs.

Council Member Scott L. Smith said that he has worked with the American Fork Library for some time, and when there was an increase to the budget that money would sometimes go to the Friends of the Library. Then the Friends of the Library would purchase things like computers for the student lab. Libraries also receive a lot of donations. He felt that some items could come from the Foundation rather than the City budget.

Council Member Ed Dennis expressed concern with creating a deficit in the library budget. He thought they could “sharpen their pencils” and make sure that the budget could absorb the $32,000 shortfall. Council Member Scott L. Smith agreed.

Library Director Donna Cardon said that she planned to use the budget she was given, and then she discovered the cross charges.

Council Member Tim Irwin explained that they were not being critical, they just wanted to be sure that the library was funded based on the dedicated tax for the library. They were asking the library to live within the dedicated tax and donations from the Foundation.

Mayor Mann recommended that they look at the budget items requested by Library Director Donna Cardon, independent of anything else, and see if her requests were appropriate. He noted that whatever deficit was left, the Council should decide if they want to subsidize for that amount. It made sense to look at the cross charges to make sure they align with the way the City handles every other department, but that could be done as part of the discussion for next year’s budget.
City Administrator Nathan Crane said they could remove rent from the cross charges, leaving $32,000. He asked the Council if they felt that the library should cover those costs. Council Members Tim Irwin and Brian Braithwaite answered affirmatively and said to wait to make further changes until next year.

Council Member Scott L. Smith recommended tabling the library part of the budget discussion. City Administrator Nathan Crane agreed. The Council would continue the discussion regarding the library budget to a later date.

Library Director Donna Cardon said that she would trim her budget down and resubmit the request. The City would subsidize what the library needed to keep functioning for the rest of the year, and they would address the cross charges as part of the next year’s budget.

Mayor Mann opened the floor to public comments regarding the library budget.

Nathan Rygard, a resident, asked if the City Council could postpone all decisions regarding the library budget so that they could pass the changes simultaneously. Mayor Mann explained that they already passed the resolution to create the Library Fund. What goes in and out of that fund was a separate discussion.

Mr. Rygard asked if the City Council had been reimbursing the Library Fund all of this time, and Mayor Mann said that they had not. When the library had a surplus, those charges would come out of that surplus.

Council Member Scott L. Smith briefly explained the background of the cross charges. They were creating the Library fund now to be compliant with State Law. The cross charges needed to be carefully examined and considered.

Pamela Parmer, a resident of Cedar Hills, was present with her son, Lex Parmer, to voice their support for the library and its funding. Her son had attended many library programs and she believed that those programs had enhanced his love of reading. His reading level was higher than his grade.

Roger Dixon, with the Library Board, said that about a year ago it became apparent that there was a gap between the Council and the Library Board. At that time, they undertook a program which they called Building Bridges. He believed that some of the civil discussion they had tonight was a result of the successful implementation of that program. Last week, the Library Board approved the budget that the Library Director had just presented. The question of the fairness of the cross charges had come up in that meeting as well. He thanked the Council for having the discussion.

Claudia Stillman, the Fundraising Chair for the Library Board, also appreciated the discussion. She commended the Library Director for her great work and her innovative ideas. They wanted to fund all of the Director’s ideas. She briefly outlined other departments and their overhead charges compared to the library.

Wayne Tanaka, with Friends of the Library, said that they have many supporters and volunteers ready and willing to help the library succeed.

Doug Cortney, a resident, thanked the Council and staff for their consideration on the issue. He felt that their discussion had been very positive.

Finance Director Gary LeCheminant continued his presentation of the budget amendments.

Mayor Mann opened the public hearing at 9:12 PM and called for any citizens who would like to speak on the item to come to the podium and state their name for the record.
Citizen Comments:

There were none.

Mayor Mann closed the public hearing at 9:12 PM

Council Member Ed Dennis MOVED that the City Council approve the proposed mid-year budget adjustments for fiscal year 2019, excluding all adjustments relating to the library budget. The library budget discussion would be continued to the February 19, 2019 meeting. Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:
Council Member Brian Braithwaite    Yes
Council Member Ed Dennis            Yes
Council Member Tim Irwin             Yes
Council Member Kurt Ostler           Yes
Council Member Scott L. Smith        Yes

The motion passed.

6. ACTION: APPROVE BEAUTIFICATION COMMITTEE REQUEST TO BEGIN A COMMUNITY GARDEN

Ashlee Udall, Chair of the Beautification Committee, presented a request to begin a community garden. The community garden would help those residing in townhomes and other complexes. It would create a sense of community and allow people to grow vegetables and flowers, especially since the HOAs did not allow that. She identified the proposed location for the community garden, which could have about 12 growing beds. If someone wanted to participate, they could pledge to donate $1,000 and make a three-year commitment. The cost for the 12 garden beds, including dirt, water, and fencing, would be $7,000. She reported of grants and other funding options that were available.

Council Member Scott L. Smith believed that the Highland Foundation could donate to the cause.

Council Member Brian Braithwaite asked if she was requesting funding from the City, and Ms. Udall said that she was not at this time. She already had several interested parties.

There was a discussion about the water source, and City Engineer Todd Trane said that there was a Lehi Irrigation Pipe under the property that they would need to be aware of.

Council Members Brian Braithwaite and Scott L. Smith supported the proposal.

Council Member Ed Dennis suggested that she reconsider the solid fencing proposed. Ms. Udall showed the fencing that she wanted to use, which was normally used for garden fencing. It would be easy to assemble, and it would be attractive. Council Member Ed Dennis was concerned that it would not be large enough to keep animals out.

Mayor Mann opened the floor for public comment.

Wayne Tanaka, expressed his support for the proposal.
Helene Pockrus, a resident, shared an experience she had with a community garden. She felt it went well for the first year but after three years no one was interested anymore and it went into disrepair. She felt that participants should be charged money so that they had some motivation to continue working on the garden.

Mayor Mann commented that the proposal was to charge money for each grow box. Ms. Udall added that they were proposing a three-year contract for each grow box.

Council Member Brian Braithwaite MOVED that the City Council approve the creation of a Community Garden next to Toscana and the Fire Station managed by the Beautification Committee and that the proposed garden would have an initial time frame of three years and the City would provide support in getting the water and preparation for the garden.

Council Member Ed Dennis SECONDED the motion.

The vote was recorded as follows:

- Council Member Brian Braithwaite: Yes
- Council Member Ed Dennis: Yes
- Council Member Tim Irwin: Yes
- Council Member Kurt Ostler: Yes
- Council Member Scott L. Smith: Yes

The motion passed.

7. ACTION: APPROVE A REAL ESTATE PURCHASE CONTRACT WITH MILLHAVEN DEVELOPMENT LLC

City Administrator Nathan Crane explained that the Council authorized the disposal of 12 acres of property for development and staff solicited bids. They received two bids and staff was proposing to contract with Millhaven Development, LLC for that development. The property was located at approximately 10029 North 6300 West. The property was originally purchased for a park, so the proceeds of the sale would be used for capital park projects throughout the City. He briefly reviewed the two bids received.

Council Member Scott L. Smith asked if the cost of the park would be on top of the amount proposed by Millhaven. City Administrator Nathan Crane explained that the cost of the small two-acre park was not included in the overall bid, so that would be deducted from their overall purchase cost.

City Administrator Nathan Crane said that staff was recommending additional language in Section 5.1 of the contract to read, “this does not waive any impact fee, connection fee, or other fee charged at the time of building permit”.

The Council and staff had a discussion regarding water shares associated with the property. City Administrator Nathan Crane said that either offer would have had the City providing water shares. City Engineer Todd Trane explained that they had advertised the bid stating that they had water allocated to the property. There were 36 acre feet allocated to the property, with the Highland Conservancy shares being enclosed shares. He questioned whether the shares were part of the appraisal or not.

Council Member Scott L. Smith was concerned that both bids came in under the appraisal. City Administrator Nathan Crane said that they were not buying all 12 acres. They were proposing to purchase 9.6 acres for $1.9 million. The appraisal came in at $2.4 million for the 12 acres.

NOTE: Library Director Donna Cardon left the meeting at 9:47 p.m.
City Engineer Todd Trane said that the appraisal was essentially $200,000 per acre. Millhaven was proposing about $197,000 per acre. The Council felt that it was important for the information to be in the minutes so that the public understood what the property was selling for.

Council Member Tim Irwin was supportive of the sale, but he had heard many concerns from residents in Beacon Hills as to how that money would be allocated to other parks. Council Member Smith said that some of these funds could be used to finish Beacon Hills Park. Council Member Irwin said that the Beacon Hills park was well used, but there were things that still needed to be done to finish it.

Tyrell Gray, with Millhaven Development, LLC, said that the property allowed for 12 lots, but they were working on a design with 11 lots or fewer. That would reduce the need for water, and it would be a more fitting product for the area. In the development agreement, they would ensure that the park was built before the homes were completed. He noted that they did not have access to the appraisal for the property, but they gave a fair market offer.

Kristen Bradshaw, a resident, was opposed to the sale of the park property. She felt that one of the biggest problems in Highland was that there were all these parks and trails that were not being maintained because of the cost of upkeep. The City was proposing to use the funds from this sale to build a tournament-sized pickleball facility, which she was concerned they would not be able to maintain. She felt that the City was not being fiscally responsible.

Ed Kilgore, a resident, said that there was an open ditch at the east end of the subject property, and he hoped that it would be covered. He liked the presentation from Millhaven, and he appreciated that the park would be built first, prior to the homes being completed.

Council Member Brian Braithwaite said that part of the struggle in buying anything was that they could not guarantee what the price would be. He was not involved with the original purchase of the park, but it was clear now that a large park was not appropriate in this location. He felt that they were making the best of a bad situation. He clarified that they would not be going into debt to build the park. The intent of the pickleball portion was that it would pay for its own maintenance.

Council Member Scott L. Smith commented on the City’s efforts to have less debt.

*Council Member Brian Braithwaite MOVED that the City Council approve the real estate purchase contract for the 9.6 acres with Millhaven Development, LLC for an amount of $1,915,000 and that this purchase does not waive any impact fee, connection fee, or other fee charged at the time of the building permit. Also, in Section 5.1 that the City agrees to provide all necessary culinary and pressurized dedication of water shares or rights.*

Council Member Kurt Ostler asked if they needed to establish a timeframe for the park. City Attorney Tim Merrill suggested a twelve-month timeframe. He also suggested including wording in Section 4.0 – Settlement and Closing to establish that. He suggested including an additional sentence that stated: Settlement and closing shall occur within one year of this agreement being executed or it shall automatically terminate.

*Council Member Tim Irwin SECONDED the motion.*

Council Member Ed Dennis questioned the twelve-month window, feeling that it was too lengthy. Mr. Gray said that he intended to build this year.

*Tim Irwin MOVED the QUESTION*
Council Member Brian Braithwaite MOVED that the City Council approve the real estate purchase contract for the 9.6 acres with Millhaven Development, LLC for an amount of $1,915,000 and that the purchase does not waive any impact fee, connection fee, or other fee charged at the time of the building permit. Also in Section 5.1 that the City agrees to provide all necessary culinary and pressurized dedication of water shares or rights. And that an additional sentence be included in section 4.0 Settlement and Closing after the sentence, ‘close within 30 days, or on a date upon which Buyer and Seller agree in writing. Settlement and closing shall occur within one year of this agreement being executed or it shall automatically terminate.

Council Member Tim Irwin SECONDED the motion.

The vote was recorded as follows:

- Council Member Brian Braithwaite: Yes
- Council Member Ed Dennis: Yes
- Council Member Tim Irwin: Yes
- Council Member Kurt Ostler: Yes
- Council Member Scott L. Smith: Yes

The motion passed.

8. ACTION/RESOLUTION: ADOPT A RESOLUTION FOR A MORATORIUM ON THE REMOVAL OF NEIGHBORHOOD OPTION TRAILS

City Council Member Brian Braithwaite presented the proposed resolution for a moratorium on the removal of neighborhood option trails. After the painful process with Wimbleton, he felt that this moratorium should be put in place so that the Council, Planning Commission, staff, and the residents could determine whether paved trails should be included as option trails. This would not include property that was designated as a trail but had not yet been improved.

Mayor Mann asked staff about the cost of maintaining trails per linear foot, and what it would take to catch up to be in a normal maintenance process. Staff said they could get that information.

Council Member Scott L. Smith was opposed to the moratorium. The Open Space Committee was formed in 2010, and there had been a lot of discussion regarding trails. In 2012, they had more trails planned in Highland than in St. George, but they did not have enough money to develop or maintain them. They decided to designate a small number of trails as neighborhood option trails. These trails did not connect into the trail system, and they were usually behind homes. With this moratorium, it seemed like they would be starting over.

Council Member Ed Dennis noted that he had a personal interest in this, because he resided in the Wimbleton Subdivision. He had a conversation with another Highland property owner, and he commented that the Wimbleton neighborhood looked “scruffy” because the open space was not maintained. He believed Highland was an upscale community and they should not have any neighborhoods that look “scruffy”. He restated that the Open Space Committee and City Council had been involved in this discussion for years, and the decision to allow neighborhood option trails was not reached quickly. He suggested putting trail counters on the neighborhood option trails to see if they were being used heavily. It made sense to allow neighborhood option trails so that the City could scale back on the number of trails they needed to maintain. He felt that a moratorium would discount all efforts done by the Open Space Committee and former members of the Council and Planning Commission.

Council Member Braithwaite was part of the City Council at that time and he went to the open space meetings. He did not think that a six-month moratorium would cause any issues at this time. He commented
that trail maintenance was a citywide issue, and it was not unique to neighborhood option trails. There was also a misconception of what trails should look like. It was never the intent for the trails to be manicured with grass. They were to be dirt or asphalt trails with natural vegetation. However, whenever there is water next to dirt, there will be weeds. They needed to find a way to keep the weeds down.

Council Member Tim Irwin said that it would take a lot of staff time to look into this, and a lot of time had already been spent. He did not feel that a moratorium was necessary.

There was a brief discussion regarding the open space fee that was being charged to residents of open space communities. It seemed that this money was not being used to maintain the trails or parks.

Council Member Kurt Ostler thought it would be beneficial to have a discussion about neighborhood option trails again. Decisions were made ten years ago, and a lot could change in ten years.

_Council Member Brian Braithwaite MOVED that the City Council adopt a resolution for a moratorium on the removal of neighborhood option trails that include a paved trail._  
_Council Member Kurt Ostler SECONDED the motion._

The vote was recorded as follows:
- Council Member Brian Braithwaite: Yes
- Council Member Ed Dennis: No
- Council Member Tim Irwin: No
- Council Member Kurt Ostler: Yes
- Council Member Scott L. Smith: No

The motion failed.

**9. ACTION: ADOPT THE INTERLOCAL AGREEMENT TO PARTICIPATE IN THE ETHICS COMMISSION**

City Attorney Tim Merrill presented the interlocal agreement to participate in the Ethics Commission with nearby municipalities. The State Code allows cities to form an ethics commission and there was an existing commission that Highland could join. He explained the purpose and function of the commission.

Council Member Brian Braithwaite expressed concerns with some of the wording, which he had shared with City Attorney Tim Merrill earlier. He suggested using the wording in the State Code.

City Attorney Tim Merrill said that they could revise the agreement and ask the other cities to adopt it, or they could approach the other cities about amending the agreement after they entered into the commission. After some discussion, the Council decided to enter into the agreement and bring up their concerns to the commission after they had joined.

_Council Member Tim Irwin MOVED that the City Council approve the Interlocal Agreement forming an Ethics Commission._  
_Council Member Ed Dennis SECONDED the motion._

The vote was recorded as follows:
- Council Member Brian Braithwaite: Yes
- Council Member Ed Dennis: Yes
- Council Member Tim Irwin: Yes
- Council Member Kurt Ostler: Yes
- Council Member Scott L. Smith: Yes
The motion passed.

10. MAYOR/COUNCIL AND STAFF DISCUSSION AND COMMUNICATION ITEMS
   a. Open Space Encroachment
   City Engineer Todd Trane explained that he had already approached the Council on the issue and he had drafted a letter that could be sent to the residents. He also had a map showing all known areas of encroachment into open spaces. He received comments from the Council and revised the letter. He wanted direction from the Council about moving forward.

   Council Member Brian Braithwaite said that the cases of encroachment varied in intensity. There were some situations where people needed to immediately stop what they were doing because it would cause problems for other residents, however, some situations were less severe.

   City Engineer Todd Trane asked if the Council wanted staff to decide which residents would receive letters and which would not. The generic letter would not cover every situation but it would cover most of them.

   Council Member Scott L. Smith said they should handle each one on a case-by-case basis. He was not in favor of sending out a generic letter.

   City Engineer Todd Trane said that his biggest concern was stopping the encroachments immediately. Some residents are doing things that were creating a safety hazard. He suggested sending a generic letter asking everyone to stop what they were doing now and await further instruction.

   Mayor Mann suggested that staff identify the situations that were serious and send a more aggressive letter to those property owners. Or they could send a generic letter to everyone saying that this was a problem that the City was looking into, and staff would be sending separate letters to those that had already encroached. Council Member Braithwaite thought it would be good to put everyone on notification, so they are aware that there was a problem. Some people may not know that they are encroaching.

   City Engineer Todd Trane said that he would revise the letter and email it to the Council for feedback and approval.

11. FUTURE MEETINGS
   a. Future Meetings
      • January 29, Planning Commission Meeting, 7:00 pm, City Hall
      • February 5, City Council Meeting, 7:00 pm, City Hall

ADJOURNMENT

Mayor Rod Mann called for a motion to adjourn.

Council Member Ed Dennis MOVED to adjourn the meeting and Council Member Tim Irwin SECONDED the motion. All voted yes and the motion passed unanimously.

The meeting adjourned at 10:56 PM.

I, Cindy Quick, City Recorder of Highland City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on January 22, 2019. This document constitutes the official minutes for the Highland City Council Meeting.

[Signature]

Highland City Council Minutes - January 22, 2019
HIGHLAND CITY COUNCIL MINUTES  
Tuesday, February 5, 2019  
Waiting Formal Approval

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

PRESIDING: Mayor Rod Mann

COUNCIL MEMBERS PRESENT: Brian Braithwaite, Ed Dennis, Tim Irwin, Kurt Ostler, Scott L. Smith

CITY STAFF PRESENT: City Administrator/Community Development Director Nathan Crane, Assistant City Administrator Erin Wells, Finance Director Gary LeCheminant, City Engineer Todd Trane, Planner Tara Tannahill, Library Director Donna Cardon, City Attorney Tim Merrill, Police Chief Brian Gwilliam, Fire Chief Reed Thompson, and City Recorder Cindy Quick

EXCUSED: Council Member Ed Dennis, City Engineer Todd Trane

OTHERS: Tyler Loong, Roger Wright, Wayne Tanaka, Aerin Burns, Casey Christensen, Ellen Burns, Brady Mather, Paul Burnside, Brad Pack, Dan Reilley, Parker Rushton, Brandon Madsen, Lori N. Lisonbee, Natalie Thompson, Sherry Kramer, Dan Stratton, Devirl Barfuss, Audrey Wright, Vanessa Moody, Amrut Patel, Steven Hewett, Harrison Hewett, Monique Robbins, Steven Robbins, Tralaye Matthews, Brett Sanford, Tim Ball, Cory Wilkinson, Keam Taylor, Justin Taylor

7:00 PM REGULAR SESSION (CITY COUNCIL CHAMBERS)

Call to Order – Mayor Rod Mann

Invocation – Ellen Burns

Pledge of Allegiance – Harrison Hewett

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 Ellen Burns and those assembled were led in the Pledge of Allegiance by Harrison Hewett, a local scout.

1. UNSCHEDULED PUBLIC APPEARANCES

Brady Mather, a resident, voiced support for the park by the middle school and the pickleball courts. He thoroughly enjoyed pickleball and felt that the courts would add to the community and tax base revenue.

Paul Burnside, a resident, also voiced support for the pickleball courts. He was a pickleball player, and he explained how difficult it was to get playing time on the existing courts in the community. He also thought that an area for ultimate frisbee would be good for this park.

Aerin Burns, a resident, thanked the City Council for supporting the Highland City Arts Council, which had been a benefit to her as she grew up in the City. In Utah, it was difficult to be part of the arts unless you were a child.
prodigy, but the Arts Council provided opportunities for everyone to participate. She noted that the Arts Council was financially self-renewing.

**Tyler Long**, a resident, said that he played pickleball in tournaments around the world. There weren’t many places to recreate in Highland, and this park and the courts were much needed. It would also attract people from outside the community into Highland City.

**Sherry Kramer**, a resident, said that she liked pickleball, but she did not agree with the design of the park. She suggested taking the unused tennis courts around the City and turning them into pickleball courts.

**Lorie Lisonbee**, a resident, started playing pickleball about a year ago and she thought it was wonderful. It was difficult to get a court at Art Dye Park and the Alpine park because of the popularity. The sport can be enjoyed by all ages, and she understood the facility would be self-sustaining.

**Steven Hewett**, a resident, recently moved to Highland from St. George, where pickleball was extremely popular. The City of St. George had to expand the pickleball courts that they built because they found that they were too small. Mr. Hewett had heard about the potential 27-court plan last fall and was very excited about it. It would promote healthy lifestyles for all generations, and the facility would be self-sustaining.

**Amy Thackery**, a resident of Alpine, said that she participated in many community activities, including being a coach for the ultimate frisbee league that many Highland residents participate in. She contributes to Highland City to making purchases in the City as well. Although Ms. Thackery was not an avid pickleball player, she appreciated the Council’s willingness to consider different things that bless the lives of others.

**Dan Stratton**, a Highland, thanked the Council for their support of the Arts Council. He was a fan of pickleball, but more importantly, he was a fan of community gathering places. This was something he and others would be willing to donate to.

**Eric Gertler**, a resident, was in favor of the pickleball courts. He spoke of his experiences as the Stake Pickleball Specialist at his church and said that it was a very popular sport.

**Dan Reilley**, a resident, also supported the park and the pickleball courts. His son-in-law was involved in pickleball in St. George and he lived near a large pickleball facility, and he had never experienced any traffic problems or other negative impacts.

**Natalie Thompson**, a resident, was in favor of the park. She spoke of her experience as a young, single mother and said that pickleball was all-inclusive.

**Cory Wilkinson**, a resident, expressed his disappointment that the Council had gone around the citizens and pushed things through even when there was no money to do it. He was concerned that the numbers did not add up, and the majority of the residents did not want pickleball courts. There was no need to rush the park design.

**Lorna Reed**, a resident, felt that there was a lot of misinformation out there. The General Plan says that the City of Highland was responsible to preserve and protect the values for all. They did not seem to be coming together as a community on this issue, but she felt the majority of the residents wanted the pickleball courts. There is a great need for this park and the courts.

**Vanessa Moody**, a resident, said that it was important for this decision to be based on facts. She encouraged the City to conduct studies regarding noise, traffic, and other impacts to the residents. There were people in Highland
that would want pickleball courts, but more research needed to be done. She also felt that this didn’t make sense, financially.

Sherry Kramer, a resident, read a section from the General Plan, which says that is the responsibility of the citizens to preserve and protect the qualities that make the community special.

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.

Council Member Kurt Ostler MOVED that the City Council ratify the Mayor’s recommendation of Chris Kemp, Claude Jones and Audrey Wright to serve on the Planning Commission.
Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:
Council Member Brian Braithwaite Yes
Council Member Tim Irwin Yes
Council Member Kurt Ostler Yes
Council Member Scott L. Smith Yes

The motion passed.

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
Planner Tara Tannahill presented a request from William and Dorothy Titera for final plat approval of a one-lot subdivision. The property was approximately 0.8 acres in size and located at 9913 North 6180 West. She presented the proposed site plan and explained that the applicants wanted to build a single-family residential home.

Mayor Mann noted that this was located east of the land that the City recently sold at Spring Creek Park.

Council Member Brian Braithwaite MOVED to approve the final plat for the one lot subdivision for the Titera property approximately .8 acres and located at 9913 N 6180 W subject to the three stipulations recommended by the Planning Commission.
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.
Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

Council Member Brian Braithwaite  Yes
Council Member Tim Irwin  Yes
Council Member Kurt Ostler  Yes
Council Member Scott L. Smith  Yes

The motion passed.

5. ACTION: APPROVAL OF LIBRARY BOARD BYLAWS

Library Director Donna Cardon explained that the Library Board had worked for the past several months to rewrite the Library Board Bylaws to bring them in line with the City and State Codes and clarify the Library Board’s role. They also created an Operating Procedures Manual to use in the practical functions of the organization.

Council Member Scott L. Smith asked how many hours had been spent on these revisions, and Assistant City Administrator Erin Wells said that 128 hours had been spent at meetings. This didn’t count individual hours. Staff and the Library Board were pleased with the final product.

Council Member Brian Braithwaite commended the Library Board and staff for their work. He felt that a few items could be clarified to avoid confusion in the future. Section D should include specific term lengths or reference the City Code Section that defines term lengths. He also wanted it stated that the Board Member’s names and terms would be published on the Highland City website. In Section E, the terms “Executive Officer” and “Library Director” were used several times. He asked if those titles referred to different positions. If they were the same person, he requested that the language be clarified. He also asked that Section G, Item 2b be amended to include the term “with policies consistent with the City Council” to be consistent with Item 1 in that same section. Similar language should be included in Operations and Procedures.

City Administrator Nathan Crane asked if Council Member Brian Braithwaite wanted to send an email with his proposed changes to staff. Council Member Brian Braithwaite wanted to have the discussion with the Council to be sure that everything was clear. City Attorney Tim Merrill said that it would will be a good idea to provide the corrections to staff and the Library Board.

Council Member Scott L. Smith asked Roger Dixon if he had any concerns about the changes proposed by Council Member Brian Braithwaite.

Roger Dixon, Library Board Chair, said that he didn’t have any issues with the changes. Some of the concerns raised by Council Member Brian Braithwaite were discussed by the Board, and they decided that some language didn’t need to be in the bylaws if they already existed in the City and State Codes.

Council Member Brian Braithwaite was concerned that this document was the one that would be given to new board members, and they may not go to the City Code for more information. He wanted to be sure that the board members had the complete picture. He thought that clarifying the term length was critical.

Mayor Mann suggested creating a one-page handout of the City Code that could be given to new board members along with the bylaws.
Council Member Kurt Ostler was sensitive to the fact that the Library Board had spent a lot of time revising the bylaws. He asked if the Council wanted to go through all of the suggested changes and pass them tonight, or if they should provide their recommendations to the Library Board and approve the bylaws at a later date.

Roger Dixon would prefer that the Board have time to review the recommendations before final approval.

Mayor Mann suggested that the Council provide its feedback to staff and the Board, and that the bylaws come back for approval as a consent item.

Council Member Brian Braithwaite moved to continue the bylaws to a future meeting for Council Members Braithwaite and Ostler to provide their comments to staff who will provide those to the Library Board to make revisions.

Council Member Scott L. Smith seconded the motion.

The vote was recorded as follows:
- Council Member Brian Braithwaite: Yes
- Council Member Tim Irwin: Yes
- Council Member Kurt Ostler: Yes
- Council Member Scott L. Smith: Yes

The motion passed.

6. ACTION/ORDINANCE: APPROVAL OF AMENDMENTS TO MUNICIPAL CODE 4.12.60 LIBRARY BOARD

Library Director Donna Cardon presented the proposed amendments to Highland City Municipal Code 4.12.60 regarding the Library Board. The amendment would bring the City Code and Library Board Bylaws into uniformity.

Council Member Kurt Ostler recommended that Item E refer to policies made by the City Council, to be consistent with the rest of the document.

City Attorney Tim Merrill identified language in paragraph D that should read, “…the Mayor, with the advice and consent of the City Council.”

Council Member Brian Braithwaite asked if there was a legal difference between “policies” and “rules and regulations.” City Attorney Tim Merrill said that policies were legislative in nature, while rules and regulations were administrative. However, he could see how the terms could be used synonymously. In State Law, all of the Library Board documents were referred to as policies. Library Director Donna Cardon said that all of the documents she had were called policies.

Council Member Brian Braithwaite said that the wording in paragraph B was very confusing. Library Director Donna Cardon confirmed that it was their intent to stagger the terms so that they didn’t have three members leaving at the same time. Council Member Brian Braithwaite thought that the original wording was sufficient. The proposed language made it seem like terms could be lengthened. There was some discussion regarding this language.

Council Member Scott L. Smith moved to continue the revisions to Municipal Code 4.12.60 Library Board so that the Library Board can readdress some of the concerns expressed during the meeting by Council Member Braithwaite and the wording from Council Member Ostler.

Council Member Tim Irwin seconded the motion.
The vote was recorded as follows:

Council Member Brian Braithwaite  Yes
Council Member Tim Irwin  Yes
Council Member Kurt Ostler  Yes
Council Member Scott L. Smith  Yes

The motion passed.

7. ACTION: APPROVAL OF A CONTRACT FOR THE LINING OF SEWER PIPES

City Administrator Nathan Crane explained a project the City initiated in 2017 called cure-in-place pipe, in which a resin sleeve is fitted into existing pipes to seal any leaks. It was estimated that the life expectancy of the pipe is lengthened by about 50 years with this treatment. He presented a project overview map and identified the pipes that would be treated next. The residents would be noticed, and they would be affected for two to four hours. The City received two bids, and staff recommended awarding the bid to Insituform for $94,000. The money would come from the sewer fund.

Council Member Kurt Ostler MOVED to approve the contract with Insituform for a price not to exceed $94,232 for the installation of 4.5 mm cured in place liner for 4,000 linear feet of 8” sewer main in the Pheasant Hollow and Hidden Oak Subdivision and Highland Glen Park.
Council Member Tim Irwin SECONDED the motion.

Council Member Scott L. Smith, who lived in the affected neighborhood, asked who did the lining last year in Pheasant Hollow. He also asked about the difference between the two bids received. City Administrator Nathan Crane said that Pipeline, Inc. did the lining last year. Staff was recommending Insituform because their bid was lower.

Council Member Scott L. Smith asked what would happen if something went wrong and the residents’ homes were flooded with sewage. City Administrator Nathan Crane explained that the City had insurance for that kind of situation.

Council Member Scott L. Smith requested that the contractor meet with the HOA and explain the process, so that the residents were informed. He asked if there were any reported problems with the company, and City Administrator Nathan Crane answered negatively. Council Member Scott L. Smith was concerned that they were choosing this company because they were cheaper, not because they were reputable. He wanted assurance that they were a good company.

Council Member Brian Braithwaite explained that the other bid was too high for the City to meet.

Council Member Tim Irwin MOVED the QUESTION

Council Member Kurt Ostler MOVED to approve the contract with Insituform for a price not to exceed $94,232 for the installation of 4.5 mm cured in place liner for 4,000 linear feet of 8” sewer main in the Pheasant Hollow and Hidden Oak Subdivision and Highland Glen Park.
Council Member Tim Irwin SECONDED the motion.

The vote was recorded as follows:

Council Member Brian Braithwaite  Yes
Council Member Tim Irwin  Yes
Council Member Kurt Ostler  Yes
City Administrator Nathan Crane invited Council Member Scott L. Smith to meet with City Engineer Todd Trane for more details about the sewer lines and the process.

**8. MOTION: COUNCIL COMMITTEE ASSIGNMENTS FOR 2019**
Mayor Mann presented a list of current Council Member committee assignments and said that there were four vacancies: the Beautification Committee, the North Utah County Aquifer Council, the Tree Commission, and the Water Advisory Board. He asked for volunteers and suggested changes to the current assignments.

Mayor Mann was willing to serve on the North Utah County Aquifer Council, if no one else volunteered. There was a brief discussion about the Aquifer Council and its purpose.

Council Member Scott L. Smith voiced interested in being the liaison for the Highland Foundation.

Council Member Kurt Ostler noted that there were three committees dealing with parks and suggested that one person be the representative on all of those committees.

Council Member Brian Braithwaite suggested making more changes this year. Council Member Tim Irwin said that there would need to be some changes because of the Lone Peak Fire District. Mayor Mann said that they would discuss those changes in the middle of the year.

Council Member Brian Braithwaite volunteered to be the representative on the Beautification Committee.

Council Member Kurt Ostler volunteered to work with Lehi Irrigation.

Mayor Mann volunteered for the Tree Commission. It was noted that Council Member Ed Dennis wasn’t present, and he may want to participate in a committee.

There was a discussion regarding the Water Advisory Board in relation to Lehi Irrigation. Council Member Kurt Ostler thought that the same Council Member should participate in both boards. He volunteered for that position.

City Attorney Tim Merrill said that a motion was not necessary for these positions because they were administrative in nature.

Mayor Mann said that he would defer the vote on the Mayor Pro Tempore until the next meeting. It would be included as consent item.

Assistant City Administrator Erin Wells noted that the North Utah County Aquifer Council appointment should be done by resolution. Mayor Mann requested that the resolution be included as a consent item at their next meeting.

**9. MAYOR/COUNCIL AND STAFF DISCUSSION AND COMMUNICATION ITEMS**
Council Member Scott L. Smith said that he was on the North County Waste Management Board. The interlocal agreement with North County Waste Management expired at the end of 2018 and automatically renewed for two years. American Fork City Council Member Shelton had requested that the participating Councils consider a longer term for the interlocal agreement. Having a longer term would help North County Waste Management with its budgeting.

Council Member Scott L. Smith also served on the Animal Shelter Board, and a group had approached the shelter and offered to pay for the immunization and sterilization of feral cats, so that they could be returned to the wild rather than euthanized. More information would be coming forward in the future.

Council Member Kurt Ostler reported on Dry Creek Lake and said that it didn’t look like there would be any costs coming to Highland City. Lehi City was still working on getting the engineering done, but the pipe coming from the dam was an issue.

Council Member Brian Braithwaite reported on a meeting with the Pheasant Hollow HOA regarding the road going through. UDOT would also be holding an open house for the residents to give their input.

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

Mayor Rod Mann called for a motion to adjourn.

Council Member Tim Irwin MOVED to adjourn the meeting and Council Member Kurt Ostler SECONDED the motion. All voted yes and the motion passed unanimously.

The meeting adjourned at 8:42 PM.

I, Cindy Quick, City Recorder of Highland City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on February 5, 2019. This document constitutes the official minutes for the Highland City Council Meeting.

Cindy Quick, CMC
City Recorder
The City Council should conduct a public hearing and determine if the property should be disposed and the neighborhood option trails removed.

The Canterbury North subdivision was recorded in August 2000 and has 199 lots.

The applicants are requesting to vacate the open space between lots 62 to 68, leading to Canterbury North Park. The total area is approximately 8,712 square feet.

SUMMARY OF REQUEST:
1. The applicants are requesting disposal of open space property between lots 62 to 68, leading to Canterbury North Park. The proposal is to purchase the neighborhood optional trail. The total area is approximately 8,712 square feet. The actual size will be determined when the property is surveyed.

2. On December 4, 2018 the City Council approved and established a process to determine the value of Open Space Orphaned Parcels. Any disposal of open space or orphaned parcels shall be valued at 25% of Utah County’s assessed market value of the residential real estate. Based on this calculation the price per square foot for this neighborhood option trail would be $3.21. The applicants are requesting a per square foot price reduction to $1.44 per square foot. See attachment 7 for project narrative.

3. The property does not have any utilities in it.

4. There will be two more neighborhood option trail pieces extending north-west that
will not be vacated. Access to these trail pieces will be from Canterbury Drive, Canterbury Place, and Canterbury Lane in order for staff to maintain the trail. The upper northern portion of the trail that connects to Highland City open space was vacated on October 6, 2015. See attachment 3 for map illustrating the trail pieces.

CITIZEN PARTICIPATION:
A petition has been submitted showing support from 123 of the 199 property owners within the subdivision which represents 61.8% of the property owners in the subdivision. The petition exceeds the minimum requirement of 60%.

A petition has been submitted showing support from seven of eight property owners adjacent to the open space which represents 87.5% of the property owners in the subdivision. The petition exceeds the minimum requirement of 70%.

Notice of the City Council public hearing was sent to all property owners within the subdivision on February 4, 2019. Notice of the City Council public hearing was published in the February 3, 2019 edition of the Daily Herald. The property sign was posted on February 8, 2019. Staff has not received any comment from any property owners.

ANALYSIS:
- The applicants are requesting a reduction in the price per square foot as stated above.
- The trail corridor does not have any utilities in it.

CONCLUSION:
The City Council will need to hold a public hearing and determine if the property should be disposed and the neighborhood option trail be removed. The Council will also need to determine the purchase price and whether or not to provide financing options.

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

ATTACHMENTS:
1. Resolution
2. Trail Map
3. Proposed Plan
4. Disposal Plan Narrative
5. Price Reduction Request
6. Signature Pages
7. Planning Department Open Space Cost Analysis
RESOLUTION NO. R-2019-04

A RESOLUTION OF HIGHLAND CITY, UTAH
DESIGNATING OPEN SPACE PROPERTY FOR DISPOSAL PROPERTY IN THE
CANTERBURY NORTH SUBDIVISION

WHEREAS, the Highland City Council has established a process of designating open space property for disposal.

NOW, THEREFORE be it resolved by the City Council of Highland City that the Open Space Property in the Canterbury North Subdivision, outlined and shown in Exhibit “A” is hereby designated for disposal the City Council hereby authorizes the City Administrator to begin the disposal process of the above-mentioned property following State and City Code subject to the following stipulations:

1. (The Council will need to include appropriate stipulations.)

This resolution shall take effect immediately upon passage.

ADOPTED by the City Council of Highland City, Utah, this 19th day of February 2019.

HIGHLAND CITY, UTAH

_________________________________
Rodney W. Mann, Mayor

ATTEST:

______________________________
Cindy Quick, City Recorder

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<th>COUNCILMEMBER</th>
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Attachment 2:

This trail portion has been vacated

**TRAILS NETWORK**
- Main City Trail
- Proposed Main City Trail
- Connector Trail
- Proposed Connector Trail
- Neighborhood Option Trail
- Neighborhood Trail
- Murdock Connector Trail

**Open Space Maintenance Areas**
- Manicured
- Native Trail
- Native
- Xeriscape
- City Not Maintained
If approved, neighbors anticipate dividing the path equally down the middle.
Disposal Plan Narrative

The relatively short span of trail adjacent to the North Canterbury Park, that is the subject of this disposal plan, came to be questioned after the safety of our families was jeopardized. An extraordinary high amount of problems occur on this stretch of trail such as break-in attempts, peeping-toms, and nuisance interaction that, according to police, is highly correlated to the park connection.

The North Canterbury Park is a neighborhood park that has a high number of users from outside of the neighborhood. At night, the trail directly behind the petitioner's homes becomes a dark alley and during the summer months experiences problem traffic that has become a safety and noise disturbance.

From a practical perspective, the park and surrounding area is over served with access from sidewalks and trail access from each direction. The trail has not been maintained which is an eye sore to our surroundings and has been the cause of other problems as overgrown weeds and debris regularly causes flat tires for the bicycles that pass through.

The trail, while established with good intentions, has proven to cause many more problems than benefit. The lack of security and privacy will continue to be a concern for the adjacent owners until this matter is solved. We ask for the City Council to please help us find a reasonable solution with us through this disposal plan petition.

Thank you,

[Signature]

Petitioner: JULIE STEPHENS
To: Highland City Council  
From: North Canterbury Neighborhood Petitioners  
Date: January 23, 2019  
Regarding: Price increase of open space

Dear Council Members

We appreciate the time and consideration that the council is taking in working with the petitioners to address this matter. We are requesting your further consideration to address the price at which, if approved, the petitioners may acquire the open space in question.

This process was initiated, like many things, in response to an ongoing problem. The problem is not exclusive to the petitioners as the open space at the heart of the matter, is city property. And while the neighboring property owners have concerns of accidents from the growing holes and bulging asphalt, the overgrown weeds and other problems related to deferred trail maintenance, the city has an ongoing cost and liability problem until this issue is resolved. The process thus far has been an ideal case study of respective stakeholders working together to fix a problem with a mutually beneficial solution.

When the cost of removing the asphalt, removing fencing, trees, and shrubbery, and adding a new fence only a few feet away is thousands of dollars and the cost is simply not worth it if the intent is to add a nominal amount of linear square feet. However, with the intent of solving a problem, both the petitioners and the city should pursue this in a cooperative manner to bring a solution of lasting value.

When the process was initiated in the spring of 2018, petitioners relied on information from the city to be accurate relative to the costs associated with the project. The quoted price per square foot was $1.44. While a solution was easy to agree upon between the petitioners, costs have been a concern with neighbors willing to try to help each other make it work. The intent of the petitioners is to solve a problem, not buy land. It is a means to an end, not the end.

The process of the petition for the disposition of open space requires considerable time and effort. Based on the information and pricing provided by the city, the adjoining neighbors moved forward in getting the necessary petition signatures from the subdivision, which has 200 homes. Trying to find neighbors home during the summer months proved to be extremely difficult and the process of collecting signatures endured into the fall and winter months. Hundreds of hours of hard work have gone into this process relying on the information that was provided from the city. We ask that the council please reference the dates of the signatures to see that the effort was on going since the original process was started. As fall turned to winter, petitioners felt that waiting until the spring would be appropriate as a practical approach to work with the surveyors and neighboring land owners in determining boundaries, in the event of an approved petition.

During the petition effort, our neighbors have maintained fairly regular contact with Jo Ann Scott who has been very helpful and patient with our group as we have navigated the course. After months and months of work, with semi regular reporting, it seems reasonable that the City could and should have provided a notice/warning concerning a material change in the underlying pricing.

From a land valuation perspective, we have consulted with a neighbor who owns a commercial appraisal company. The market value of land locked, irregularly shaped property is very different from usable property that is sufficient for a dwelling or building. We are happy to provide a reference and feel that it
would be valuable for the Council to hear from a professional who is a Highland resident and recognized as one of the foremost experts in valuation in Utah County. When the demolition and improvement costs are considered, a per square foot price of $1.44 may be considered above market value as the actual value is questionable and ascribing a “market value” to this scenario is not consistent with the valuation practices that ascribe property values.

The Council did not create the problems that are at the heart of the matter with respect to the trails, their maintenance, and the practical problems that only time and experience have proven. As Highland residents we are appreciative of the steps that the City has taken to make changes to open space, where appropriate. Engaging fellow neighbors and residents in the open space discussion revealed that the majority of our neighbors have strong concerns about the open space, the fees that are paid, and the lack of maintenance of the trail space. Proactive measures, such as the ability to petition for open space disposition at a fair value, is a positive step as residents feel able to do something about a situation and or problem. The opposite is true when reasonable options are not available or made more difficult.

Our neighbors and petitioners have acted in good faith based on the representations made by the City for a long term process. We respectfully request that the Council recognize our efforts to solve a mutual problem and further support our efforts with an affirmative vote to grandfather our petition that has come before you with significant effort and to honor the price and terms upon which the decision to make such effort were predicated. The expense and further labor that will be necessary to complete the project, if approved, will be a financial sacrifice as it currently stands, but one with long term benefits for all parties involved. Thank you for your service to improve our community and to consider our circumstances that have brought us to this proposed solution.

Respectfully,

North Canterbury Neighborhood Petitioners
OWNER'S PETITION AND INFORMATION: The following owners hereby submit their authorization to participate in the purchase of City owned open space property which is adjacent to their property within the __________________________ Subdivision. *This sheet should be reproduced as needed based on the number of affected property owners.*

Owner's Name: John Spens
Owner's Address: 6713 Canterbury Ln
Owner's Phone #: [Redacted] Email Address: [Redacted]
Owner's Signature: [Signature]

Owner's Name: Jeff Martin
Owner's Address: 6716 W Canterbury Ct
Owner's Phone #: [Redacted] Email Address: [Redacted]
Owner's Signature: [Signature]

Owner's Name: Julie Stephens
Owner's Address: 6726 W Canterbury Court
Owner's Phone #: [Redacted] Email Address: [Redacted]
Owner's Signature: [Signature]

Owner's Name: Ryan Barker
Owner's Address: 6696 Canterbury Court
Owner's Phone #: [Redacted] Email Address: [Redacted]
Owner's Signature: [Signature]
OWNER'S PETITION AND INFORMATION: The following owners hereby submit their authorization to participate in the purchase of City owned open space property which is adjacent to their property within the __________________________ Subdivision. This sheet should be reproduced as needed based on the number of affected property owners.

Owner's Name: Christie Mansfield
Owner's Address: 16675 Canterbury Ln, Highland, UT 84003
Owner's Phone #: [Redacted] Email Address: [Redacted]
Owner's Signature: Christie Mansfield

Owner's Name: Matthew Carter
Owner's Address: 16704 Canterbury Ct, Highland UT 84003
Owner's Phone #: [Redacted] Email Address: [Redacted]
Owner's Signature: Matthew G. Carter

Owner's Name: Michael Sorenson
Owner's Address: 6701 W. Canterbury Ln, Highland UT 84003
Owner's Phone #: [Redacted] Email Address: [Redacted]
Owner's Signature: [Signature]

Owner's Name: Ryan Barker
Owner's Address: 6892 Canterbury CT, Highland, UT 84003
Owner's Phone #: [Redacted] Email Address: [Redacted]
Owner's Signature: [Signature]
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This document constitutes a petition of the property owners within the ___________ Subdivision to allow for the disposal of City owned open space property adjacent to lots identified as ___________ within the above referenced subdivision. A map referencing this disposal is attached.

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This document constitutes a petition of the property owners within the **CANTERBURY NORTH** Subdivision to allow for the disposal of City owned open space property adjacent to lots identified as within the above referenced subdivision. A map referencing this disposal is attached.

<table>
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<tr>
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See other sheet.
Property for Disposal — Chapter 12.32

Real Property Owner Authorization: % of the 

Subdivision, Highland City

This document constitutes a petition of the property owners within the Canterbury North Subdivision to allow for the disposal of City owned open space property adjacent to lots identified as within the above referenced subdivision. A map referencing this disposal is attached.

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Real Property Owner Authorization

% of the North Canterbury Subdivision, Highland City

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Based on information provided by the applicant and keeping in the guidelines set forth in Ordinance No. O-2013-03. On December 4, 2018 the City Council approved and established a process to determine the value of Open Space Orphaned Parcels. Any disposal of open space orphaned parcels shall be valued at 25% of Utah County’s assessed market value of the residential real estate.

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<td>2018</td>
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Sq. Ft. Average: **12,213.14**  
Valuation average: **$156,912.50**

Total Price per Square foot: **$3.21**
STAFF RECOMMENDATION:
The City Council should hold a public hearing, accept the findings and approve the request as recommended by the Planning Commission.

BACKGROUND:
In 2008 the City Council purchased the property known as Mountain Ridge Park. The site is approximately 17.9 acres in size. The purpose of the purchase was to build an Athletic Complex as shown within the General Plan. The purpose of an Athletic Complex is to provide lighted fields for scheduled competition sporting activities including but not limited to baseball fields, soccer fields, football, lacrosse, etc.

The City Council has been discussing a location for a park maintenance facility since 2014. A conditional use permit was considered by the Council for the Town Center Meadows Site on June 2, 2015. The Council withdrew this site for consideration. Since that time the Council has determined not to outsource Park Maintenance. The Council directed staff to proceed with this location as part of the Mountain Ridge Park (see Attachment 3).

The current schedule for Canal Boulevard is to have bid documents ready in April. Worst case scenario construction begins in the fall. As such, at a minimum a shell and site improvements need to be completed by November 1, 2019. It is estimated that 180 days is needed for construction and an additional 60 days is needed for the preparation building plans and bidding process. With that in mind, a site needs to be selected by the beginning of March at the latest.

Public buildings are permitted in the R-1-40 District subject to approval of a conditional use permit. Conditional Use Permit requests are an administrative process.

SUMMARY OF THE REQUEST:
1. The Highland City Council is requesting a conditional use permit to develop a 5,000
square foot park maintenance facility. The property is approximately .66 acres.

2. Primary access will be from 10400 North. 10400 North is classified as a Collector Road.

3. Thirteen parking spaces will be constructed for the maintenance facility.

4. The park maintenance facility and outdoor storage will be used to store and maintain park maintenance equipment. Mulch and topsoil will be stored outside. The facility has been sized to meet current and future needs. The proposed building is a maximum of 25’ feet in height, made of masonry with four 14’ X 14’ doors and two man doors.

5. Hours of operation for the maintenance facility are from 7:00 am to 5:30 pm Monday through Thursday. There are three full time staff members and up to twenty-part time seasonal workers. The highest use is from May through September. Any overflow parking will be provided with the park.

6. The park maintenance building will cost between $400,000 and $500,000.

CITIZEN PARTICIPATION:
Two public open houses on the proposed park and park maintenance building have been held on November 15, 2018 and January 24, 2019. Seven comments were collected from the November 15th meeting, none from the January 24th meeting, and one email comment has been received not in favor of the maintenance facility at this location.

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.

Notice of the City Council meeting was published in the Daily Herald on February 3, 2019 and posted on the state website January 31, 2019. Notification of the public hearing associated with this meeting was mailed to all property owners within 500 feet of the proposed site on February 4, 2019. No comments have been received.

REQUIRED FINDINGS:
The City Council must determine that the proposed use meets three findings prior to granting a Conditional Use Permit. The burden of proof rests with the applicant. Each finding is presented below along with staff’s analysis.

1. The use will not be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity or injurious to property or improvements in the vicinity.

The General Plan Land Use Designation for the property is City Park. All of the
surrounding is zoned R-1-40. The property to the south and west is the Mountain Ridge Subdivision which was developed under the parkland overlay district. The maintenance building is needed to serve all of the Highland’s parks. The advantages to this location are that it’s a central location and being adjacent to the planned park. The planned improvements are compatible with the surrounding land uses.

2. The use complies with all applicable regulations in the Development Code.

An existing six-foot masonry wall surrounds the park site. A six-foot masonry wall will also be built around the maintenance facility.

All lighting will be fully shielded, directed downward and less than one-foot candle at the property lines.

The proposed improvements will meet all requirements of the Development Code.

3. Conditions are imposed to mitigate any detrimental effects.

The City Council should include any stipulations which are deemed necessary to mitigate any potential impacts.

PLANNING COMMISSION ACTION:
The Planning Commission held a public hearing on January 29, 2019. The Commission heard from residents who were concerned and in favor of the park amenities. Two residents spoke in opposition of the facility at this location.

The Commission voted 6-0 to recommend APPROVAL of the conditional use permit for the park maintenance building. No stipulations were listed.

RECOMMENDATION AND PROPOSED MOTION:
The City Council should hold a public hearing, accept findings, and APPROVE the Conditional Use Permit recommended by the Planning Commission.

If the Council determines that this is not the appropriate location, then the Council should identify the alternative location as part of the motion.

FISCAL IMPACT:
The park maintenance building is estimated to cost between $400,000 and $500,000.
ATTACHMENTS:

1. Vicinity Map
2. Park Maintenance Building Site Plan
3. Email of Opposition
4. Comment Card Responses
5. Council Meeting Minutes Summary 2014-2018
ATTACHMENT 1:

Utah County Parcel Map

This cadastral map is generated from Utah County Recorder’s data. It is for reference only and no warranty is expressed or implied. Contact City of Highland for most current data or information.

Proposed Location of Maintenance Building
Paul Burnside – Received November 30, 2018

Thank you for supporting Pickle ball. I read all the responses to the Questionnaires online yesterday, and it was an interesting read and I hope you make a good decision.

I came back with a couple things from reading that I think people have good ideas about. I actually love the Bocce Ball idea which I had not thought of and moving the All Abilities park to south of the pickle ball courts. I don't hate skateboarders, but I would not want a skateboard park there, maybe Mitchell Hollow, but not there. The Maintenance facility could be moved to the old City Building and open up more space. People asked for a Basketball Courts and I am torn on the idea as they are not really used much in Alpine at all and most Basketball Players that I know prefer to play indoors.

If you wanted to appease the tennis folks you could have 20 dedicated pickle ball Courts (5 sets of 4) and one Championship Court with seating around it, then add two tennis courts which could be lined for pickle ball with temporary nets, it might appease the tennis community and still allow for pickle ball tournaments as you would still have 24 courts and a championship court. 21 permanent and 4 temporary. You could put one pickle ball court on each side of the tennis nets.

If this is not an option to bring the pickle ball tournaments then I am fine without Tennis but still move the courts much closer together with each court still having enough sideline space with fences and have 25 dedicated Pickle ball Courts.

In the original talks I heard that the Pickle ball courts were grouped closer together at the North East part or the park. When the designers got done with it, it was taking up half the park area. With huge walkways between the courts and such. I think there is so much wasted space in the plan. If they were moved closer together it could take up 4-5 acres instead of 7-8 and you could add another field.

One other thing that would be good is a small turf field the size of a hockey rink surrounded by walls for smaller groups to play on. It would be used year round including the winter when there was no snow.

The Lone Peak Ultimate Frisbee Team my son is a captain of this year pays Alpine School District $12,000 a year to practice and use the fields north of Timberline Junior High, Tuesday to Friday from 3-5:30 pm, August to November and February to May. The have 120 kids playing. I think they and every other sports club would love another alternative, so more open space fields are desperately needed.

Please design space for an awesome pickle ball complex, 3 full size fields, bocce ball court, a smaller turf field, a playground, parking and the amenities needed. I know it can be done and still have a nice park and not cost $7.2 Million. I am glad you postponed the meeting on Dec 5th with the community input.

Thank you,

Paul Burnside
Mountain Ridge Park
PUBLIC OPEN HOUSE

COMMENT FORM

November 15, 2018
5400 W. Civic Center Dr.
Highland, UT 84003
7:00-8:30 pm

Highland City would like to obtain your input on the Preliminary Master Plan for Mountain Ridge Park. You may leave your comments today or send your comments by November 22nd to Nathan Crane, 5400 W. Civic Center Dr., Highland, UT 84003, Phone: (801) 756-5751, FAX: (801) 756-6903, E-mail: NCrane@highlandcity.org

General Comments:

Love IT - More Pickleball the Better
Parking - Great but need more spots

Move the courts together so the bottom green area is available for more sports. Give priority to local teams first to reserve open fields. Not soccer from outside areas. I would add seating around 4 courts for semifinals + put championship court in the middle. Make sure the courts have enough sideline + endline space before the fencing.

Questions:

What do you like best about the plan?
Pickleball + open space for ultimate Frisbee + other sports I will donate to the cause

What do you like least about the plan?
Trees - leaves are NOT great on Pickleball courts to play

Shady - Yes, trees No it is hard

Trees on inside of Pickleball area - Put shade areas in

Not enough field space it would could squeeze 3 soccer sized fields on west side and a 50 yard by 110 yard field on the south we could get ultimate Frisbee tournaments to come to Highland as well!
I would support 24 pickleball and 2 tennis courts if there are people wanting a real usable tennis court in the city.

If you could have only one thing in the park, what would it be? Is there something missing that you would like to see?

More Parking to the South of the East Side - Please ticket cars on the street so neighbors are not mad in red zones. Add more on North Side at least 100 spots.

Specific Park Feature Comments:

Restroom/Pavilion Architecture:
- Whatever you choose is fine as long as there is water and 3 stalls per restroom
- Need multiple water fountains.

Site Furnishings (Bench, Table, Trash):
- Whatever you want as long as the benches are comfortable

Playground Equipment/Elements:
- Have swings but otherwise don't care if there was a playground

Gateway:
- No opinion - looks like kids would climb it and get hurt on it

Parking:
- Glad to have more

Recreational Elements (Soccer, Basketball, Baseball, Tennis, Pickleball, Etc.):
- No baseball, please
- Yes ultimate frisbee + soccer but not dedicated to only one sport.

Other:
- Put signage on that only pickleball is allowed on courts. Make sure lights can stay on until 10:30 pm.
- Utilize open space for parks - move the maintenance to the old city building.
Mountain Ridge Park
PUBLIC OPEN HOUSE

COMMENT FORM

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General Comments:

I love the plan. The most important thing for me by far is the trees. A mountain theme with trees!

Questions:

What do you like best about the plan?

No debt. Cash on hand. Trees, trees, trees

What do you like least about the plan?

The maintenance facility
If you could have only one thing in the park, what would it be? Is there something missing that you would like to see?

Trees. A mountain theme.

Specific Park Feature Comments:

Restroom/Pavilion Architecture:

Restrooms are a must.
Stone & steel architecture

Site Furnishings (Bench, Table, Trash):

Trails

Playground Equipment/Elements:

Don't care. Something kids love

Gateway:

Great idea

Parking:

You guys got this right

Recreational Elements (Soccer, Basketball, Baseball, Tennis, Pickleball, Etc.):

Soccer field, most important.

Other:

Please build the trees
General Comments:
We're building our house and we would appreciate not having a maintenance building in our backyard. We are also concerned about the lights and sound of pickleball. I think the residents that back the park should have some say in the park, especially if it will be noisy and crowded.

Questions:
What do you like best about the plan?
The soccer fields, playground, open space, walking trails.

What do you like least about the plan?
Pickleball courts—mainly for noise, lights, traffic.
If you could have only one thing in the park, what would it be? Is there something missing that you would like to see?

open fields for playing & family gatherings.

playground.

Specific Park Feature Comments:

Restroom/Pavilion Architecture:

Site Furnishings (Bench, Table, Trash):

Playground Equipment/Elements:

Gateway:

Parking:

Other: Don't build a maintenance building in someone's backyard.
General Comments:
Thank you for involving the residents of Highland.

Questions:
What do you like best about the plan?
The open fields on the west side

What do you like least about the plan?
The office building on the west side WHY!!
I'm also a little worried about the noise pollution and all the new traffic
If you could have only one thing in the park, what would it be? Is there something missing that you would like to see?

Potentially a Basketball Court

Specific Park Feature Comments:

Restroom/Pavilion Architecture:
None

Site Furnishings (Bench, Table, Trash):
None

Playground Equipment/Elements:
None

Gateway:
None

Parking:
None

Recreational Elements (Soccer, Basketball, Baseball, Tennis, Pickleball, Etc.):
Just open fields for things like soccer, LA cross etc.

Other:
Let's make sure there is a nice running trail around the park
Highland City would like to obtain your input on the Preliminary Master Plan for Mountain Ridge Park. You may leave your comments today or send your comments by November 22nd to Nathan Crane, 5400 W. Civic Center Dr., Highland, UT 84003, Phone: (801) 756-5751, FAX: (801) 756-6903, E-mail: NCrane@highlandcity.org

General Comments:

________________________________________________________________________

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Questions:

What do you like best about the plan?
I Love the trails & open fields on the west side, as well as the playground

What do you like least about the plan?
I very much dislike the bldg on the NW corner. When we agreed to build, we were told the space would be used as a park so I was in NO WAY expecting a city bldg being built in that space. 24 pickle ball courts is a terrible way to use that space.
If you could have only one thing in the park, what would it be? Is there something missing that you would like to see?

Playground

Specific Park Feature Comments:

Restroom/Pavilion Architecture:

Not too high

Site Furnishings (Bench, Table, Trash):

a lot of benches along trail

Playground Equipment/Elements:

a lot of slides, swings

Gateway:

Parking:

Recreational Elements (Soccer, Basketball, Baseball, Tennis, Pickleball, Etc.):

basketball & tennis, open fields

Other:
Highland City would like to obtain your input on the Preliminary Master Plan for Mountain Ridge Park. You may leave your comments today or send your comments by November 22nd to Nathan Crane, 5400 W. Civic Center Dr., Highland, UT 84003, Phone: (801) 756-5751, FAX: (801) 756-6903, E-mail: NCrane@highlandcity.org

General Comments:
I don't like the idea of 25 expensive pickleball courts that will attract hundreds of people/cars to an area with a school & residential. There needs to be an assessment done for demand traffic & especially the sound created by 25 pickleball courts. This has become an issue with other pickleball courts. I also don't like all of the light.

Questions:
What do you like best about the plan?
open space fields, walking & running trails, pavilions

What do you like least about the plan?
pickleball courts, the maintenance building, total eye sore to residents building homes
If you could have only one thing in the park, what would it be? Is there something missing that you would like to see?

More open fields

Specific Park Feature Comments:

Restroom/Pavilion Architecture:

Site Furnishings (Bench, Table, Trash):

Playground Equipment/Elements:

Gateway:

Parking:

Recreational Elements (Soccer, Basketball, Baseball, Tennis, Pickleball, Etc.):

Do not need 25 pickleball courts

Other:
General Comments:

- Why the push for 25 pickleball courts? I moved to Highland to get away from the hustle and bustle and do not want national/regional tournaments in my neighborhood.
- Also, I do not

Questions:

What do you like best about the plan?
- Large playground, open space, jogging path

What do you like least about the plan?
- Pickleball courts. I'm in favor of 4-5 but not 25
- Maintenance building. There are many other places in Highland this could go.
If you could have only one thing in the park, what would it be? Is there something missing that you would like to see?

- playground would love to have even larger playground area than proposed.

Specific Park Feature Comments:

Restroom/Pavilion Architecture:

Site Furnishings (Bench, Table, Trash):

Playground Equipment/Elements:

- Yes. The more equipment the better.

Gateway:

Parking:

Recreational Elements (Soccer, Basketball, Baseball, Tennis, Pickleball, Etc.):

- Yes. I would like some of all, but only 4-5 pickleball.

Other:

Please consider the residents' opinions as you make decisions.
December 2, 2014 City Council Meeting

PRESENT:
Mayor Mark Thompson, Conducting
Councilmember Brian Braithwaite
Councilmember Rod Mann
Councilmember Tim Irwin
Councilmember Dennis LeBaron
Councilmember Jessie Schoenfeld

• Park Maintenance Building – Discussion

Mayor Thompson stated currently the majority of the parks equipment is stored for the winter and the operations are run out of the HW building. He stated the Council voted to sell the land holding the HW building to Westfield Properties and the City has a year to find another site and build another building. He explained they looked at a number of other sites and they would like a more central location. He stated the Council has been provided the sites that were investigated and a bird’s eye view of the size of the current City shop and the HW building and the proposal for a new building which also includes a lean-too off the building that was built specifically for safety equipment. He stated it would be a 3,600 square foot building, being replaced by a 5,000 square foot building and the current City shop is about 10,200 square feet. He stated what makes the most sense is to look at the West Park Road property that would be part of the Adventure and Learning Park. He explained it is centrally located, but has a 6F designation, because federal funds were used to build the park. He stated the State had to review the footprint of the building and their response was that they do not see it as being harmful to the land or water associated with the park and will not give any other approval other than it does not meet any objections. He stated they are willing to discuss any other sites the Council would like. He mentioned they intend to fence the property and the parking would be in addition to the parking lot that currently exists for the park.

Rod Mann questioned if they plan to do any improvements on the existing parking lot.

Mayor Thompson replied it could be done, but it was not requested.

Jessie Schoenfeld questioned if the entrance is from the road or the parking lot.

Mayor Thompson replied it would allow entrance from both.

Dennis LeBaron asked what the long term usage is of the rest of the land.
Mayor Thompson replied it was also not part of the request, but they can discuss it.

Discussion ensued regarding the site.

Brian Braithwaite questioned how much engineering will need to be done on the site.

Justin Parduhn responded it is fairly flat and would probably need very little engineering. He stated the asphalt millings are spread out, so they would just push them into a pile and there would be plenty of room to keep them on the site.

Brian Braithwaite questioned if they will use them for a parking base.

Justin stated there is a possibility of using them around the building and maybe for parking trailers, etc.

Brian Braithwaite stated the only other option that seems feasible is the site in Town Center. He stated all of the sites have some positive and negatives.

Rod Mann asked if the negative with the Town Center property is they would need to purchase land.

Brian Braithwaite stated they would probably have to buy it; they may be able to make some agreement with the land owner to use it or they may not let the City use the property.

Mayor Thompson stated he hasn’t received an answer, but the Jordan Valley Water Conservancy District is going to address the issue.

Jessie Schoenfeld questioned regarding using the Community Center property. She stated they are spending several thousands of dollars fixing the building and suggested they just tear down the building and place the storage facility there and just rent out a room, kitchen area, and bathrooms on top. She mentioned it would probably impact fewer residents than placing it on West Park Road.

Justin Parduhn stated his only concern with sharing a building is the liability of having the public walk through where they are moving equipment in and out and trying to keep them separate so no one is hurt from the equipment. He mentioned they would need to have a separate entrance into the building.

Brian Braithwaite stated he believes the price to fix up the Community Center would be significantly less than tearing it down and building a joint building. He explained they would have to put a nicer building there than they would on the other site.

Jessie Schoenfeld stated they continue to have problems with the Community Center and there is still approximately $60,000 that needs to go into the building to make it safe.
Brian Braithwaite stated they have not heard a real cost to fix the building and if the costs match up, it may be worth looking into, but does not currently seem feasible.

Dennis LeBaron stated the purposes of the two buildings are quite different, so they may not necessarily be congruent, but agrees it might be worth looking into if there would be a savings.

Nathan Crane mentioned the initial bid on the roof portion of the Community Center was $24,000.

Dennis LeBaron asked if there are any other advantages of using the site on West Field Road over the site by the City Hall, other than not purchasing land.

Rod Mann questioned if there will be an issue with children going by in the mornings, while there is equipment coming and leaving.

Justin Parduhn replied there may potentially be a little more traffic when school is starting or getting out, but most of the kids walk on the other side of the road and there is not currently a sidewalk on that side of the road. He stated once the equipment is out, they are usually out all day long, so it wouldn't be a huge problem. He stated it is centrally located; both areas have the utilities, best West Park Road is a bigger area.

Mayor Thompson asked what the current size is of the Community Center parking lot.

Nathan Crane replied the parking lot is approximately 105 feet by 110 feet.

Mayor Thompson stated half of the parking lot would be the size of the building. He explained if they tear down the current building, the new building should be in the back towards the other properties.

Jessie Schoenfeld stated there is not currently enough parking, so if they reconfigure it, the employees could use the parking during the day and then in the evening there would be more parking for those that rent the upstairs.

Brian Braithwaite asked if there would be employee parking in the fenced area or just general parking outside of the fenced area.

Justin Parduhn responded they discussed parking outside of the fenced area, so everything inside the fence would just be City equipment. He stated at the Community Center they would create additional parking and the employees would park their personal vehicles in the lot, but after 5:30 p.m. the employees would leave which would allow more parking for those who rent the building.

Discussion ensued regarding the Community Center and the West Park Road sites.
Jessie Schoenfeld asked staff to research the cost of adding an additional story or area at the Community Center to see if it would be feasible.

Brian Braithwaite explained he would look at what kind of building it would be at the Community Center versus on West Park Road, so there would be a big difference in cost.

Justin Parduhn mentioned if there is an upstairs floor they will also need to look at the costs to meet the ADA requirements, which may require an elevator. He stated they can run it by the engineer, get some input from him, and bring it back to the Council.

Discussion continued regarding the Community Center.

Jessie Schoenfeld asked how much money the City received from the sale of the water building.

Nathan Crane replied they are using the funds from the sale to offset what the City owes the developer for development and infrastructure improves in the Town Center. He mentioned they have $370,000, but need to allocate it out.

Mayor Thompson and Tim Irwin stated they do not have any desire to mix recreational use with the shop.

Jessie Schoenfeld asked if there would be room to place the equipment building next to the Community Center.

Nathan Crane mentioned the property is about 9,000-10,000 feet short of an acre. Mayor Thompson responded they could squeeze another building there, but it would be very tight and would give very little flexibility if they would like to keep the parking.

The Council decided they would like to keep the West Park Road, Town Center, and Community Center sites on the table.

January 20, 2015 City Council Meeting

PRESENT:

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

MOTION: Approval of a location for a Park Maintenance Location
Mayor Thompson indicated based on the previous comment they have removed the West Park Road location from consideration and will move forward on the other locations.

Tim Irwin inquired as to the specifics why the West Park Road location was taken off the list.

Tim Merrill Attorney, stated in their discussions with the state it was a possible the state may require and environmental impact study because this property is classified as 6-F property. The cost is extensive and it would take longer than the timeline to build a building would allow.

Tim Irwin indicated the city should have been aware of this requirement earlier. He stated this council and future council should not take federal money there are always strings attached. He feels the decision to have a maintenance facility in that area should be at the discretion of the city and not the federal government. He feels this park is a gem to the city and for the federal government to require us to spend the funds for a study to make an improvement is out of line.

Mayor Thompson stated they were asking the state from the beginning if this was a compatible use for the property. Putting up the building does not constitute a harm to the land or the water so it can be built. There are other options, and the concern he has is that they are up against a time line.

Rod Mann felt they could have found out this requirement earlier had they approached it differently. He inquired if the city had the park services contracted out again, would that change the need for a building.

Brian Braithwaite indicated they wouldn’t want to sale the equipment, it would need to be stored somewhere. One other reason for the building would be to possibly house other supplies like mulch and fertilizer. They could possibly outsource everything then the need for the building and land would not be necessary.

Discussion continued regarding possible costs and the process of bidding out the maintenance of the parks. Comments were made regarding the need to also look at and re-assessing the open space areas.

Dennis LeBaron inquired if anyone had talked to Jordan Valley Water to see if they would be willing to sale the small parcel next to the Town Center proposed site.

Discussion continued regarding the property of the Town Center site, the ownership of the portion of the land next to the city, if Jordan Valley Water would be willing to sale that parcel, the amount they might require and the size difference with or without that parcel.

Brian Braithwaite inquired of the staff based on the time frame what location they felt would be the best.
Justin Parduhn Public Works, responded both properties have their own set of issues. The Community Center has zoning issues and the Town Center is the land ownership. He feels if they can own the Jordan Valley property they would prefer the Town Center property.

Nathan Crane indicated that both properties are zoned R-1-40 and would require a conditional use permit.

Mayor Thompson indicated the procedure needs to be the council choose a site and then go forward with public hearings.

Council and Staff discussed concerns with parking issues, the amount of parking needed, and traffic issues that would be a concern with both the Town Center and Community Center proposed areas.

Brian Braithwaite feels on either location there would need to be a block wall along some of the boundaries. He feels the Town Center property has a better feel and would fit better.

**MOTION:** Jessie Schoenfeld moved the City Council move forward with the Town Center property being the first choice for a Park Maintenance Building and direct staff to put together some construction figures and contact Jordan Valley Water Conservancy District for the possible purchase of their property and bring that information back the City Council.

Tim Irwin seconded the motion.

Tim Merrill stated that if the Mayor is going to commence with those discussions it should be placed on the next agenda for an executive session to discuss the purchase of that property.

Dennis LeBaron inquired the size difference between the two properties.

Nathan Crane responded the unused portion of the Community Center is approx. ¾ of an acre where the Town Center parcel not including Jordan Valley’s property is 1.2 acres. Although the Jordan Valley property is a triangle piece of property it would add an additional 1 acre.

Unanimous vote, motion carried.

**June 2, 2015 City Council Meeting**

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

MOTION: Park Maintenance Building – Conditional Use Permit

BACKGROUND: The site is designated as Low Density Residential on the General Plan Land Use Map. The site is zoned R-1-40 (Residential Zone). Public buildings and grounds are permitted in the R-1-40 District subject to a conditional use permit. The subject property is part of the Highland Town Center Meadows Subdivision. Half of the property is manicured open space/parkland. The other half is natural vegetation with an open ditch. There is an existing trail on the property which will be removed. The City Council has been discussing a location for a park maintenance facility (see Attachment 3). The project budget is $300,000. A Conditional Use Permit is an administrative action.

Nathan Crane, Community Development Director presented the staff report, and stated that Conditional Use Permits are an administrative process. Review is focused on compliance with the development code and mitigating adverse impacts. This particular application is unique in that the property is owned by the City. Nathan noted that a public hearing was held last Tuesday for the Planning Commission. Nathan presented a chart of the sites and reviewed other considerations that have been made. He stated that this decision has not been easy, and extensive research has gone into this process. They are trying to determine the best location for the City, and which option would provide the best service for the residents. It was noted that the Planning Commission recommended denial of the Conditional Use Permit at this particular location. There was some interest in splitting up the facility and alternatively putting small storage areas around the City.

MOTION: Rod Mann moved the City Council withdraw consideration of the Park Maintenance Building being located at the Town Center location.

Tim Irwin seconded the motion.

Brian Braithwaite expressed concerns with a decision being reached prior to any discussion taking place. Rod Mann remarked that prior to being on the Council, he attended meetings for two years and observed many times when the Council would vote against what was recommended by the Planning Commission. He made a personal decision not to vote contrary to that which comes forward as a recommendation by the Planning Commission, unless there were extenuating circumstances or no other alternatives. In this case, he feels that there are other alternatives. Brian Braithwaite provided an overview on the project, and the process by which elected officials arrive at a decision. He expressed that he is not in favor with moving forward with this proposal, and explained that he does not want something in the City that will deter from the beauty of the community. He was concerned that while the facility may initially look nice, over time it will be difficult to maintain and would become an eyesore in the City Center. Tim Irwin agreed with Councilmember Braithwaite's comments relating to how difficult the decision making process can be for the Council. He remarked that they are a representative government, and it is therefore important to have public input on important issues.
Dennis LeBaron echoed the comments made by other Councilmembers, and expressed a willingness to go back to the drawing board to try again.
Rod Mann suggested possibly outsourcing parks maintenance, noting that they might not even need the proposed building.

Unanimous vote.
Motion carried.

September 14, 2018 City Council Meeting

PRESIDING: Mayor Rod Mann

COUNCIL MEMBERS PRESENT: Brian Braithwaite, Ed Dennis, Tim Irwin, Kurt Ostler, Scott L. Smith

Outsourcing Landscaping/Maintenance—City Engineer Todd Trane

City Engineer Todd Trane presented information regarding the outsourcing of landscaping and maintenance work as opposed to keeping it in house. He presented a map of the City that identified property owned and maintained by the City.

NOTE: Chief Brian Gwilliam left the meeting at 8:55 p.m.

City Engineer Todd Trane then presented information he gathered from a company called Taskeasy. The acreage on their evaluation was different from the City’s map because they took out all paved trails which would not need to be maintained. He presented calculations showing cost to maintain the areas as a City and the estimate given by Taskeasy. He concluded that it would be slightly less expensive to take care of maintenance in-house. If they put this out to bid, he anticipated the cost estimates to come in even higher than the estimate from Taskeasy.

In response to a question from the Council, City Engineer Trane went over the budget data he had collected showing the City’s cost per mowing. He confirmed that his calculations only included trimming and mowing, which is what Taskeasy would be doing. He asked how the Council would like to proceed.

Council Member Scott L. Smith said that he was on the Council when the City decided to bring maintenance in-house. He felt that the analysis presented by City Engineer Trane was much better than what they were presented with last time and he appreciated his efforts. He noted that the City seemed to receive fewer complaints when the maintenance was done in-house. There was subsequent discussion regarding the number of mowers they hired every year and how that hourly wage had increased over the past year.
Council Member Brian Braithwaite felt that it was important to have the information and he appreciated the work done to put it together. Council Member Kurt Ostler agreed. He also commented that there were advantages to having maintenance done by City employees.

Council Member Tim Irwin commented that there were some areas in the City that could be better maintained. City Engineer Trane asked him to provide addresses and he would ensure that staff worked to improve the areas of concern. Council Member Irwin felt that oftentimes commercial companies provided higher quality results. He noted that could be because the Council was not allowing the work to be done well based on budgeting restraints. He suggested increasing the hourly pay which could increase the quality.

Council Member Scott L. Smith recommended that the Council and staff look at the xeriscaping that was being done around American Fork Hospital. He thought it would be good to come up with a long-term plan to include xeriscaping options throughout the City. City Engineer Trane said that staff was already looking into revising the code to allow more xeriscaping.

After some continued discussion, the Council decided to keep maintenance in house.

*September 18, 2018 City Council Meeting*

**PRESIDING:** Mayor Rod Mann

**COUNCIL MEMBERS PRESENT:** Brian Braithwaite, Ed Dennis, Tim Irwin, Kurt Ostler, Scott L. Smith

**Parks Maintenance and Salt Storage Buildings – City Engineer Todd Trane**

City Engineer Todd Trane stated that staff was requesting a Parks Maintenance and Salt Storage Building and there were two potential locations. He presented multiple concept plans for each location and asked the Council for feedback.

There was a brief discussion about the Pickle Ball courts.

City Engineer Todd Trane explained that they chose these two locations because they were central to the City. One location was at the northeast corner of Mountain Ridge, and the other was near the Community Center. Staff felt that the location near the Community Center would be the most financially beneficial and the City would experience some pushback from residents at either location.

Council Member Tim Irwin asked why there were so many parking spaces and City Administrator Todd Trane responded that it was a conceptual design. Once they had direction on the location a better design could be created.
The Council discussed access to the sites, parking areas, utilities, and how much storage area would be needed in the building. Council Member Tim Irwin suggested that they hold a neighborhood meeting before they determine the location of the building because he imagined residents would like to give their input.

Mayor Mann said there were advantages to having it at the park. He mentioned concern with trucks having to back up into the site at the other location because it was on a corner. Council Member Scott L. Smith agreed. City Engineer Trane noted that they could try to include a soccer field.

Council Member Kurt Ostler asked about the location of the current salt storage facility. City Engineer Todd Trane said that the shed was undersized and during the last audit they were told that they needed to cover it. The shed did not have a solid foundation. He proposed building a new structure on the same spot but they would lose parking and it would be a tight space for salt deliveries. They had also looked at doing the salt storage across the street on Highland City property but would need to maintain part of that area for school drop-offs.

Council Member Ed Dennis felt the second alternative was favorable.
STAFF RECOMMENDATION:
Review and provide staff with direction regarding security upgrades for the front lobby of the Highland Justice Center.

BACKGROUND:
Security upgrades to the justice center need to be addressed and retooled to accommodate a safe workplace for employees. The reception/waiting area is not designed to promote and increase safety levels for employees and visitors. The receptionist/court clerks should not be the only thing that stands in the way of an intruder/criminal from entering the building. This proposal is especially important for a department with multiple entry points and differing levels of potential threats. We routinely deal with subjects who are emotionally unstable or suffering from behavioral health issues. This facility has a high probability of suspicious behavior (basically could occur anywhere at any time), dealing with individuals that might be probing the facility to commit crimes of opportunity, all the way up to direct threats of violence or physical assaults. Countermeasures would be put in place such as security in or near the reception area that could be used by staff to shelter in place should an event occur. The upgrades being requested for both the Court and Police Department desks amount to approximately $98,979 excluding labor.

FISCAL IMPACT:
This action requires financial responsibility to come from Highland City. As this item has not been budgeted for it would need to come from previous year’s earnings. Assuming a budget of $50,000 for labor for a total cost of $150,000 the fund balance would be reduced to approximately 18%.

ATTACHMENTS:
1. Cost Estimate
2. Architect Rendering
### Attachment 1: Cost Estimate

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demolition of existing</td>
<td>1 sum</td>
<td>$750.00</td>
<td>$750</td>
</tr>
<tr>
<td>Walls 4” studs gyp one side double wall</td>
<td>918 sf</td>
<td>$10.00</td>
<td>$9,180</td>
</tr>
<tr>
<td>Bullistic material in wall</td>
<td>200 sf</td>
<td>$45.00</td>
<td>$9,000</td>
</tr>
<tr>
<td>Bullistic glass transaction window</td>
<td>88 sf</td>
<td>$180.00</td>
<td>$15,840</td>
</tr>
<tr>
<td>Paint wall repair where needed</td>
<td>2805 SF</td>
<td>$1.50</td>
<td>$4,208</td>
</tr>
<tr>
<td>Repair ceiling</td>
<td>400 sf</td>
<td>$5.00</td>
<td>$2,000</td>
</tr>
<tr>
<td>Repair flooring</td>
<td>400 sf</td>
<td>$6.00</td>
<td>$2,400</td>
</tr>
<tr>
<td>Casework base cabinet</td>
<td>19 lf</td>
<td>$280.00</td>
<td>$5,320</td>
</tr>
<tr>
<td>Casework upper cabinets</td>
<td>12 lf</td>
<td>$160.00</td>
<td>$1,920</td>
</tr>
<tr>
<td>Counter top at windows</td>
<td>22 lf</td>
<td>$345.00</td>
<td>$7,590</td>
</tr>
<tr>
<td>Counter top at base cabinet</td>
<td>14 lf</td>
<td>$155.00</td>
<td>$2,170</td>
</tr>
<tr>
<td>Allownce for electrical</td>
<td>1 sum</td>
<td>$6,500.00</td>
<td>$6,500</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$66,878</td>
</tr>
<tr>
<td>General conditions</td>
<td></td>
<td>35.00%</td>
<td>$23,407</td>
</tr>
<tr>
<td>Bonding and insurance</td>
<td></td>
<td>3.00%</td>
<td>$2,006</td>
</tr>
<tr>
<td>Profit and overhead</td>
<td></td>
<td>10.00%</td>
<td>$6,688</td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td></td>
<td>$98,979</td>
</tr>
</tbody>
</table>

*Legend: SF = Square Feet, LF = Linear Feet*