



HIGHLAND CITY

HIGHLAND CITY COUNCIL BRIEF

Tuesday, January 8, 2019

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

6:30 PM WORK SESSION (PUBLIC WORKS BUILDING)

City Council toured possible sites for Public Works Maintenance Building.

7:30 PM REGULAR SESSION (CITY COUNCIL CHAMBERS)

Call to Order – Mayor Rod Mann

Invocation – Council Member Scott L. Smith

Pledge of Allegiance – Mayor Rod Mann

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. YOUTH CITY COUNCIL SWEARING IN – Civic Events Coordinator Julie Tapusoa

Civic Events Coordinator Julie Tapusoa introduced Youth City Council Members for 2019 as follows: Nathanael Ball, Ella Spencer, Kaylin Favero, Jaxon Jones, Kate Rowberry, Mina Brunson, Shelby Mugleston, Sarah Ostler, Elizabeth Hamblin, Sam Clark, Lucy Evans and Collin Ross. Leadership members include Lily Trampleasure, Mayor; Tayton Godwin, Deputy Mayor; Brinley Openshaw, Recorder/Secretary; Megan Mabey, Government Chair; Brennon Jones, Publicist; London Kelley, Service Chair; Madison Matthews, Events Co-Chair; Sydney Hunt, Events Co-Chair; and Miranda Mugleston, Junior Advisor.

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

Special City Council Work Session November 20, 2018 - **PASSED**

Regular City Council Meeting December 4, 2018 - **CONTINUED**

Special City Council Session December 17, 2018 - **PASSED**

Next step: Approved minutes will become part of the permanent record. The approval of meeting minutes for December 4, 2018 will be continued to the City Council meeting on January 22, 2019.

b. ACTION: Preliminary and Final Plat Approval for Petra Place Subdivision - PASSED

Council will consider a request from Clyn & Nianne Young for final plat approval of a 3-lot single family subdivision located at 11144 N 5500 W. The Council will take appropriate action.

Next step: Staff will work with the applicant through the engineering process.

4. PUBLIC HEARING/RESOLUTION: UPDATING THE FEE SCHEDULE FOR PRESSURIZED IRRIGATION AND STORM DRAIN RATES FOR NON-RESIDENTIAL USERS - PASSED

Council will consider approving a fee schedule change for updated pressurized irrigation and storm drain rates for non-residential users. The Council will take appropriate action.

Next step: The Fee Schedule will be updated with the approved rates for non-residential users. PI base rate \$20.12. PI square footage rate \$0.000664 per square foot of permeable surface. Storm drain square footage rate \$0.00136 per square foot of non-permeable surface.

5. ACTION/ORDINANCE: APPROVAL OF AN ORDINANCE TO REGULATE SMALL CELL INSTALLATION AND MAINTENANCE - PASSED

City Council will consider approving an ordinance to regulated Small Cell installation and maintenance. The Council will take appropriate action.

Next step: Staff will update the municipal code to include the approved Small Cell ordinance.

6. ACTION: APPROVAL OF THE FINAL MASTER PLAN FOR MOUNTAIN RIDGE PARK - PASSED

City Council should review the Final Master Plan for Mountain Ridge park and provide staff with direction. The Council will take appropriate action.

Next step: Staff will work through the design and engineering process for the development of the property. Prior to construction beginning, the Planning Commission and City Council will need to approve a Conditional Use Permit and Council must determine final funding and any phasing plans for the park.

7. MAYOR/COUNCIL AND STAFF DISCUSSION AND COMMUNICATION ITEMS

a. Cemetery Policy – City Recorder Cindy Quick

City Recorder Cindy Quick oriented the Council regarding concerns with the Cemetery Cleanup Policy. Tim Alders reported a concern regarding the quarterly cleanup policy and suggested the City store owners' decorations in a more secure manner. After Council discussion, it was decided that staff will obtain a Conex container to be placed at the Cemetery for the purpose of storing decorations removed during the quarterly cleanup. Owners' may then claim their decorations from the container during certain dates and times. This will be implemented for the next cleanup in March.

b. Recycling Contract – Assistant City Administrator Erin Wells

Assistant City Administrator Erin Wells oriented the Council regarding a request from Republic Service for an amendment to the Recycling contract. After much deliberation, the Council decided not to amend the contract, but asked for staff to work on adjusting the can rates for the FY20 budget to ensure that each can rate covers the full cost of service for that can.

c. Funding Needs FY 19/20 – City Administrator Nathan Crane

City Administrator Nathan Crane oriented the Council with funding requests for fiscal year 2019/2020. The Council indicated they were not ready to support a property tax increase but did ask for further information regarding a public safety fee. Staff will continue to work on this issue.

d. Annual Survey – Assistant City Administrator Erin Wells

Assistant City Administrator Erin Wells oriented the Council with plans for the 2019 resident survey. Staff will work with the Council to prepare questions and distribute the survey via email and mail.

8. FUTURE MEETINGS

a. Future Meetings

- January 15, Joint Planning Commission & City Council Work Session, 7:00 pm, City Hall
- January 22, City Council Meeting, 7:00 pm, City Hall
- January 29, Planning Commission Meeting, 7:00 pm, City Hall

9. CLOSED SESSION

The Highland City Council may temporarily recess the City Council meeting to convene in a closed session to discuss the purchase, exchange, or lease of real property, as provided by Utah Code Annotated §52-4-205

City Council, Mayor and staff held a closed session to discuss the purchase, exchange, or lease of real property as provided by Utah Code Annotated § 52-4-205.

ADJOURNMENT

COUNCIL VOTING REPORT – JANUARY 8, 2019

		APPROVE CONSENT ITEMS A & B WITH THE EXCEPTION OF MEETING MINUTES FOR DECEMBER 4, 2018	CONTINUE APPROVAL OF MEETING MINUTES FOR DECEMBER 4, 2018	APPROVE UPDATES TO FEE SCHEDULE FOR PRESSURIZED IRRIGATION AND STORM DRAIN RATES FOR NON-RESIDENTIAL USERS	ADOPT SMALL CELL ORDINANCE	APPROVE FINAL MASTER PLAN FOR MOUNTAIN RIDGE PARK
First Name	Last Name	3	3	4	5	6
Brian	Braithwaite	Yes	Yes	Yes	Yes	Yes
Ed	Dennis	Yes	Yes	Yes	Yes	Yes
Tim	Irwin	Yes	Yes	Yes	Yes	Yes
Kurt	Ostler	Yes	Yes	Yes	Yes	No
Scott	Smith	Yes	Yes	Yes	Yes	Yes
	Total Voters	5	5	5	5	5
	Pass/Fail	Pass	Pass	Pass	Pass	Pass

voting history of all Council motions please go here: <http://bit.ly/HC-CC-Voting-History>

For a

STAFF PRESENTATIONS

Welcome to the Highland City Council Meeting

January 8, 2019



6:30 PM WORK SESSION

Call to Order – Mayor Rod Mann



7:00 PM REGULAR SESSION

Call to Order – Mayor Rod Mann
Invocation – Council Member Scott L. Smith
Pledge of Allegiance – Mayor Rod Mann



UNSCHEDULED PUBLIC APPEARANCES

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



PRESENTATIONS

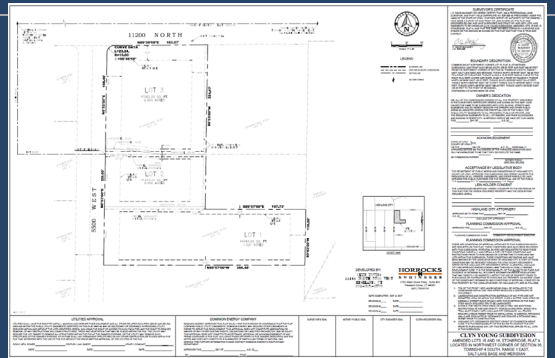
- Item 2a. – Youth City Council Swearing In – *Civic Events Coordinator Julie Tapusoa*



CONSENT ITEMS

- Item 3a. – Approval of Meeting Minutes
 - November 20, 2018
 - December 4, 2018
 - December 17, 2018
- Item 3b. – Preliminary and Final Plan Approval for Petra Place Subdivision

Petra Place Subdivision



UPDATING THE FEE SCHEDULE FOR PRESSURIZED IRRIGATION AND STORM DRAIN RATES FOR NON-RESIDENTIAL USERS

Item 4 – Public Hearing / Resolution
Presented by – Erin Wells, Assistant City Administrator

Background

- Audit of current PI & Storm Drain Rates for Non-Residential Users
 - PI: \$20.12 base + \$0.000664/ square foot of lot
 - Storm Drain: \$0.00136/ square foot of parking lot
 - Customer is billed twice for parking lot

Background Continued

- Newer Customers
 - PI: \$20.12 base + \$0.000664/ square foot of permeable surface
 - Storm Drain: \$0.00136/ square foot of non-permeable surface
 - More equitable
- Some inconsistency regarding treatment of xeriscape, building square footage, etc.

Proposed Rates for Non-Residential Users

- PI Base : \$20.12 base
- PI Square Footage: \$0.000664/ square foot of permeable surface
- Storm Drain: \$0.00136/ square foot of non-permeable surface

Financial Impact - Customers

- 58 Non-residential utility accounts
 - 24 ASD or LDS properties
 - Net decrease for both entities
 - 34 others
 - 21 decrease
 - 13 increase (\$1.27-\$183.01)
 - 4 increasing >\$50

Financial Impact – Highland City

- PI: ~\$27,000 decrease annually
 - ~\$11,000 FY19
 - 1.1% decrease in overall revenue
- Storm Drain: ~\$18,000 increase annually
 - ~\$7,500 FY19
 - Helps offset cost of recent purchase of Vac truck
- Both changes should be considered during 2021 Utility Rate Study update

Additional Information

- Xeriscape considered permeable within these rates
 - Should be considered during Utility Rate Study update
- Next Steps
 - Letters to all customers explaining change
 - Final check of aerial measurements vs. landscaping plans
 - New rates go into effect February 1, 2019



APPROVAL OF AN ORDINANCE TO REGULATE SMALL CELL INSTALLATION AND MAINTENANCE

Item 5 – Action / Ordinance
Presented by – Tim Merrill, City Attorney



APPROVAL OF THE FINAL MASTER PLAN FOR MOUNTAIN RIDGE PARK

Item 6 – Action
Presented by – Nathan Crane, AICP
City Administrator / Community Development Director

Introduction

- Staff Role
 - Does not have a “dog in in the fight”
 - Provide the best information we possibly can so that informed decisions are made
- Council Role
 - Understand the issues
 - Make the best decision for all residents of Highland

Why are we here?

- Final Master Plan that can be taken used for public review and comment
 - Community Open House
 - Planning Commission and City Council Public Hearings for the Conditional Use Permit
- Proposed park represents a significant investment in capital and ongoing costs
- Comments from the Community
 - Positive and Negative
- Compressed Time Frame
- Council needs to provide direction

Mountain Ridge Park

- City purchase the property in 2008
 - Prior to construction of the Mountain Ridge Subdivision
 - Park Bond
 - Athletic Complex
 - Primary purposes is lighted fields for scheduled sporting activities (baseball, soccer, football, lacrosse, softball, etc.)
- Open House November 2018

November 2017 Master Plan



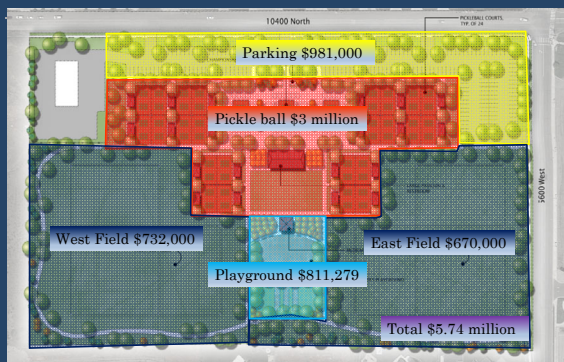
January 2019 Master Plan



Estimated Construction and Maintenance Costs



Estimated Construction Costs



Construction Finance Plan

- City will only build what it can afford without new debt
 - “cash in hand”
- \$1.1 to \$1.6 million existing money for construction
- Phase the project based on best use of resources for available funding

Operations and Maintenance

- One new FTE in the Parks Department
 - \$50,000 to \$55,000 Annually
- Recreation Staff
 - Court Scheduling, Tournaments, etc.
 - \$30,000 - \$60,000 Annually
- Maintenance Estimate
 - Minimum of \$130,000 Annually

Council Direction

- Approval of the January 2019 Master Plan
- Element priority and phasing
- Project financing
 - Revenue sources
 - Maximum Budget
- Construction Documents
- Community Open House



MAYOR/COUNCIL AND STAFF DISCUSSION COMMUNICATION ITEMS

- Item 7a. - Cemetery Policy - *City Recorder Cindy Quick*
- Item 7b. - Recycling Contract - *Assistant City Administrator Erin Wells*
- Item 7c. - Funding Needs - *City Administrator Nathan Crane*
- Item 7d. - Annual Survey - *Assistant City Administrator Erin Wells*



CEMETERY POLICY

Item 7a - Discussion
Presented by - Cindy Quick, CMC
City Recorder

Overview

- Highland City Cemetery has 10,167 graves.
- 2,702 grave sites have been sold and there are 577 burials.
- We have had an average of 51 burials per year over the last five years.

Cemetery Cleanup Policy

- It is the goal of Highland City and Cemetery staff to offer families and friends that visit their loved ones a clean, beautiful and peaceful environment.
- Highland City Cemetery Cleanup Policy
 - Four times a year all flowers (real or artificial) will be thrown away and other items such as trinkets, ornaments, lamps, shepherd-hooks, etc. will be taken to the Public Works Shop and held for one week, if not claimed they will be thrown away.
 - 1st Monday in March
 - 1st Monday in October
 - 2nd Monday in June
 - 1st Monday in December

Cemetery Weekly Maintenance

- Weekly cleaning of perishable and dead flowers
- Mowing schedule (Thursdays March through November) any item interfering with mowers or hazardous to employees will be removed
- Watering schedule: every evening from 9:00p-10:00a
- Glass containers, wires, sticks, pegs or irons driven into the ground are not allowed per Code 13.48.110(c)

Cemetery Weekly Maintenance

- Any grave decorations must be on or within the borders of the marker per Code 13.48.110 (b)
- There is a difference between the Complete Cleanup Policy and the Weekly Maintenance Policy

Cemetery Cleanup Policy Issues/Concerns

- Recent complaints with:
 - Misunderstanding the Complete Cleanup and the Weekly Maintenance
 - We get NO complaints during the weekly maintenance
 - Complaints after Complete Cleanup from owners who are unable to find their decoration (both sentimental and valuable)
 - Difficult to define what should remain therefore, complete cleanup is easier

Comparison with Surrounding Cemeteries

Cemetery	Highland	American Fork	Pleasant Grove	Orem	Lehi	Lincoln	Alpine
Decoration Removal?	Yes	Yes	Yes	Yes	Yes	Yes	Yes
How Often?	4 times	2 times	2 times	1 time	weekly	weekly	weekly
Not Allowed	Glass containers, wires, sticks, pegs, irons driven into ground, nothing in grass	Wires and glass containers	Glass, ceramics, windmills, toys, outdoor lighting or anything in grass	Nothing stuck in grass and no glass, porcelain, wire, sticks, pegs, rocks, ornaments or metal rods, stone or bricks bordering outside of grave marker prohibited	No permanent decorations in interment cemetery or cremation spaces	Decorate grave on ground, wire, memorial cross, shepherd hooks, metal solar lights, sticks, flags, flags, toys, air socks, balloons, outdoor lighting, growmats, glass, porcelain, etc.	Glass ornaments or vases, jars, bonnets, benches, rocks, dark chips, stones, shepherd's hooks, wire & wire twines
Extra Notice Language	all flowers (real or artificial) will be thrown away - other items will be taken to PW and held for one week	allows almost any type of decoration during Christmas then removed during the 1st week of March. Decorations on headstone - nothing in grass. Decorations on headstone and all decorations are acceptable	Decorations left that are of a permanent nature are put by their dumpster. Owners are instructed that they have ten days to pick them up after which they are disposed of. If decoration not left in grass, assumed broken or broken	To discourage theft, we suggest that items/decorations are clearly marked with an identifying mark. This might discourage someone from taking it, & helps families identify items belonging to them.	Shepherd hooks, works of art and solar lights are allowed in the cement border or base and cannot exceed 7' in height	any object not kept on the headstone is discarded. No decorations on fences or fences. They allow shepherd hooks if secured to the headstone and cannot exceed 6' in height	Between Apr 1 & Oct 31 decorations must be on headstone or will be removed to facilitate mowing. Flowers should be placed in approved container.
Rules of Note	weekly maintenance removal of perishable items and dead flowers. Mow on Thursdays March-November	At the discretion of the cemetery staff, all old and unsightly decorations will be removed	they allow shepherd's hooks ONLY if they are attached to the cement border	decorations that may be of value stored by maintenance shed decorations on headstone allowed until they become faded, worn, weathered, or otherwise unsightly	decorations are retained for two days before being discarded	no outlining of headstones with bricks, rocks, flowers or other decorations	Anything against policy will be removed and disposed of without prior notice

Questions Regarding Cleanup

- How often should we perform a Complete Cleanup?
- How long should we retention items?



RECYCLING CONTRACT

Item 7b - Discussion
Presented by - Erin Wells, Assistant City Administrator

Background Information

- Garbage Costs to the City
 - Republic Services hauling contract
 - North Pointe tipping fees
 - Other costs: salary, benefits, billing costs, etc.
- Garbage Revenue to City
 - Can fees
- Garbage taken to North Pointe Transfer Station who sends City a fee for tipping fees

Background Information Continued

- Recycling taken to Rocky Mountain Recycling where Republic pays the tipping fee
- Yearly average
 - 2015: \$4 per ton or \$2,456 per year
 - 2018: \$59 per ton or \$26,226 per year
- Increase largely due to Chinese National Sword
- Republic is asking Highland for a contract amendment
 - Contract locked in until June 30, 2020

Staff's Recommended Contract Amendment

1. Enter into contract with Rocky Mountain Recycling to pay tipping fees directly to them
 - City runs more risk, but can also pass on potential price cuts to residents

Staff's Recommended Contract Amendment Continued

2. Adjust all garbage and recycling rates now to meet cost of providing service through end of contract
 - 1% annual Republic contract increase
 - 3% inflationary increases to North Pointe tipping fees, & other costs
 - Recycling and First Garbage Cans are currently being subsidized
 - General Fund currently receiving -\$23,000 subsidy which would need to be made up
 - Utah State Auditor may be creating rules that prohibit fees from generating excess revenue

Numbers

	Can Count	Current Resident Rate	Total Monthly Cost to City	Monthly Subsidy to General Fund
Garbage (First Can)	4,500	\$9.35	\$9.48	-\$0.13
Garbage (Second Cans)	1,950	\$7.40	\$5.17	\$2.23
Recycling Can	2,711	\$4.45	\$5.13	-\$1.91

Staff Recommendation - Eliminates All Subsidy

	Current Resident Rate	Proposed Residential Rate (Monthly Cost to City)	Monthly Difference for Resident	Annual Difference for Resident
Garbage (First Can)	\$9.35	\$9.48	\$0.13	\$1.60
Garbage (Second Cans)	\$7.40	\$5.17	-\$2.23	-\$26.75
Recycling Can	\$4.45	\$5.13	\$1.91	\$22.90

Other Potential Contract Amendments

1. Allow Republic to haul recycling anywhere
 - This would likely be a garbage transfer station until recycling costs decrease
 - **American Fork City**
3. We begin paying Republic Services \$65 per ton (cost for the past 8 months) to cover recycling tipping fees



FUNDING NEEDS

Item 7c - Discussion
Presented by - Nathan Crane, City Administrator

Gazing into the Future



What we think we know?

- General Fund Model
- **Preliminary** Public Safety District FY 19/20 Budget
- Some Large Ticket Items
- 5 Months Preliminary Budget

Comprehensive Financial Sustainability Plan

- Goals
 - Ensure sufficient revenues to cover operation and maintenance
 - Continue to fund capital improvements
 - Minimizing use of bonds
 - Maintain a target of 20% General Fund Balance

Comprehensive Financial Sustainability Plan

- 5 year planning window
 - Average 3% cost growth
- 5 different scenarios
- Inflation (Amortized)
 - \$123,554 Annually
- Capital and O&M (Amortized)
 - \$434,250 Annually
 - \$151,125 O&M
 - \$283,125 Capital

Request for Next Fiscal Year

- Police - \$247,000
- Fire - \$325,000
 - \$447,000 included in the model
- Park Bond Payment Increase - \$134,000
 - Building Permits
- Mountain Ridge Park
 - \$50,000 FTE for Park Maintenance
 - Included in the model
 - Maintenance - \$130,000 Annually
 - Other Staffing needs
- Garbage/Recycling Impact - ???
- Trail Maintenance - ???
 - County quarter cent sales tax
- Open Space Maintenance - ???



Conclusions

- Amortization
 - Pros and Cons
- Some type of revenue increase
 - Maintain the existing level of service
 - Fiscal sustainability
- Preliminary Budget - May
- Final Budget - June



Council Direction

- Does the Council want to explore a revenue increase for FY 19/20?
- Council Subcommittee
 - Amount
 - Public Involvement
 - Fee or Tax
 - Additional Information Needed?
- Lone Peak Board
 - Funding Formula
 - Fiscal Sustainability
 - FY 19/20 Budget
- Staff will need to reshift priorities



2019 RESIDENT SURVEY

Item 7d - Discussion
Presented by - Erin Wells, Assistant City Administrator

Discussion Points

- Methodology
 - Dual options:
 - Paper
 - Sent with utility bill/ newsletter
 - Online
 - Advertised via emails to online utility bill customers, social media, and website
 - Will prevent ballot box stuffing
 - ~\$300 dollars
 - Paper only
 - Sent separately from utility bill
 - Help ensure one per household
 - Likely decrease response rate
 - Take a great deal more staff time to code

Discussion Points

- Questions



FUTURE MEETINGS

- Item 8a. – Future Meetings
 - January 15 – Joint Planning Commission & City Council Meeting, 7:00 pm
 - January 22 – City Council Meeting, 7:00 pm
 - January 29 – Planning Commission Meeting, 7:00 pm



CLOSED SESSION

The Highland City Council may temporarily recess the City Council meeting to convene in a closed session to discuss the purchase, exchange, or lease of real property, as provided by Utah Code Annotated §52-4-205