



## HIGHLAND CITY

# HIGHLAND CITY COUNCIL MINUTES

Tuesday, July 17, 2018  
Approved August 7, 2018

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

**PRESIDING:** Mayor Rod Mann

### COUNCIL MEMBERS

**PRESENT:** Brian Braithwaite, Tim Irwin, 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, Police Chief Brian Gwilliam, City Attorney Tim Merrill, City Recorder Cindy Quick

**EXCUSED:** Council Member Ed Dennis and Council Member Kurt Ostler

**OTHERS:** Andrew Patterson, Josh Anderson, Jackie Cook, Claudia Stillman, Stephen Babb, Mary Jean Ridges, Spencer Hess, Jacob Ridges, Joseph Ridges, Janet Wadsworth, Caleb Thomas, Quinn Brynson, Brent Cook, Kevin & Jaxson Davidson, Cathy Stucki, Scott Wilkinson, Claude Jones, Ty Christensen, Mauel Bueno

### **7:00 P.M. REGULAR SESSION** (CITY COUNCIL CHAMBERS)

Call to Order – Mayor Rod Mann

Invocation – Josh Anderson

Pledge of Allegiance – Caleb Thomas

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 Josh Anderson and those assembled were led in the Pledge of Allegiance by Caleb Thomas, a local scout.

## **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.)

Cathy Stucki, a resident, addressed the Council with concerns about the trees that are dying in her neighborhood and all over the City. Mrs. Stucki hired an arborist to come examine the trees and the arborist discovered that some trees were dying for lack of water, and some had become diseased by cutworm, fire blight, and spider mites. There were measures that the City and her neighbors could take to save the trees, and she wanted to know who she could speak with about the issue.

Mayor Mann asked Mrs. Stucki to leave her contact information on the sign-up sheet and he would have Assistant City Administrator Erin Wells contact her.

Josh Anderson expressed his concerns regarding the traffic volume and speed on 10400 North. His dog was struck and killed by a distracted driver and recently a 14-year-old girl was hit at the cross walk. He requested that a flashing crosswalk light be installed at the crosswalk. He felt it was difficult for drivers to stop at the crosswalk in time because their vision was impeded by the hill and they seem to always be driving at least five miles per hour over the speed limit. Mr. Anderson said that there were a lot of children in the area because of the local school, sports fields, and church.

Council Member Scott L. Smith asked Mr. Anderson to clarify what kind of flashing sign he was requesting. Mr. Anderson referenced the flashing crosswalk signs that were located on 6000 West. Council Member Smith suggested lowering the speed limit and noted that he would support a change to 30 MPH.

City Administrator Nathan Crane said that the City's plan was to place counters on the road to measure speed and volume, and then solicit a traffic engineer to do a study and recommend improvements to address the issues. They would be placing the counters out next week because they wanted to capture school traffic. The study would take six to eight weeks to complete.

City Engineer Todd Trane explained understanding the danger in the area and wanted to do the right thing by commissioning the study before taking action. He was concerned that it was possible the location of the crosswalk was the issue. Mr. Anderson asked to be involved in the study.

Spencer Hess, a resident, agreed with the suggestion of lowering the speed limit because it would give drivers more time to stop. He reported that it was difficult to see the crosswalk when traveling west in the evening because of the sun. Mr. Hess wanted something done before someone else was seriously hurt.

Quinn Brunson, a young resident, asked about the purpose of the firework ban and asked how long it would last.

Mayor Mann explained that the ban would end a few days after July 24<sup>th</sup>, and the purpose of the ban was for the safety of the residents and the City. Sparks from fireworks could easily set fire to empty fields or other dry areas. He further added that the State allowed the City to increase the ban, and the city did take advantage of that.

Jacob Ridges, a young resident, asked if the red areas on the map were prohibited from having fireworks, and Council Member Brian Braithwaite answered affirmatively.

Caleb Thomas, a young resident, asked about the pressurized irrigation water and why it was so low for the year.

Mayor Mann explained that they had less water this year because there was very little snow during the winter, so the water coming from the canyon was low. Because of that, Highland had to get water from another source that is much dirtier and has caused filters to clog. Mayor Mann said that young people could encourage their parents to install landscaping that needs less watering, and/or water landscaped areas on appropriate days and times.

City Engineer Todd Trane suggested that Caleb could also help others in and around his neighborhood take care of their filters, which could benefit his community.

Council Member Brian Braithwaite further explained that residents were using more water than was allowed because irrigation water has not yet been metered. He reported that irrigation water meters would be installed in the future. He felt concerned that the water supply would not be increasing, so the community could face real water shortages when the City was built out, unless they could get residents to use only the water allowed.

Cathy Stucki, a resident, commented that the City Code has required a lot of landscaping with commercial and residential properties. She suggested that they consider allowing xeriscaping and other water-saving options.

Katie Davidson, a resident, spoke about an issue with an open space area in the Viewpoint subdivision. When they moved into the subdivision, the City installed two drains on one side of the open space area. The side without drains floods often and creates moss and other problems. The City's solution was to turn off the water, however, now the entire open space area was dry and prickly. She felt that there had to be a better solution.

## **2. PRESENTATIONS**

### **a. YOUTH COUNCIL UPDATE – Youth City Council Mayor Miranda Muggleston**

Youth Council Mayor Miranda Muggleston provided the Council with an update regarding Youth Council and their preparations for the Highland Fling. She thanked Mayor Mann for the opportunity to serve and said that they were excited for the upcoming event.

### **b. HIGHLAND FLING UPDATE – Civic Events Coordinator Julie Tapusoa**

Civic Events Coordinator Julie Tapusoa stated that the Highland Fling was about a week and a half away. She reminded everyone about the Fling Magazine and voiced her excitement for the upcoming Fling events. The theme for the year was “We Rise by Lifting Others” and events include a performance from Cecily Parrish (who competed on The Voice and American Idol), many service projects and opportunities, a hot air balloon festival, and balloon glow. She encouraged the Council and staff to attend as many events as possible. She reported that she had more volunteers than last year, for which she was appreciative.

Regarding funding, Civic Events Coordinator Julie Tapusoa reported that they had chosen to find sponsorships in-house this year and it proved to be beneficial. They received more donations and sponsorships than last year which helped cover the cost of all the rental equipment for the events. She also stated that they would be trying a different park layout this year to encourage people to stay all day. She thanked the Council for their support.

The Council expressed appreciation for Civic Events Coordinator Julie Tapusoa for her work on the Fling.

### **c. ROAD PROJECT UPDATE – City Engineer Todd Trane**

City Engineer Todd Trane provided a brief update of the 2018 Road projects, including rehabilitation, patching, and surface treatments. He reported that the rehabilitation projects were on schedule, which allowed them to add a few additional road projects to the schedule for the year. They had run into some construction issues on 6000 West, particularly the bad soils. Public Works Director Ty Christensen had been working through the issues to reach the best solution, including thickening the asphalt in areas where it was too thin. The issues encountered did increase the cost of the project. City Engineer Trane presented photographs of 6000 West as of today.

He then presented a map showing the preservation projects and explained that residents were sent notices so that they would know the schedule of road closures. The project would begin the following week.

The 2018 Road Project tracking sheet was briefly reviewed, including anticipated costs and unexpected costs. The total for the year would be \$1.4 million, so a few extra road projects would be added for the year.

Council Member Brian Braithwaite requested that contractors continue to water the construction areas to keep the dust down.

Before continuing to the Consent Items, Mayor Mann asked Assistant City Administrator Erin Wells to give a brief update on the Library. She reported that the library was set to reach NUCLC by September and they were currently 927 items short of reaching that goal.

Council Member Tim Irwin asked for more information about donated books and Assistant City Administrator Wells explained the donation policy. Books that were current or classics in good condition were added to the collection, all others went to the book sale. She reported that a group called Kids Who Care, from Cedar Hills, had recently collected nearly 100 books that were able to be added to the collection.

Assistant City Administrator Erin Wells also reported on their progress in finding a new Library Director.

### 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 June 5, and June 19, 2018; Work Session June 12, 2018

**b. Action: Ratifying the Mayor’s Library Board Appointments**

The City Council will consider ratifying the appointment of Claude Jones and Mike Burns to serve on the Library Board. The Council will take appropriate action.

**c. Action: Juncker Preliminary and Final Plat Approval**

A request by Darin Juncker of New Element Construction for Preliminary and Final Plat approval of a seven-lot single family residential subdivision known as Juncker Estates ‘A’ located 10100 North 5920 West (PP-18-01). The Council will take appropriate action.

**d. Action: LDS Church Preliminary and Final Plat Approval**

Corey Solum and Tim Soffe are requesting Preliminary and Final Plat approval on behalf of the Church of Jesus Christ of Latter-day Saints. The property is approximately 4.64 acres and is located at 11300 North Highland Boulevard. The Council will take appropriate action.

**e. Action: Highland Hideaway Storage Conditional Use and Site Plan Approval**

Israel and Andrew Patterson are requesting Conditional Use and Site Plan approval on behalf of Highland Hideaway Storage. The property is approximately 13.54 acres and is located at 11251 North Sunset Drive. The Council will take appropriate action.

Council Member Scott L. Smith requested that Item 3b and 3e be pulled for further discussion.

*Council Member Brian Braithwaite MOVED to approve consent item 3a. for minutes as amended, 3c., and 3d. as listed on the agenda.*

*Council Member Tim Irwin SECONDED the motion.*

*The vote was recorded as follows:*

|   |            |
|---|------------|
| <i>Council Member Brian Braithwaite</i> | <i>Yes</i> |
| <i>Council Member Tim Irwin</i>         | <i>Yes</i> |
| <i>Council Member Scott L. Smith</i>    | <i>Yes</i> |

*The motion passed.*

Discussion on Item 3b:

Council Member Scott L. Smith voiced appreciation for the Mayor's role in appointing new board members, and he felt that there should be a good variety of individuals on the Library Board. He suggested that, in the future, those who express an interest in serving on the board be asked to attend a board meeting and study the bylaws prior to being appointed to that board.

Mayor Mann felt this was a valid suggestion and reported on the process he went through when interviewing potential candidates.

*Council Member Scott L. Smith MOVED to ratify the appointment of Claude Jones and Mike Burns to serve on the Library Board.*

*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 Scott L. Smith                              Yes*

*The motion passed.*

Discussion on Item 3e:

Council Member Scott L. Smith asked the applicant to come forward to answer a few questions. He first asked for clarification on the lighting plan.

Andrew Patterson, the applicant, reported that the lighting plan had been reviewed with the Planning Commission and a neighborhood meeting had also been held regarding the application. He had agreed to install lighting that was covered and directed downward toward the storage facility. Utilizing LED lighting, they would be able to contain the light inside the storage property.

Council Member Scott L. Smith suggested that the applicant do all he can to keep the storage facility hidden from view, because many residents had voiced their concerns with having a storage facility in a residential area. Mr. Patterson commented that the facility was far back from the road and the zoning would allow an office building to be constructed in front of the facility.

Council Member Brian Braithwaite noted that some of the concern was the view from the residents above the facility. There had been some comments about covering up items being stored in the open area. Mr. Patterson said that they would be creating a canopy to block some of the view, but there would still be open spaces.

Council Member Tim Irwin explained that residents had previously complained about RVs not being covered in the storage area. Mr. Patterson said that the issue had been resolved.

Mayor Mann allowed for public comment.

Manuel Bueno, a resident, liked that the name of the facility was called Hideaway Storage because it implied that it was out of sight. He had attended the Planning Commission meeting and many of his concerns were addressed there. However, he still had questions about the median in the road that needed to be developed. It was his understanding that Mr. Patterson would develop that median with vegetation and trees.

City Administrator Nathan Crane explained that there was a general development agreement that stated the developer would improve the median, but it should have been done as part of the Country French development. Staff was still unsure why that did not happen. He reported that the median would be installed and improved when the LDS Church meetinghouse was developed.

*Council Member Brian Braithwaite MOVED to approve the Highland Hideaways Storage Conditional Use and Site Plan as identified in the packet, including stipulations from staff and 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 Scott L. Smith                              Yes*

*The motion passed.*

#### **4. ACTION: APPROVAL OF A COOPERATIVE AGREEMENT FOR THE DESIGN AND CONSTRUCTION OF THE MURDOCK CONNECTOR (Highland City - 4800 South / SR 74 East - West Connector Road)**

The Council will consider approval of a cooperative agreement between the Utah Department of Transportation (UDOT), Utah County and Highland City related to the design and construction of the Murdock Connector (Highland City – 4800 South/SR 74 East – West Connector Road). The Council will take appropriate action.

City Administrator Nathan Crane explained that the proposed cooperative agreement was for the design and construction of the Murdock Connector and the agreement would be between UDOT, Utah County, and Highland City. The project had been under consideration for quite some time. In 2009, Highland City entered into an agreement with the residents of the Pheasant Hollow Subdivision which stated that residents could have input regarding the design of the road. The Senate set a requirement to determine the process for right-of-way acquisition; and last month, MAG determined that UDOT would manage the project. Highland City agreed to do that, if UDOT would address the residents’ concerns, and UDOT had agreed to that stipulation. They would not be able to eliminate all negative impacts to the residents but they would go through a detailed mitigation process.

City Administrator Nathan Crane presented the proposed agreement and said that UDOT would not allow the addition of any language that could create a liability or potential delays/cancellations, or set precedent for future projects to do so. There was a clause in the agreement that stated that the project would be delayed if appropriate funding was not found. Also, if the actual cost for the road was higher than the bids, the entities would work together to obtain that funding.

Mayor Mann stated that MAG had assured him many times that there would be funding available to fill in the gaps.

Council Member Scott L. Smith was concerned that the project was severely underfunded. He noted that the cost for design and construction of the road would be \$3.5 million and he questioned where the money would come from to purchase the USDC land. He reported the 112 acres of USDC land had been appraised at approximately \$23 million and could now be up to \$31 million. He was not sure that they should move forward on a project that was underfunded.

City Engineer Todd Trane said that they were aware that the project was underfunded. City Administrator Nathan Crane said that additional funding must be received before the project was sent out to bid. The City had been collecting a portion of the road impact fee that would go toward the project.

Council Member Brian Braithwaite commented that they were not sure what the City's portion of the cost would be yet, but they wanted to be prepared with the impact fee. If not all of the money was used, the money would be refunded.

Mayor Mann said that MAG would provide money to fill in the gaps.

Council Member Brian Braithwaite felt that they should move forward with the agreement. He was comfortable with the clause regarding funding. Council Member Scott L. Smith asked for more information regarding the clause.

City Administrator Nathan Crane explained that they would prepare an engineer's estimate after the design was complete and if that estimate was more than \$3.5 million, they would work with the entities to work out funding. Funding would have to be received before going out to bid for construction.

City Administrator Nathan Crane then explained the UDOT public involvement process and noted that all comments would be tracked so that they could follow-up with all concerns. The process would allow residents and adjacent property owners to comment on the design and construction of the road. The City would also participate in all aspects of the project. UDOT would also attend the meeting to discuss and answer questions about the project.

Council Member Brian Braithwaite felt that it was important to notice the involvement of UDOT and have conversations with UDOT directly. They would be holding public meetings and Pheasant Hollow residents could provide input on record during those meetings.

Stephen Babb, representative of Pheasant Hollow, appreciated UDOT's interest in listening to their concerns but his experience with them was mixed. Regarding the Murdock Canal project, residents met with an engineer and they were assured that their concerns would be addressed and that the project would be completed in eight weeks. Eleven months after, the neighborhood was still a mess and had not recovered from the project. The concern was that the residents were "listened to" but there was no way to enforce what they had requested. Mr. Babb then asked if UDOT was functioning as a state agency or subcontractor for MAG. He also asked for clarification on how the agreement came about.

City Administrator Nathan Crane was not sure if UDOT was functioning as a state agency or a subcontractor.

City Engineer Todd Trane explained that the agreement happened over several informal meetings. MAG approached Highland City with requests. He provided input and relayed residents' concerns and they put together an agreement. Highland City wanted to protect the residents as much as possible.

Mr. Babb said he got a sense that there were some back-door deals being made.

Council Member Scott L. Smith said that they were told this would be a MAG road rather than a UDOT road. He thought it was interesting that it had changed to UDOT. He was concerned about the change but he thought it might be good for UDOT to design and construct the road. He emphasized the importance of having open meetings.

Mayor Mann explained the process of reaching the agreement and explained that the first draft of the document raised many concerns, so it was revised. He was comfortable with the agreement as presented.

Mr. Babb said that he had invested nine years into the project and wanted to see it done right.

Mayor Mann asked Mr. Babb to clarify his issues with the agreement. Mr. Babb said his primary concern was about the HOA involvement. They wanted to ensure their safety and that mitigation would take place. The current language did not assure anything would happen beyond listening to their concerns.

Mayor Mann said that there would be no assurance that the residents would get everything that they wanted. There was a forum put in place for residents to be heard. The City wanted to include something in the agreement specifically about Pheasant Hollow but UDOT's legal counsel would not agree to it because it would create a liability.

City Engineer Todd Trane commented that UDOT had been informed about the City's agreement with Pheasant Hollow and they assured staff that they would do everything possible to mitigate issues and address the residents' concerns within reason. Since they already had a public process in place, they were unwilling to put anything else in the agreement.

Council Member Scott L. Smith announced a conflict of interest being that he was a resident of Pheasant Hollow. He explained that he had been involved in many compromises that helped bring the road to pass, including commissioning a road study. He felt the concern of the neighborhood was that if a statement was not written into the agreement, there was no guarantee that mitigation would take place. There was language in the state resolution that specifically talked about mitigation. He called and talked with Representative Mike Kennedy and asked for his intent with the noted language. Representative Kennedy suggested that the last paragraph be read to the Council as follows: "Be it further resolved that the legislature directs that the department of transportation (that is UDOT) and all other governmental entities involved in the construction of the east west connector road, take all reasonable steps to mitigate any negative impact on the Utah State Developmental Center or private property (Pheasant Hollow and two other home owners). It was his understanding that Representative Kennedy advised the Council that the language should be part of the agreement. Council Member Smith felt that the language should be included in the agreement as well.

Council Member Brian Braithwaite asked if there was anything in the agreement that took away from the intent of the resolution. If the residents do not agree with the end result, there would still be a process by which they could act against UDOT. That was not prohibited by the agreement.

Mr. Babb was concerned that it would force undue financial burden on the neighborhood if they had to enforce rights.

Mayor Mann commented that the 2009 resolution did not state that the residents had to sign off on anything that was done.

*NOTE: Chief Brian Gwilliam left the meeting at 8:54 p.m.*

City Engineer Todd Trane assured Mr. Babb that he had passed along all of the residents' concerns and UDOT felt that most of them were reasonable requests. Ultimately, they would make the best decision for the project itself but they were willing to mitigate.

Mr. Babb said that he was not looking to create an obstacle; he just wanted some assurance that they would not be turned into a speed bump during the process.



Council Member Brian Braithwaite explained that the written agreement would provide the leverage that the residents needed, should they need to take legal action. Putting additional language into the agreement would not make it any stronger. He thought that the proposed agreement was sufficient to address the concerns of the residents.

Council Member Scott L. Smith was worried that the residents would have to hire an attorney to put the state resolution in order, to get proper mitigation. He did not understand UDOT's resistance to the addition of the language. He proposed that the item be tabled for two weeks to allow for more time to examine the document and so that the other Council Members could also vote on the agreement. He felt very strongly that the language from the state resolution should be included in the agreement.

Council Member Brian Braithwaite agreed with tabling the item. However, he believed that the residents would have to take legal action if they did not agree with the result, whether that language was included in the agreement or not.

City Administrator Nathan Crane said that part of the residents' concern was that they received proper compensation for the acquisition of their land. It may be more appropriate to address mitigation as part of the acquisition contracts than in the agreement.

Mr. Babb requested that the City speak with the State Attorney General's Office to see if the language could be included. He said that he would support the Attorney General's decision.

Council Member Scott L. Smith clarified that he was supportive of the Murdock Connector moving forward; he just wanted the wording of the agreement to be right. He also wanted the vote of the full City Council.

Mayor Mann felt that the suggested language would not add anything to the agreement in terms of enforcement. He would like to move forward with the agreement. He agreed to speaking with the Attorney General's office about the language and then holding a special meeting to address the item.

*Council Member Brian Braithwaite MOVED to continue the item to next meeting and direct staff to communicate with the State Attorney General's Office for clarification on the inclusion of the last paragraph of the state resolution into the contract and whether it is conflicting with a UDOT direction against them or not.*

*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 Scott L. Smith                              Yes*

*The motion passed.*

## **5. MAYOR/COUNCIL AND STAFF DISCUSSION AND COMMUNICATION ITEMS**

### **a. Political Signs – City Attorney Tim Merrill**

City Attorney Tim Merrill explained that there was a recent question about whether the sign ordinance applied to events other than City elections, including Primaries or a Caucus vote. As staff examined the ordinance, they found that there were other issues that needed to be addressed. City Attorney Tim Merrill suggested that the City prohibit signs on public property. Prohibiting signs on public property would eliminate the need for the City to referee content-based signage. He then explained that allowing signs on public property conflicted with the

constitution and certain case studies. There was also the issue with maintenance and signs blocking sprinkler water and views. Signs had become a nuisance to City workers. The Planning Commission would be presented with a code amendment to address the issue the next evening. He asked for the Council's input on the issue.

Council Member Scott L. Smith understood the concerns but he felt that the prohibition would restrict the most important part of a campaign. He would rather see tighter restrictions on the amount of time the signs can be out. Highland was a major thoroughfare to Cedar Hills and many of their candidates used that property for their campaign signs. He felt this restriction would violate free speech rights.

Council Member Brian Braithwaite explained that Highland was one of the few cities that allowed signs on public property. It contributes to people being more aware of issues and candidates. When they first allowed signs on public property there was not much of a problem; however, he felt it had gotten out of hand. He suggested restricting signs to certain areas rather than prohibiting them completely.

Mayor Mann agreed that it should be limited, although enforcement was easier with a blanket ban. He commented on how sign stakes can damage sprinklers and landscaping on public property. The Supreme Court had ruled that the City cannot differentiate between campaign signs and any other signs, which could cause conflict in the future.

City Attorney Tim Merrill said that there was an ordinance that allowed individuals to get a permit for temporary signs, such as yard sale signs. He felt that the current sign ordinance had some constitutional weaknesses.

Council Member Tim Irwin felt that the ordinance should be left as it was.

Council Member Brian Braithwaite said that the ordinance worked when it was originally adopted, but it was not working anymore. They could not continue allowing signage on all public property.

Council Member Tim Irwin suggested that they direct the Planning Commission to come up with some options on how to limit signage on public property. City Administrator Nathan Crane noted that they could also discuss reducing the size of the signs allowed, because the smaller ones were not as much of a problem.

#### **b. Highland Policy and Procedure Manual Revisions – *City Administrator Nathan Crane***

City Administrator Nathan Crane explained that staff had been asked by the Council to reconsider the City grievance procedure. They had made some progress but it would take more work because most of the sections were interrelated. They would replace the grievance section, create a “whistleblower” protection policy, update the appeal procedure for discharges, suspensions, and terminations, and create a due process procedure. They were also proposing to reclassify Cindy Quick’s position to City Recorder/Human Resource Analyst. Cindy Quick has had previous experience with the HR process, so she would be well equipped to take on those duties. This would require a revision of the job description and additional pay to compensate for the new responsibilities, and she would need some further training.

Council Member Brian Braithwaite requested a cost breakdown for the training and additional salary when staff had that calculated.

City Administrator Nathan Crane then explained the grievance process and said that the goal was to resolve the issues at the lowest level possible. Grievances must be filed within 15 days of the alleged occurrence, and the chain of command would be the supervisor, second level supervisor, and then the City Administrator. Each level will have set requirements for response times. If there was a grievance against the City Administrator, Mayor, or a City Council Member, an email would be generated and sent to the City Attorney to take appropriate action. He reported that the “whistleblower” protection policy would be pursuant to the Utah Protection of Public Employee Act.

Council Member Brian Braithwaite thought this was a great change and he understood that it would be difficult to get used to. This would take a lot of communication and training to change the culture that exists in the City organization now. He also agreed to have Cindy Quick take on the HR responsibilities but thought that may have to change if she were to leave the City.

## 6. FUTURE MEETINGS/UPCOMING EVENTS

### a. Future Meetings

- July 18 – Planning Commission Meeting, 7:00 pm
- August 7 – City Council Meeting, 7:00 pm

### b. Upcoming Events

- July 26 – Dry Creek Lake Park Open House, Highland City Hall, 6:30 pm
- July 28– August 4 – Highland Fling see [www.HighlandCityFling.com](http://www.HighlandCityFling.com) for details

Mayor Mann asked about the Patterson project and City Administrator Nathan Crane reported that he had not had any further communication from the applicant.

Council Member Scott L. Smith said that there had been some comments made about Spring Creek Park, and he wondered if it would be possible to develop a small portion as a park and sell the rest to generate funds to develop the park next to the junior high school. A resident in the area was open to having a smaller park at Spring Creek rather than waiting a year to get the full twelve-acre park developed.

Mayor Mann reported that they were CANCELLING the Closed Session so that all Council Members could be involved.

## 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, pending or reasonable imminent litigation, and the purchase, exchange, or lease of real property, as provided by Utah Code Annotated §52-4-205

CANCELLED

## ADJOURNMENT

Mayor Rod Mann called for a motion to adjourn.

*Council Member Tim Irwin MOVED to adjourn the meeting and Council Member Brian Braithwaite SECONDED the motion. All voted yes and the motion passed unanimously.*

*The meeting adjourned at 9:40 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 July 17, 2018. This document constitutes the official minutes for the Highland City Council Meeting.*



Cindy Quick, CMC  
City Recorder