



HIGHLAND CITY COUNCIL BRIEF

TUESDAY, OCTOBER 21, 2025

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



VIRTUAL PARTICIPATION

YouTube Live: <http://bit.ly/HC-youtube>

Email comments prior to meeting: council@highlandut.gov

6:00 PM REGULAR SESSION

Call to Order: Mayor Kurt Ostler

Invocation: Liz Rice

Pledge of Allegiance: Council Member Brittney P. Bills

1. UNSCHEDULED PUBLIC APPEARANCES

Please limit comments to three minutes per person. Please state your name.

Kevin Black expressed his concerns regarding the 2025 Highland Fling stating that several events were missing and there was lack of advertisement for the event.

Liz Rice mentioned that Texas Instruments is constructing a semi-conductor water fabrication plant. She expressed her concern about the amount of water that may be used.

2. PRESENTATIONS

a. Zions Bank Cemetery Perpetual Care Fund Study - Susie Becker

Susie Becker from Zions Bank will present the results from the Perpetual Care Fund Study and propose options for funding the Perpetual Care Fund.

This presentation will move forward to a future meeting.

3. CONSENT ITEMS

Items on the consent agenda are of a routine nature. They are intended to be acted upon in one motion. Items on the consent agenda may be pulled for separate consideration.

a. Approval of Meeting Minutes General City Management

Stephannie Cottle, City Recorder – PASSED 4:0

August 13, 2025 City Council and Planning Commission General Plan Meeting

Next step: These minutes will go to the Planning Commission for their approval on October 28, 2025.

b. Approval of Meeting Minutes General City Management

Stephannie Cottle, City Recorder – PASSED 4:0

August 19, 2025

Next step: The approved minutes will become part of the permanent record.

c. Approval of Meeting Minutes General City Management

Stephannie Cottle, City Recorder – PASSED 4:0

September 2, 2025

Next step: The approved minutes will become part of the permanent record.

d. Approval of Meeting Minutes General City Management

Stephannie Cottle, City Recorder – PASSED 4:0

September 30, 2025

Next step: The approved minutes will become part of the permanent record.

e. Ratification of Large Purchases General City Management

David Mortensen, Finance Director – PASSED 4:0

Next step: Staff recognizes the Council approval of the purchases.

4. COMMUNICATION ITEMS

Communication items are informational only. No final action will be taken.

a. Letter of Support to Congress Regarding Highland Zip Code Kurt Ostler, Mayor

Mayor Kurt Ostler reviewed a draft letter to present to the Committee on Oversight and Government Reform requesting that Highland City be assigned its own zip code. The Council discussed language for the letter and signed the letter.

b. Annual Resident Survey Results Jay Baughman, Assistant City Administrator/Community Development Director

Jay Baughman, Assistant City Administrator/Community Development Director, presented the results of the 2025 Resident Survey including questions related to library usage, property tax increases to fund the library, roads, parks, trails, city personnel and elected officials, and cemetery. The survey results can be found at www.highlandut.gov.

c. Fling Budget Report Jay Baughman, Assistant City Administrator/Community Development Director

Jay Baughman, Assistant City Administrator/Community Development Director, reviewed the revenues and expenditures for the 2025 Highland Fling. The Council discussed the types of activities offered this year as well as additional activities to be considered for next year. There was also a discussion related to the Civic Events Coordinator position.

d. Election Update Stephannie Cottle, City Recorder

Stephannie Cottle, City Recorder, stated that ballots have been mailed out, and the drop boxes are open for voters to use. She explained that Utah County Elections office sent out an incorrect instruction sheet with the ballots which indicated that voters must include the last 4-digits of their government issued ID; however, there is no place on the ballot envelope for voters to write those digits. Ms. Cottle stated that voters only need to sign their ballot envelope with a valid signature, and their ballot will be counted. She also encouraged voters to use the ballot drop box to ensure that their ballot is received by 8:00 pm on election day.

Rob Patterson, City Attorney/Planning & Zoning Administrator, reviewed the process outlined by resolution for filling a vacancy in City Council. The Council discussed the resolution and varying timelines to fill the vacancy which will be created by Council Member Brittney P. Bills after she is elected as Mayor.

e. Community Development Update ([Current Projects List](#)) Jay Baughman, Assistant City Administrator/Community Development Director, Rob Patterson, City Attorney/Planning & Zoning Administrator

Rob Patterson, City Attorney/Planning & Zoning Administrator, stated that the draft of the General Plan is being reviewed by the Planning Commissioners, and it will be brought to their meeting on October 28th for a public hearing and their recommendation. It will be presented to the Council in November, and then again in December with a public hearing. He also discussed the property owned by the Church of Jesus Christ of Latter-day Saints located on 11200 N, north of the MNG Development. Highland City has not received any applications related to that parcel, and the city is not obligated to change zoning or provide access if the sale of the property is completed.

5. CLOSED MEETING

The City Council may recess to convene in a closed meeting to discuss items, as provided by Utah Code Annotated §52-4-205.

There was no closed meeting.

ADJOURNMENT