



HIGHLAND CITY

HIGHLAND CITY COUNCIL MINUTES

Tuesday, January 21, 2020

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

PRESIDING: Mayor Rod Mann

COUNCIL MEMBERS

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

CITY STAFF PRESENT: City Administrator / Community Development Director Nathan Crane, Assistant City Administrator Erin Wells, Finance Director Gary LeCheminant, City Engineer Todd Trane, Planner & GIS Analyst Tara Tannahill, City Attorney Rob Patterson, and City Recorder Cindy Quick

OTHERS: Steve Rowley, Wesley Warren, Wayne Tanaka

7:00 PM REGULAR SESSION (CITY COUNCIL CHAMBERS)

Call to Order – Mayor Rod Mann

Invocation – Donna Cardon

Pledge of Allegiance – Council Member Brittney P. Bills

The meeting was called to order by Mayor Rod Mann as a regular session at **7:03 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 Donna Cardon and those assembled were led in the Pledge of Allegiance by Council Member Brittney P. Bills.

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.)

Mayor Rodney Mann addressed the Council regarding resolution from 1991 for Daughters of the Utah Pioneers. Highland agreed for secondary building for educational purposes. Mayor Thompson was responsible for following up on this issue, and now this Council will take over responsibility. They had a plan to work on an allocation. The Council needed to identify location and begin fundraising. Mayor Mann said the building would stay in the ownership of the Daughters of the Utah Pioneers, and that the location was to be determined later; the focus then was on raising funds.

Council Member Kurt Ostler asked if they wanted to add on to the building. Mayor Mann said no, they wanted a separate building to be used for education. For example, if a fifth-grade class wanted to learn about Highland history, they could visit the cabin and learn at the building which could have speakers and other historical information.

Council Member Scott L. Smith asked about the museum's involvement. Mayor Mann said the agreement was to allow a building to be built, and that the problem with the museum was that it was tricky for children to cross the street.

Council Member Brittney P. Bills asked if this was an action item. Mayor Mann said no, this was information only. He said if anyone had concerns, to let him know by email. It was consistent with the resolution.

Council Member Kurt Ostler MOVED to rearrange items on the agenda to have the Audit Presentation come after the consent items. Council Member Scott L. Smith SECONDED the motion. All voted in favor and the motion passed unanimously.

3. CONSENT ITEMS (5 minutes)

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

a. ACTION: Approval of Meeting Minutes *Administrative*
Regular City Council Meeting December 3, 2019

b. ACTION/Resolution: Approval of Mayor Pro-Tempore for 2020 *Administrative*
City Council will nominate and vote for a Mayor Pro-Tempore to preside over City Council meetings in the Mayor's absence during 2020. The Council will take appropriate action.

c. ACTION: Ratifying the Mayor's Appointments to the Parks, Trails, and Tree Commission *Administrative*
The Council will consider the Mayor's request to ratify the appointment of Brian Braithwaite, Devirl Barfuss, Ken Knapton, Wesley Warren, and Anita Wells to the Parks, Trails, and Tree Commission. The Council will take appropriate action.

Mayor Mann reviewed items on the consent agenda. Council Member Kurt Ostler asked that item 3b and 3c be pulled off the consent agenda for further discussion.

Council Member Kurt Ostler MOVED to approve consent items 3a as listed on the agenda. Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

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

The motion passed 5:0.

3b. ACTION/Resolution: Approval of Mayor Pro-Tempore for 2020 *Administrative*
Council Member Kim Rodela MOVED that they nominate Council Member Kurt Ostler to serve as Mayor Pro-Tempore for 2020. Council Member Scott L. Smith SECONDED the motion. All voted in favor and the motioned passed unanimously.

3c. ACTION: Ratifying the Mayor's Appointments to the Parks, Trails, and Tree Commission *Administrative*

Mayor Rod Mann asked the Council to consider the appointment of Brian Braithwaite to serve a three year term, Devirl Barfuss to serve a three year term, Ken Knapton to serve a two year term, Wesley Warren to serve a two year term, and Anita Wells to serve a three year term on the Parks, Trails, and Tree Commission. Mayor Mann explained that he looked at two other appointments and would bring them back at a later meeting.

Council Member Scott L. Smith liked the idea of having someone serve on the committee that lived in the area.

Council Member Scott L. Smith MOVED to ratify the appointment of Brian Braithwaite, Devirl Barfuss, Ken Knapton, Wesley Warren, and Anita Wells to the Parks, Trails, and Tree Commission. Council Member Kim Rodela SECONDED the motion. All voted in favor and the motion passed unanimously.

2. PRESENTATIONS (15 minutes)

a. Fiscal Year 2018/2019 Audit Presentation – *Steve Rowley, Keddington & Christensen*
Steve Rowley presented to the Council. He reminded the Council that they were responsible for the finances of the City and internal controls of those operations. They should address these issues from time to time to make sure they were being followed, and if there was anything that needed to be changed. He reported to the Council, not the management. Every government entity received a financial audit every single year. The audit was to show that financial statements were essentially accurate.

This was the first year Highland performed a Comprehensive Financial Report, which was a big step for the City. Where the City was headed: Mr. Rowley clarified that the packet they received answered questions such as “do trends look good or bad,” and “what they should do in the future.” There was also additional analysis included, but this was above and beyond minimum requirements, so they were not audited.

Reading from the report, Mr. Rowley said that all financial statements were materially correct. He read the section “required supplementary information” which covered what happened this year compared to last year. Pension schedules were also incorporated; this was building up to ten-year trend related to the Utah Retirement Systems. This started in 2014 when it was required. Combining schedules, toward the back of the audit report, was not required but reconciled back to other information.

There were different levels of requirements for auditing standards, so they went clear to the end and in about five pages. There was an internal control over financial reporting, which included processes and procedures for receiving money and outgoing money. They do not test them or give their opinion on the controls, but they do follow them to see how they function. He looked to see how much they can test. They were required to report insufficiencies or weaknesses and none were found.

The second section of the report covered compliance and other matters. Mr. Rowley explained that assessed if there were any laws not in compliance with financial statements. It did not look like there were any issues to have a material impact on financial statements. He continued explaining that they were required to have an audit, as well as a State compliance audit guide audit. The City had to test these items: budget, courts, internal controls over compliance, and instances of compliance with possible material impact.

There was one finding they identified: two funds were over budget. No mistakes; it was just over budgeted. The City complied in all aspects before the year ended, and there was an unmodified opinion on the remaining points. There was no impact on whether financials were materially correct. Mr. Rowley noted that no material weaknesses or inefficiencies were found in the internal controls. He then explained that the two funds over budget pertained to road projects. He said this was common and maybe it was not anticipated during budget amendments. The second project was a joint project with Alpine and Highland. It was funded with County funds and Highland was supposed to provide a match. Highland received funds and the City thought they would be reimbursed but expenses and revenue should have been reported separately. He again stated that this was the only finding identified.

Council Member Scott L. Smith referred to Page 6. He asked if expenses exceeded their revenues and wanted clarification. Mr. Rowley explained that those were revenues generated by the departments, which did not include say property tax requirements because those were non-departmental. and considered general revenues This graph was just to show how was the City covering its costs. They were not necessarily required to cover their costs in each department; for example, public safety department costs would not be covered.

Council Member Scott L. Smith asked if the cemetery and garbage covered their costs.

Council Member Kurt Ostler asked if this showed that the City was moving funds from general fund. He wondered if sales tax or fees covered the other balance. Mr. Rowley answered affirmatively. The previous page showed sales tax and property taxes. The City could not possibly generate enough revenues to cover all costs for the City, they had property and sales taxes for that. The City had covered costs in total with property tax and sales tax. He was happy to come back and explain anything else the Council was interested in.

Mr. Rowley went on to say this was a lot of extra effort for the City and commended Finance Director Gary LeCheminant for the hard work.

Council Member Brittney P. Bills referred to Page 10, "Economic Factors." She wanted to know where the numbers for building permits next year came from. She wondered if the budget next year took into account where public safety fees came into play. Mr. LeCheminant said two years ago they were ninety-six, and last year sixty-six, and they did not know how high they would be this year.

Council Member Kurt Ostler explained he was forecasting based on last year, through the end of June. City Engineer Todd Trane said the projection referred to the current year they were in because the report was for last year. The City would not see it until after July.

Mr. LeCheminant said that so far, they had forty-four housing permits and twenty came from Highland Vista. He was making a rough guess that the City would have more than sixty-six building permits.

Council Member Kurt Ostler questioned listing sales tax at 4% for this year. Mr. LeCheminant explained the numbers using the aid of a PowerPoint Presentation.

Council Member Kurt Ostler said that in the audit they listed the City was at 24.2% of the general fund revenue with a goal of 25%. He asked what should the City be carrying as their general fund and what was common for most cities. Mr. LeCheminant explained that usually it was at 28%.

Council Member Scott L. Smith thought this was a State-mandated law that it had to be somewhere between 6% and 25%. Mr. Rowley explained that the minimum was 5%, and a maximum was unrestricted. This would be available for any City project. By State law this was restricted to 25%, so a City could have more but will get an audit finding for it. He stated that restriction was only for the general fund. In all other funds there was no maximum. As a City, in general operations should not be amassing a lot of reserves. They could say they needed money for slated projects.

Mayor Mann gave an example of the building of the City office. This building was paid for with cash because they saved it and earmarked it for this.

Council Member Kim Rodela thanked Mr. LeCheminant and appreciated the details provided. He thanked Mr. Rowley as well. Mr. LeCheminant explained that they were able to receive an award from the GFOA for this work.

4. PUBLIC HEARING/ORDINANCE: 2019-2020 FISCAL YEAR MID-YEAR BUDGET ADJUSTMENTS *Legislative (15 minutes)*

Finance Director Gary LeCheminant presented the 2019-2020 Fiscal Year Mid-Year budget adjustments. This time he was doing budget adjustments. He then spoke of projections, as follows:

- General Fund Revenue
- Phone Tax Revenue down \$30K
- Use of Prior Year's Fund Balance
- From \$75K to \$291K

Budget Adjustments were reviewed and briefly described:

- General Fund Expenses
- Bldg. Maintenance +\$116K
- Parks Truck +\$33.8K
- Streets Sidewalk Repair +\$12K
- Planning Mod. Inc. House +\$10K
- Other Funds Increase in Expenses
- Open Space \$137K, Tennis Court
- Cemetery \$49.5 K, Fence
- Capital Parks, \$29.9K, Spring Creek
- Capital Parks, \$366.4K, Mtn. Ridge

- Other Funds Increase in Expenses
- Capital Bldg. \$45K, Salt Storage Bldg.
- Press. Irrig. \$366.2K, Well #6
- Storm Sewer \$40.7K, Cntry French
- Culinary \$264.5K, Well #2

Council Member Timothy A. Ball asked about the differential for salt building and asked if it was an official bid. Mr. Trane said that this was an issue between what the budget was versus what the low bids were. The City, instead of putting it out and doing it to try to save some money (which it did), listed it in-house as a general contractor. They split up each individual piece and did all the excavation work with contracted workers. Originally, the money was in the budget for several years and last year the City saved money on salt. The City had \$90,000 in there for several years, but they had a poor water year in 2017 and the City spent \$50,000 which they added into the fund later. Looking at the estimated cost for putting out the bid, it well exceeded that amount. So, they brought it in house and still by subbing it out, they still spent \$190,000 bid; it was under funded.

Mr. Trane said he was hopeful to have the project done for \$145,000 but at that time it was more expensive.

Mr. LeCheminant – Library Fund:

- Revenue
- Non-Resident Cards +\$2K
- Grants -\$2K
- Prior Year’s Fund Balance +\$26K
- Expenses
- Equipment +\$10K
- Books & Materials +\$5K
- IT Software +\$2K
- Office Supplies +\$12K
- Grant Expenditures -\$2K

Mayor Mann asked how much was impacted when the City raised rates. Ms. Cardon said it did not slow down. They continued to renew even though the City raised rates. Mayor Mann thought they should raise rates again. Council Member Scott L. Smith also said people could also visit other libraries with their card.

Council Member Kurt Ostler asked about the \$25,000 increase, and if it would continue to increase. Ms. Cardon said this brought it back to the previous year’s level, and that she had tweaked the account a little bit because she was not sure how much money would be used in the following year. This cost would stay the same she thought.

Council Member Kurt Ostler asked about the software increase—the self-check-out—and if it be an annual amount. Ms. Cardon answered affirmatively.

Council Member Scott L. Smith asked about abandoned land lines and wondered if that was why phone taxes were going down. Mr. LeCheminant thought so. Council Member Kurt Ostler said the City did get some tax for cell phones. Mr. LeCheminant said yes.

Mr. LeCheminant presented the following:

Tax Revenue Reviewed:

- Forecast vs. Budget
- Prop. Tax Now \$1.858M, Fore. \$1.872M
- Sales Tax Now \$2.569M, Fore. \$2.611M
- Motor Veh. Now \$167K, Fore. \$167K
- Franch. Tax Now \$950K, Fore. \$920K
- Phone Tax Now \$128K, Fore. \$98K
- County Option Now \$200K, Fore. \$215K

Year Over Year Actuals Compared:

- Prop. Tax 2019, \$1.70M, 2020, \$1.77M

- Sales Tax 2019, \$823K, 2020, \$865K
- Motor Veh. 2019, \$88K, 2020, \$88K
- Franch. Tax 2019, \$358K, 2020, \$355K
- Phone Tax 2019, \$42K, 2020, \$32K
- Building revenue \$280K already \$202K

City Administrator Nathan Crane explained that last year there were 372 permits and the minimum was \$919 and already this year the City had 224. If they doubled that would have \$440, so on average they were still running at \$919 per permit. Mr. LeCheminant confirmed that all of these numbers showed an increase compared to last year. It was slightly higher.

Council Member Kurt Ostler asked for total numbers. Mr. LeCheminant said sales tax had an actual 4.6% increase.

Mayor Mann opened the public hearing at 7:56 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 7:56 PM

Council Member Scott L. Smith MOVED that the City Council adopt the resolution amending the 2019-2020 Fiscal Year Mid-Year City Budget adjustments. Council Member Kurt Ostler SECONDED the motion.

The vote was recorded as follows:

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

The motion passed 5:0.

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

The meeting adjourned at 7:57 PM.

Mayor Mann suggested that they set a target of two hours for the work session because they still needed to hold a closed session following the work session. The Council consensus agreed.

5. WORK SESSION

a. Electronic Agenda Training

City Council will review how to navigate the electronic City Council Packet.

b. Calendar Year Priorities

The Council will discuss capital, development, and operational projects, and prioritize future projects.

Mr. Crane oriented the Council to the goal of his presentation: to create an interactive discussion on timelines and time frames. This helped the Council understand why it may take a long time for a particular project. He stated that may use extreme examples to make his points understood. He then explained that they had a lot of projects going on in the

City, and even more going on capital facility-wise and infrastructure utility-wise since he had the two combined. He went over the organization a bit.

Council had:

- Staff Biographies Sheet
- Organizational Chart
- What a typical day was like – administrative functions, etc.
- A few examples project

He picked a few projects to explain their timeline from when the project started and how it got to Council. Organization Charts were reviewed, which Mr. Crane explained were focused on operations. Staff duties were split into office- and public-related work. They had the same size work staff as the Council. Mr. Crane spoke about Stephannie and her role handling cash as treasurer. He noted that Laurie did payroll, benefits, and LonePeak Public Safety District. Candice worked in the Utility Billing Department where she interfaced with utility companies and people not paying bills on time. Erin Wells, Assistant City Manager, managed IT and reception. Ms. Cardon worked with staff underneath her. Mr. Trane presided over the building, along with JoAnn, who had a great relationship with builders, and Clint, their new Building Official. He also reviewed the details of Chief Gwilliam, Chief Thompson, and the Judge. Mr. Crane also noted that he worked with Tara in the Planning Department.

Mr. Crane explained that most staff were based on process or operations. There was not a lot of time to do projects. Mr. Crane, Mr. Trane, Ms. Wells and Mr. LeCheminant managed projects. The finance department had internal controls because they were small, which required Mr. LeCheminant to have more hands-on responsibilities than normal finance directors have. Preparing the CAFR took a long time which limited other things he could do. They discussed how to handle the day-to-day processes. Cindy Quick, Tara, and JoAnn could help but this was limited. They could have consultants but one of them had to be a gate keeper. For the parks project, they could get a committee, but they would still have to get information to the Council and provide direction, so they were still the gate keepers. Consultants came with a price.

Mr. Crane referred to a map that had projects outlined throughout the City. He explained that there was always something that came up to derail them from their other responsibilities and projects: referendums, road fees, sewer issues, employee issues, etc. It all added up and took a lot of time. He then noted that the remaining presentations for this agenda item would proceed as follows: 1) Mr. Crane would review planning topics; 2) Mr. Trane would review public works; and 3) Ms. Wells would review administrative issues.

Mr. Crane said their world revolved around Council and Planning Commission agendas and due dates. They had three agendas per month. He briefly discussed the Boyer development which would have 695 units total. Phase 1 will be 295 houses. They would like to start at end of July or beginning of August. They mentioned ten to twelve a month with Phase 1 to be completed July or August 2021. With regards to the impact this had on staff, the preliminary plat for Tara was probably twenty to forty hours' worth of work including the preparation and review of reports. Mr. Crane would spend about four to six hours on this project.

The final detailed Civil Plans were then discussed. Mr. Trane suggested they come in with five to six different packages, and each one would take him about fifteen to twenty hours. It would take two weeks to review the roads work, sewer functions etc. However, this depended on their engineer; sometimes it took two or three reviews. Mr. Crane said this was why it was important to have a good developer, because it could take a long time. Each phase was a couple hours a piece. It took a half day for each one. Tara would spend about ten hours on one, and Mr. Crane would spend two to four. To get this to Council it could be 100+ hours.

Council Member Scott L. Smith said Boyer was supposed to be a good developer. Mr. Crane and Mr. Trane both agreed and said they were great.

Once this project was approved the superintendent would be involved with road construction. Mr. Trane got more involved at this point with building permits. Design review and building inspection was also needed. Duties held by various staff members in the public works department were then reviewed.

Council Member Kurt Ostler asked about denials and wanted to know if the City had a policy that they had to wait a year to make any changes. Mr. Crane said no, they currently did not, but they could adopt that type of policy. He explained that changing code was another ten-hour project, including's research, staff report, presenting it, and then if there was a continuation of the item then more time would be needed. Lastly, Mr. Crane reviewed the project map and said it included everything in motion at this time.

Mr. Trane explained that the reason for this discussion was to provide education to the Council about what went on in their offices, and to have Council involvement and direction. It was also to say that the City Council had priorities as well. They also had commitments to the residents of Highland, and this was to help navigate the order of tasks on their list and to push the less important tasks down.

Canal Boulevard was the first subject. The project manager was UDOT for this project because they had too many people in loved. But he spent many hours in coordination with UDOT, by working with residents. This road had a major water connection above Boyer; they also had a sewer project outlined which included a sewer upgrade and a major road project. They had put this off for a year because of the Sewer project. The road 1600 West was then referenced and it was noted that this was a joint project between Utah County, Lehi, and Highland.

Mr. Crane asked for a time commitment on this project. Mr. Trane said they had weekly design meetings that he attended. They coordinated with different subcontractors, even though they had a consultant. He showed a flow chart as an example of the workflow. It showed 50-100 hours on average per project and there were several infrastructure projects listed.

There was some discussion as to a priority list for the projects presented. Council Member Kurt Ostler asked how the Council should begin to make a hierarchy of what should be completed soonest. He would love to see maintenance issues taken care of. He asked what that would that do for infrastructure in the sewer. Mr. Trane said that the best thing the Council could do right now was get the project on the list. They would start with the open space Trails and Parks Committee and start these discussions so there was a backbone for what the Council wanted to see. It was best to have the projects spaced out. Mr. Trane asked for the Council to be patient with staff, as they were working as hard as they could and were overextended.

Council Member Scott L. Smith said that for the next four or five months they were working on a budget, and that was a lot of work as well. Council Member Kim Rodela felt that something that should be on the list was to hire more staff to help out with this issue. Mr. Trane said he had tried but the budget was too small to hire another engineer. They used to have two engineers on staff and they were doing more now than ever before. He understood there were important things to the Council because residents were calling and emailing them. Some of these small things got buried. He did his best to keep up with the workload, but big projects were completely off his radar. Council Member Kurt Ostler expressed appreciation for Mr. Trane and all of City staff.

Mr. Trane said he had his flaws too and organization may be one of them. Their Public Works guys focused on maintenance and operations. They were running a full sewer system and water system. They were so focused on being reactive not proactive because of their responsibilities for the City.

The Council took a break at 8:50 PM and reconvened at 8:55 PM.

Ms. Quick outlined the process for getting items on the agenda. It took many hours to get projects in front of the Council. Ms. Quick mostly spends twelve to eighteen hours on the agendas on average.

Ms. Wells outlined the administrative projects she was working on. Some projects were quick but most of them were not. There was usually a project lead and many other staff members were involved. She wanted to be clear that the list was not exhaustive. The overall process required outside research, for example the State code, the City's internal policies and best practices, and then they brought this information back to staff for further discussion. They would lay out options to resolve the problems that arose, and what the implications were of those suggestions. They then outlined a municipal code, which sometimes went to Mr. Crane for review and sometimes it was the Planning Commission or City Council and that could be a circular for back and forth for a long time. Then came implementation (which was backlogged) and follow-through. For example, the website was up and running but there were still to-do lists that needed to be implemented.

Ms. Wells reviewed the annual City Resident survey. This was due next week and hopefully the City Council would have a draft of it tomorrow. It took at least a month of coding for them. The front desk staff had the day to day responsibilities of answering questions from walk in traffic, and they had additional projects to do as time allowed. They were interrupted so often. It would take a month if their time because of this. The work was not difficult, but it was time consuming, and hard to start and stop. Once the coding was done, she processed the data.

Next was the garbage and recycling fee. If the City Council wanted to go with new hauler, it would take a couple of months for them to handle the City. They mentioned needing 9,000 new cans ordered and distributed. They needed requests and route confirmed and ready by July 1st. They were on a time crunch and the RFP would go out in February. Haulers wanted one month to respond to that. After that they would bring it to Council for approval, finalize the contract, and then work through implementation. They were happy to do these projects if the Council was really going to make a change. However, it would take a lot of staff time to get to that decision.

Ms. Wells referenced the code update regarding the General Municipal Code. Staff was trying to take these as they saw need. The Business Licensing Code had not been updated for years. That “world” had really changed, and it therefore needed an update sooner than later. State code seemed to change business licensing every year, and Highland was a bit behind in code, but up to date in practice. It was a beast they were working to break it up in smaller chunks and do it one piece at a time. The food trucks portion was more seasonal and fell along a solid timeline because of that. They hoped to have it all done by fall.

Mr. LeCheminant described the budget process. The Budget was done in a spreadsheet and included a five-year history. He continued to review a budget timeline. Between May 5th and June 5th if City Council wanted to come and discuss with the staff, they could make more adjustments and would approve the budget June 16th along with any final budget amendments, certification of the property taxes, and resolutions in case they went over 25% on the budget.

Ms. Wells said the communication systems were shelved. The Council currently communicated with their residents via text and email through their website. She stated that communication systems should really be prioritized now. She explained that the Council had some projects that were ongoing or almost year-long projects. They were going through a utility account audit to look at things like losses, and if they were charging appropriately for PI billing for sewer. They had over 4,000 accounts and would take years to complete this audit, but staff plugged away as they could. This list again was not comprehensive, and it did not include issues such as the monthly newsletter, social media, etc.

The staff report also included a calendar which highlighted evening meetings outside of regular hours for meetings throughout the year.

Mayor Mann acknowledged Ms. Wells’s posts on Facebook noting that she she posted 256 posts last year alone. The average reach was 489 people, 77 average clicks, average 15 actions. The high was 1,000 clicks, 364 comments. The total reach was 125,000, and almost 20,000 clicks. This made the Council more transparent as a result. It was great to have 1,000 people liking their page.

Mr. Crane passed out an email out which asked for a list of priorities. He wanted to make the Council aware of their workload. All Council Members had different priorities; there were now six separate Council Members each stating that they wanted different projects completed. Examples were given, and they were all acknowledged as important. It was noted that staff members were doing their best to keep up with their word loads.

Mr. Crane printed out responses from the Council for why this discussion was important. Some were detailed and some were broad. If they were to accomplish these, they would be able to push something off their plates to accomplish. The road fee projects were not mentioned in the responses. The Maintenance Building was a huge issue and needed to be dealt with. They did not mention Mt. Ridge.

Mr. Crane said he would send out a list to the Council. He asked that they review and come back to a future discussion with more details for discussion. Spring Creek, for example, Mr. Crane tried to manage with a consultant. He realized Public Works and Engineering needed a lighter load for a while. They did not have the capacity to work as much as they were being required to.

He wanted to go down a path that the Mayor would set, and the Council agreed with, so they all could come together on these issues. The Council together needed to ask if a new project was more important than other current projects for them to change course and work on the new project. Then they can get through infrastructure projects at least through next year. Mr. Trane said they could breathe in the fall, and to give them six months.

Council Member Scott L. Smith said what he heard from Mr. Crane was that there were some major projects that made the staff very busy. If the Council had individual concerns, they should bring them to Mr. Crane and have him be a filter to the staff, and then discuss larger issues on Council-level for more direction. They needed to be aware that the staff were very busy.

Mr. Trane said to bring a project and put it on a list but be patient about it. Mr. Crane said they also needed to define terms. He briefly reminded the Council about the Road Plan fee process.

Mr. Trane said the Road Plan was comprehensive, it would just take time for each trail, the condition of the trail, and the usage and cost of the trail modifications. There were about 18 miles of asphalt trails that would be broken down in each of those areas. It was a bit process.

Council Member Kurt Ostler said perhaps they should take it in small chunks. If they went through a whole year where they were not discussing the main issues to see if there was something the Council could do to change it. Mr. Crane suggested clearing some “low hanging fruit” or easier or smaller projects such as focusing on the smaller trails.

Mayor Mann asked if there was something they could do this year. Mr. Crane said there may be something. They discussed the taxes and other specifics they could work on managing more closely. He again said to focus more on larger projects for the purposes of this discussion.

Mr. Trane said they had tried to talk with the Streets Department, and they were planning on doing a maintenance project. They wanted to complete the Master Plan, but it could take some time. Council Member Scott L. Smith said he would like a Master Plan.

Mr. Crane suggested that the staff was not saying they would not do anything, but big projects required more patience for completion. He thanked the Council for their time and attention and said he would send them more details for a further discussion on this issue.

Council Member Scott L. Smith asked if the Council could send emails from residents with questions about their work to Mr. Crane. Mr. Crane said yes.

Council Member Kim Rodela liked what Council Member Scott L. Smith said about going through Mr. Crane. She liked how he also said that if there was a project, to decide as a Council how it should move forward as a priority. She understood because she had five board members that came to her through her non-profit and she liked to take the projects to the Council as a whole. Mayor Mann thought the project map was awesome.

6. FUTURE MEETINGS

- January 28, Planning Commission Meeting, 7:00 pm, City Hall
- February 4, City Council Meeting, 6:00 pm, City Hall

7. CLOSED SESSION

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

At 9:34 PM Council Member Kurt Ostler MOVED that the City Council recess to convene in a closed session to discuss the character, professional competence, or physical or mental health of an individuals provided by Utah Code Annotated § 52-4-205. Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

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

The motion passed 5:0.

ADJOURNMENT

Council Member Kurt Ostler MOVED to adjourn the CLOSED SESSION and Council Member Brittney P. Bills SECONDED the motion. All voted in favor and the motion passed unanimously.

The CLOSED SESSION adjourned at 11:07 PM.

Council Member Kim Rodela MOVED to adjourn the regular meeting and Council Member Brittney P. Bills SECONDED the motion. All voted in favor and the motion passed unanimously.

The meeting adjourned at 11:08 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 21, 2020. This document constitutes the official minutes for the Highland City Council Meeting.



Cindy Quick, MMC
City Recorder