



HIGHLAND CITY

# HIGHLAND CITY COUNCIL AGENDA

December 6, 2016

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

## **6:00 P.M. WORK SESSION – MULTI PURPOSE ROOM**

- Cemetery Perpetual Care Fund

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

Call to Order – Mayor Mark Thompson

Invocation – Councilman Brian Braithwaite

Pledge of Allegiance – Councilman Dennis LeBaron

## **APPEARANCES** (10 min.)

**Time has been set aside for the public to express their ideas, concerns, and comments.** (Please limit your comments to three minutes each.)

## **CONSENT** (5 min.)

1. **MOTION: Approval of Meeting Minutes for the City Council Regular Session – November 15, 2016**
2. **MOTION: Ratifying the Mayor’s Re-Appointment and Appointment of Board Members to the Highland City Water Advisory Board - Re-Appointment, Mayor Mark Thompson and the Appointment of David Bunker.**

## **ACTION ITEMS** (60 min.)

3. **MOTION: Allowing the Golf Skill Training Center located in American Fork City to connect their culinary water line into a Highland City culinary water main**
4. **RESOLUTION: Adoption of a Resolution of Support for the Utah State Developmental Center and the Murdoch Connector**
5. **RESOLUTION: Amending the Fee Schedule – Establishing a Fee for the Installation of Pressurized Irrigation Meters**

6. **RESOLUTION: Amendment to the Highland City Personnel Policies and Procedures Manual – Utah State Retirement, Tier 2**

7. **ORDINANCE: Approval of the City Council Meeting Schedule - 2017 Calendar Year.**

**MAYOR/ CITY COUNCIL & STAFF**

**DISCUSSION AND COMMUNICATION ITEMS** (10 min.)

- Open Space Agreement – Tim Merrill, City Attorney
- Ongoing Items - Staff

**ADJOURNMENT**

**ELECTRONIC PARTICIPATION**

Members of the City Council may participate electronically via telephone, Skype, or other electronic means during this meeting.

**CERTIFICATE OF POSTING**

The undersigned duly appointed City Recorder does hereby certify that on this 1<sup>st</sup> day of December, 2016, the above agenda was posted in three public places within Highland City limits. Agenda also posted on State (<http://pmn.utah.gov>) and City websites ([www.highlandcity.org](http://www.highlandcity.org)).

JOD'ANN BATES, City Recorder

- In accordance with the Americans with Disabilities Act, Highland City will make reasonable accommodations to participate in the meeting.
- Requests for assistance can be made by contacting the City Recorder at 801-772-4505, at least 3 days in advance to the meeting.
- The order of agenda items may change to accommodate the needs of the City Council, the staff and the public.

**THE PUBLIC IS INVITED TO PARTICIPATE IN ALL CITY COUNCIL MEETINGS.**

MINUTES  
HIGHLAND CITY COUNCIL MEETING

Tuesday, November 15, 2016

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

**PRESENT:** Mayor Mark S. Thompson, conducting  
Councilmember Brian Braithwaite  
Councilmember Dennis LeBaron  
Councilmember Ed Dennis  
Councilmember Rod Mann

**STAFF PRESENT:** Nathan Crane, City Administrator/Community Develop. Director  
Erin Wells, Assistant to the City Administrator  
Gary LeCheminant, Finance Director  
JoD’Ann Bates, City Recorder  
Justin Parduhn, Public Works O&M Director  
Brian Gwilliam, Chief of Police  
Tim Merrill, City Attorney

**EXCUSED:** Councilmember Tim Irwin

**OTHERS:** Neal Evans, Cameron Christiansen, Rob Cvetko, Parker Gorell, Matt Johnston, Keaton Stoker, Kason Serdar, Gage Easton, Gavin Low, Nick Siri, Kevin Abbott, Ahser Griffiths, Caden Brooks, Quin Abbott, Luke Smith, Robert Scott, Ryan Blake, Daniel Cutler, Nicholas Stevenson, Jonah Mefford, Bronson Taylor, LaWanna Ballantyne, Gae Lynn Hinder, Laura Harding, Sheldon Worthinton, Sue Frame, Matt Brinton, Mark Hugo, Patrick Ward, Rich Gand, David Grogg, Caid Yeck, Cody Yeck, Julie Brinkerhoff, Tanya Colledge, J. Armstrong, Wendy Condie, Nathalie Ball and Catherine Andrus.

The meeting was called to order by Mayor Mark S. Thompson as a regular session at 7:01 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 Mayor Mark Thompson and those assembled were led in the Pledge of Allegiance by Councilman William Cvetko, a scout.

**APPEARANCES:**

Wendy Condie, a resident of the Dry Creek subdivision, addressed her concerns regarding the intersection of Highland Boulevard and 11800 North. She has brought up this intersection with the City Council previously and while some efforts have been made to increase the safety of that area, but she insisted that more could be done. There were two accidents at this location the

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1 previous day. She asked that the City Council consider installing a three-way stop or roundabout  
2 at the intersection, as the traffic does not yet warrant a traffic signal.

3  
4 Julie Brinkerhoff, a resident of Sky Estates, also addressed the intersection of Highland  
5 Boulevard and 11800 North. She commented that she sees near-accidents at this intersection  
6 every day. A school crosswalk has been approved at this location, but Ms. Brinkerhoff could not  
7 imagine anyone wanting to act as a crossing guard there. She agreed with Ms. Condie's  
8 suggestion that more measures needed to be taken to increase safety for drivers and pedestrians.

## 9 10 **CONSENT ITEMS:**

11  
12 **1. MOTION: Approval of Meeting Minutes for the City Council Work Session –**  
13 **November 1, 2016**

14  
15 **2. MOTION: Approval of Meeting Minutes for the City Council Regular Session –**  
16 **November 1, 2016**

17  
18 **MOTION: Councilman Ed Dennis moved the City Council approve the consent items on**  
19 **the agenda.**

20  
21 **Councilman Rod Mann seconded the motion.**  
22 **Unanimous vote, motion carried.**

## 23 24 25 **ACTION ITEMS:**

26  
27 **3. PUBLIC HEARING / ORDINANCE: Request for a re-zone from R-1-40 to R-1-30 of**  
28 **28.38 acres located at 6475 West 11800 North – Oak Ridge Subdivision**

29  
30 Nathan Crane, City Administrator, presented the information regarding the request to rezone  
31 28.38 acres of property from R-1-40 to R-1-30. The City Council had heard a similar application  
32 a few months prior, but it was denied. Since that time, the applicant has reduced the proposed  
33 number of lots by four. Mr. Crane then gave a brief history of the establishment of the R-1-30  
34 Zoning and its purpose in the City. He also briefly explained the differences between the R-1-30  
35 and R-1-40 zoning.

36  
37 Mr. Crane then presented the concept plan for the subdivision and stated that the applicant had  
38 attempted to address the concerns raised by the City Council and neighboring residents. The  
39 applicant recently held a neighborhood meeting regarding this revised concept plan, but the  
40 neighbors did not feel their concerns were properly addressed. Several residents spoke out in  
41 opposition of the rezone at the Planning Commission meeting. Mr. Crane stated that the  
42 Planning Commission had two motions, one for approval and one for denial, but both failed due  
43 to a tie vote.

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1  
2 Patrick Ward, the applicant with RSL Community, made a presentation regarding the new  
3 proposal. He explained that the maximum lot yield with an R-1-30 zoning would be 41 lots;  
4 however, they intended to only have 37 lots in the subdivision. Mr. Ward presented the original  
5 and the revised concept plans and identified the differences between the two. He stated that  
6 many of the changes were made to mitigate the issues raised by the residents at the neighborhood  
7 meeting.

8  
9 Mr. Ward explained that the subject property was a good candidate for the R-1-30 zoning  
10 because of its irregular shape. The property had been under contract with several different  
11 developers previously, and none of them were able to make the project work well within the R-1-  
12 40 zoning. He also believed that the property qualified as a transitional zone because of the  
13 variety of zoning surrounding the subject property. He explained that the subdivision would  
14 include larger lots with greater street frontage along the western property line to match the size  
15 of the neighboring lots. To address the residents' concerns about traffic, the concept plan  
16 includes a curvature in the road that should slow traffic, and the developer was willing to install  
17 radar speedometer signs on the two main roads in the neighborhood. Some residents also  
18 expressed concerns about the trail going through this development. Mr. Ward explained that  
19 they have chosen to extend the trail all the way to the school, which would provide a safe  
20 walking route for students. Mr. Ward briefly addressed the detention basins and impact fees  
21 associated with the development. He then presented some projections for elementary school  
22 enrollment provided to him by the Alpine School District. The School District and the principal  
23 of Ridgeline Elementary were not concerned about overcrowding due to the development of this  
24 subdivision.

25  
26 Mr. Ward then presented photographs of the kinds of homes that would be constructed in the  
27 subdivision and talked about potential home costs.

28  
29 Councilman Ed Dennis asked if there were any concerns that were not addressed in the revision.  
30 Mr. Ward explained that the main concern of the residents was that they believed Highland City  
31 to be an R-1-40 community, and they were opposed to changing that precedent.

32  
33 Councilman Rod Mann asked if the two lots near the detention basin to the east would expand in  
34 size if it was determined that that detention basin was not necessary. Mr. Ward stated that both  
35 lots would expand to roughly 30,000 square feet. They would not try to put in another lot.

36  
37 Councilman Ed Dennis asked if there would be sufficient drainage if the eastern detention basin  
38 was taken out of the plan. Mr. Ward explained that there was another detention basin to the  
39 south of the site, and they could run a drainage pipe to connect to that. The developer would be  
40 required to upsize that detention basin to accommodate the increased storm water drainage, if  
41 they end up using it.

42  
43 Mayor Thompson opened the public hearing at 7:47 p.m.  
44

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1 Neil Evans, a resident, stated that this was the sixth meeting he had attended regarding the rezone  
2 of this property. Although neighborhood attendance was decreasing, their interest in the issue  
3 was not. Mr. Evans was not convinced that the property qualified as a transitional area. He  
4 believed that the intent of the R-1-30 zone was to be a transition between differing zones, not lot  
5 sizes. Mr. Evans suggested that the City Council request a concept plan for this property with an  
6 R-1-40 zoning to show the development is possible without a zone change.

7  
8 Cody Yeck, a resident, stated that she had sent a letter to the City Council members earlier that  
9 day. She asked what the purpose of the rezone was and suggested that the request be denied if it  
10 was to solely benefit the developer.

11  
12 Councilman Ed Dennis asked if Mrs. Yeck resided in the neighborhood with the Open Space  
13 Overlay. She answered in the affirmative. Although her lot was smaller than an acre, she  
14 believed that the subject property did not qualify as a transitional area.

15  
16 Laura Harding, a resident, was concerned that the City Council was not in agreement about the  
17 intent of the R-1-30 Zone. She suggested that they go back and discuss what that zoning is  
18 supposed to accomplish for Highland City, and how it works within the City's Master Plan.

19  
20 Cynthia Andrus, a resident, did not feel that this rezone was in the best interest of the  
21 community, consistent with the General Plan, or appropriate for Highland City. The builder and  
22 the property owner would be the only ones to benefit from change. Ms. Andrus stated that she  
23 did not feel threatened by larger lots, or the potential for animal rights on those lots.

24  
25 Natalie Ball, a resident, echoed the comments of her neighbors. She also did not have an issue  
26 with residents having large animals. In regards to the last neighborhood meeting, Ms. Ball  
27 explained that the meeting was held on a Tuesday, which is Youth Night for most of the  
28 neighbors in the area. Attendance at the neighborhood meeting was low because most of the  
29 parents are involved with their teenagers. Ms. Ball also expressed her doubt about the  
30 information about the over-crowding at the school presented by the applicant.

31  
32 Tanya Colledge, a resident, stated that the general sentiment of the public has not changed from  
33 their initial opinion. Ms. Colledge supported the Master Plan and the precedent of Highland  
34 being primarily R-1-40 zoning. She also did not feel that the subject property could be labeled as  
35 a transitional zone. Although Dry Creek has smaller lots because of the Open Space Overlay,  
36 she was still required to pay taxes for an acre lot.

37  
38 Mark Hugo, the realtor representing the property owners, presented the reasons for why the  
39 subject property could be considered transitional. Mr. Hugo also stated that the sellers wanted to  
40 be sure that the property values of this property would not be diminished or compromised by  
41 development. Around the time of the sale, the City Council adopted the R-1-30 zone, which  
42 seemed to be a perfect fit for the property. The proposed lots would be an average of 2/3 acres,  
43 which would be considered large lots in any other city in the area. Mr. Hugo argued that the R-  
44 1-40 has been unsustainable zoning for Highland City.

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1  
2 LaWanna Ballantyne, a resident, wanted Mr. Hugo to relay a message to the property owners.  
3 She suggested that the owners consider lowering their asking price for the property so that  
4 development could be reasonably accomplished under the R-1-40 zoning. Ms. Ballantyne also  
5 complained about the current condition of the property, as it presented a very serious fire hazard.  
6 She asked that the property owner take care of the property until development happens.

7  
8 Wendy Condie, a resident, felt that there was no reason that the property could not be developed  
9 with the R-1-40. She did not want Highland City to change from being an R-1-40 community.

10  
11 There were no further public comments. Mayor Thompson closed the public hearing at 8:26  
12 p.m.

13  
14 Councilman Ed Dennis thanked the residents for their feedback and reassured them that the City  
15 Council takes their comments into consideration when making important decisions such as this  
16 item. He then stated that the property owner has the right to develop their property. The concept  
17 of this subdivision as it was presented would create uniform lot sizes that would be appealing  
18 and add value to the surrounding community. He also felt that the developer had addressed most  
19 of the residents' issues. In regards to the R-1-30 zone, Councilman Dennis believed that it was  
20 created to address the need for incremental density. A property south of the subject property was  
21 recently rezoned to R-1-30 for just that reason, and it is surrounded entirely by R-1-40 zoning.  
22 Councilman Dennis was in favor of the rezone.

23  
24 Councilman Rod Mann liked the layout of the new concept plan and commended the applicant  
25 for trying to accommodate the concerns of the residents and the City Council. He believed that  
26 the subject property could be considered a transitional area. Although he was in favor of the  
27 development, he was aware that the majority of the residents in Highland wanted to keep as  
28 much of the City at R-1-40 as possible, and he had heard great opposition to this proposal.  
29 Councilman Mann chose to set his personal opinion aside and vote against the rezone.

30  
31 Councilman Ed Dennis pointed out that Highland City was not exclusively an R-1-40  
32 community. More than half of the members of the City Council live on quarter-acre lots.

33  
34 Councilman Dennis LeBaron stated that he has lived in several different zones in Highland City  
35 through the years, and he had enjoyed all of the lots he lived on. He questioned whether the City  
36 had to continue to build out at R-1-40. This was a question that the City Council wrestled with  
37 when discussing the R-1-30 zone. The Council was attempting to find a way to balance zoning  
38 and give provide some flexibility. Councilman LeBaron believed that the R-1-30 zone was  
39 appropriate for the subject property.

40  
41 Councilman Brian Braithwaite stated that he has loved living on an acre lot. He and many other  
42 residents specifically moved to Highland because of the large lots, the rural community, and the  
43 sense of open space. Councilman Braithwaite agreed that Highland should remain an R-1-40  
44 community because that is what was outlined in the Master Plan. If the City Council wanted to

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1 change the zoning, they should first address the Master Plan. He addressed a statement made by  
2 Mr. Hugo, arguing that R-1-40 was a sustainable zoning. Residents who move to Highland  
3 know that the primary zoning is R-1-40, and they know that businesses aren't open on Sundays.  
4 This means that the City's most significant tax base comes from their homes. Councilman  
5 Braithwaite admitted that the City should be considering certain types of residential because the  
6 population changes and they should be seeking some level of diversity. However, the majority  
7 of the City should remain R-1-40. In regards to the concept plan, Councilman Braithwaite felt  
8 that the applicant had done well in trying to address the residents' concerns, and he should be  
9 rewarded for those efforts. If the City does not give a little, the developer will have no obligation  
10 to go through with the plan presented. Overall, Councilman Braithwaite was not in favor of the  
11 change.

12  
13 Councilman Ed Dennis commented that this was the third rezone to R-1-30 that the City Council  
14 had considered, and the other two were approved. One was approved as a transitional zone  
15 between R-1-40 and R-1-20 zoning, and the other was approved because of irregular lot sizes.  
16 He believed this application should be approved for the same reasons.

17  
18 Councilman Braithwaite argued that the other two properties were transitional areas between  
19 Highland City and a neighboring city. The subject property is completely within the Highland  
20 City.

21  
22 **MOTION: Councilman Ed Dennis moved the City Council adopt the Ordinance for a re-**  
23 **zone from R-1-40 to R-1-30 of 28.38 acres located at 6475 West 11800 North, with the**  
24 **following stipulations: 1) the subdivision comply substantially with the concept plan, 2) if**  
25 **the detention basin not require it be allowed as an additional lot to the concept plan.**

26  
27 **Motion dies for lack of second.**

28  
29 **MOTION: Councilman Dennis LeBaron moved the City Council adopt the Ordinance for**  
30 **a re-zone from R-1-40 to R-1-30 of 28.38 acres located at 6475 West 11800 North with the**  
31 **following stipulations: 1) the subdivision comply substantially with the concept plan 2) the**  
32 **subdivision be limited to a maximum of 37 lots.**

33  
34 **Councilman Ed Dennis seconded the motion.**

35 **Those voting aye: Ed Dennis and Dennis LeBaron, Mayor Thompson**

36 **Those voting nay: Rod Mann and Brian Braithwaite**

37 **Motion carried.**

38  
39 **AMENDED MOTION: Councilman Rod Mann moved, based on the finding of fact that**  
40 **this is viewed as a transitional zone, that the City Council adopt the Ordinance for a re-**  
41 **zone from R-1-40 to R-1-30 of 28.38 acres located at 6475 West 11800 North, with the**  
42 **stipulation that there are to be no changes made to the following requirements: 1)**  
43 **Easement are to be provided for both trail segments 2) Curvilinear roads 3) Radar**  
44 **activated speed signs 4) The west lot have an average of 140 feet of frontage.**

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**Second Councilman Ed Dennis**  
**Those voting aye: Rod Mann, Dennis LeBaron and Ed Dennis.**  
**Those voting nay: Brian Braithwaite.**  
**Motion carried.**

**4. MOTION: Approval of an Open Space Maintenance Agreement.**

Councilman Ed Dennis stated that the Open Space Committee had met the previous night to discuss the proposed Open Space Maintenance Agreement. He suggested that the item be continued until the Committee had the opportunity to discuss the Agreement with the City Attorney.

**MOTION: Councilman Ed Dennis moved the City Council continue the Open Space Maintenance Agreement until the Open Space Committee has an opportunity to work with City Attorney regarding specifics to the agreement.**

**Councilman Brian Braithwaite seconded the motion.**  
**Unanimous vote, motion carried.**

**5. MOTION: Authorize Staff to prepare Construction Documents and Bid a Sewer Replacement Project - 10400 North Phase 2.**

Justin Parduhn, Public Works O&M Director, explained that the City had sewer impact fee money that needed to be spent in the upcoming year and the Public Works Department has identified 10400 North to be the area with the most need. The sewer pipe is currently at 75% capacity and there is a lot of new development coming into the community. The project would upsize the pipe from a 10 inch to a 12 inch line, which should accommodate the increased usage. Mr. Parduhn stated that the project could be funded primarily by impact fees and a portion of the road maintenance fee.

Councilman Brian Braithwaite was concerned that they would not be able to fund the entire project with impact fees because the funds could not be used for maintenance. There was a discussion regarding funding and when the City could put out a bid for the project.

**MOTION: Councilman Brian Braithwaite moved to authorize staff to prepare construction document and bid a Sewer Replacement Project for 10400 North Phase 2.**

**Councilman Rod Mann seconded the motion.**  
**Unanimous vote, motion carried.**

# DRAFT

## MAYOR, CITY COUNCIL & STAFF COMMUNICATION ITEMS

*(These items are for information purposes only and do not require action or discussion by the City Council)*

- **Ongoing Items**

Councilman Rod Mann inquired on the status of the storage of Parks and Recreation equipment. Justin Parduhn indicated that the equipment would continue to be stored in the City-owned home garages for the winter.

Justin Parduhn informed the City Council that Perry Homes has provided flashing speed signs for the Beacon Hills subdivision, and the Public Works Department would be installing them.

Councilman Brian Braithwaite stated that he had sent out an email regarding water quality and took a moment to further explain the issue. The reason that this discussion was important to the City was because there was a high probability that bureaucrats would act on this and incur additional costs to their residents if the elected officials did not take action first. He hoped that the City Council and other elected officials in Utah and Salt Lake Counties would become involved in any decisions made regarding the waterways. Any changes should be backed by clear scientific evidence.

Councilman LeBaron reported an unofficial meeting would be held the next night to discuss the remaining five acres of land to be developed in the town center. He invited any interested residents to attend and share their opinions on what kind of development they would like to see in that area.

## ADJOURNMENT

**MOTION: Councilman Brian Braithwaite moved to adjourn.**

**Councilman Rod Mann seconded the motion.**

**Unanimous vote. Motion carried.**

**Meeting adjourned at 9:49 p.m.**

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JoD'Ann Bates, City Recorder

Date Approved: December 6, 2016



# CITY COUNCIL AGENDA REPORT ITEM # 2

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**DATE:** Tuesday, December 6, 2016  
**TO:** Honorable Mayor and Members of the City Council  
**FROM:** JoD'Ann Bates CMC - City Recorder  
**SUBJECT: MOTION:** Ratifying the Mayor's Re-Appointment of Mayor Thompson and the Appointment of David Bunker as Board Members to the Highland City Water Advisory Board.

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## **BACKGROUND:**

Ordinance 2004-20 created the Water Policy Advisory Board (A Special Committee) and established terms. The City Council also passed Ordinance 2011-07 which outlines Board Members shall be appointed for a term of four (4) years with the terms expiring at the end of alternating years.

Mayor Thompson with the advice and consent of the City Council recommends the re-appointment and appointment of the following members to the Water Policy Advisory Board with their terms expiring as follows:

Re-Appointment: Mark Thompson until December 31, 2020  
Appointment: Dave Bunker until December 31, 2020

Ed Gifford served on the Highland Water Advisory Board for a full 4 year term and has submitted his resignation to be affective at the end of his term being December 31, 2016. David Bunker will fill that appointment. Dave is a resident of Highland and serves as the City Administrator to the City of Cedar Hills.

## **FISCAL IMPACT:**

None

## **ATTACHMENTS:**

None



# CITY COUNCIL AGENDA REPORT

## ITEM # 3

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**DATE:** Tuesday, December 6, 2016  
**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Todd Trane, City Engineer  
Justin Parduhn, O & M Director  
**SUBJECT: MOTION:** City Council allow the Golf Skill Training Center located in American Fork City to connect their culinary water line into a Highland City culinary water line.

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### **STAFF RECOMMENDATION:**

City Council discuss whether or not to grant approval for a Golf Skills Training Center located in American Fork City at the Fox Hollow Golf Course to be able to connect their culinary water line into the Highland City culinary water system at the end of the cul-de-sac on Pheasant Drive.

### **BACKGROUND:**

Highland City was contacted by Jay Meacham who is an engineer for Civil Science. They are working with the Fox Hollow Golf Course and the Golf Skill Training Center Foundation to design a new training facility at the north end of the Fox Hollow driving range. Due to the location of this facility they have determined it is not feasible to connect the culinary water line to an American Fork City culinary water line.

As a result, they are requesting permission from Highland City to accept the culinary water from this facility into a Highland City culinary water line at the south end of the cul-de-sac at the end of Pheasant Drive. To access this the line will run through the lot currently owned by Highland City where the Walkenhorst house is located. Fox Hollow Golf Course will be responsible for all of the work and materials.

Staff believes that the impact to our culinary system to be minor based on the design of the facility. We feel in working out the design issues with Highland City staff this line layout can be designed to avoid a future conflict with the east/west corridor road when it is installed.

A signed agreement form Highland City is required before the project is approved by American Fork City. Billing for the culinary water will need to be worked out between Highland City and American Fork City.

**FISCAL IMPACT:**

All costs for the construction of the project will be the responsibility of Fox Hollow Golf Course.

**ATTACHMENTS:**

- Proposed Layout





# CITY COUNCIL AGENDA REPORT ITEM # 4

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**DATE:** Tuesday, December 6, 2016  
**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Mark Thompson, Mayor  
**SUBJECT: RESOLUTION:** Adopt a Resolution of Support for the Utah State Developmental Center and the Murdoch Connector.

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## **STAFF RECOMMENDATION:**

Adopt a resolution supporting the Utah State Developmental Center and the Murdoch Connector.

## **BACKGROUND:**

Councilmember Robert Shelton from American Fork is requesting that the City Council adopt a resolution supporting the Alignment for the Murdoch Connector. Mr. Shelton is also requesting a similar resolution from Utah County, Cedar Hills, American Fork, and Pleasant Grove.

## **FISCAL IMPACT:**

There are no expected fiscal expenditures because of this resolution during the current fiscal year.

## **ATTACHMENTS:**

- Proposed Resolution

**RESOLUTION NO. R-2016-\*\***

**RESOLUTION OF SUPPORT FOR THE UTAH STATE DEVELOPMENTAL CENTER  
AND THE MURDOCH CONNECTOR**

**WHEREAS**, the Utah State Developmental Center is recognized as a significant resource to the North Utah County community and the city of Highland Utah, and

**WHEREAS**, the city wishes to express its deep appreciation for the dedicated staff of the center who continue to provide an effective, efficient array of critical services and supports that promote independence and quality of life for Utah's most vulnerable people with disabilities in partnership with families, guardians, and the community; and

**WHEREAS**, the community and the center have had an exceptional working relationship in striving to meet the mission of the center; and

**WHEREAS**, the community has grown significantly since the beginning of the center in 1932; and

**WHEREAS**, the city now recognizes the critical public safety need for the East/West transportation road known as the Murdoch Connector for adequate response times for emergency personnel;

**WHEREAS** the center and its residents will benefit economically by the project being funded without center funds, but funds from regional transportation funds; and

**WHEREAS** the road project will help the future development of the surrounding property owned by the center, providing a direct benefit to the center and its residents; and

**WHEREAS** the road project will provide a critical transportation corridor on the North end of Utah County to help with congestion relief on many neighboring roads that are at capacity, community connectivity and most importantly allow better response times of emergency personal in the region.

**NOW, THEREFORE** Be it therefore resolved that on this 6<sup>th</sup> day of December 2016, the City of Highland supports the Utah County alignment of the Murdoch Connector as attached and seeks the support of any board, committee, government entity and elected official is supporting such alignment that both the center and the community can benefit from the project.

HIGHLAND CITY, UTAH

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Mark Thompson, Mayor

ATTEST:

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JoD'Ann Bates, City Recorder

COUNCILMEMBER	YES	NO
Brian Braithwaite	<input type="checkbox"/>	<input type="checkbox"/>
Ed Dennis	<input type="checkbox"/>	<input type="checkbox"/>
Tim Irwin	<input type="checkbox"/>	<input type="checkbox"/>
Dennis LeBaron	<input type="checkbox"/>	<input type="checkbox"/>
Rodd Mann	<input type="checkbox"/>	<input type="checkbox"/>



# CITY COUNCIL AGENDA REPORT ITEM # 5

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**DATE:** Tuesday, December 6, 2016  
**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Erin Wells, Assistant to the City Administrator  
**SUBJECT: RESOLUTION:** Amending the Fees Schedule Establishing a Fee for the Installation of Pressurized Irrigation Meters.

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## **STAFF RECOMMENDATION:**

Adopt the resolution amending the water connection fee.

## **BACKGROUND:**

Highland City Council previously began requiring builders to put in a meter can for the pressurized irrigation (PI) connection assuming that in the future, the City would begin metering PI. Staff is now asking for City Council to require new homes to pay for the installation of a full meter. A full meter rather than simply a meter box would accomplish three purposes:

Firstly, when Highland City does decide to meter PI, the City will bear a very large cost of installing the meters. Beginning to require them now will lessen the cost the City will need to bear in the future.

Secondly, as Highland looks toward adoption of new policies regarding the use of PI and metering, having usage data available from meters would be very beneficial.

Finally, we are finding that while new homes have put in PI meter cans, in some cases those cans have been altered or added to. As such, putting in a meter on these homes will likely be as cost intensive and intrusive as all other homes without existing PI meter cans.

For these reasons, City Staff is proposing all new homes be required to have an actual meter put in for the PI system. A fee depending on the size of connection would be assessed to the builder when a building permit is issued.

Utah Law requires that review fees only be established to cover the cost of providing the service. Staff commissioned an analysis to determine the appropriate fee. The analysis was completed by Zion's Bank Public Finance and is attached to this report.

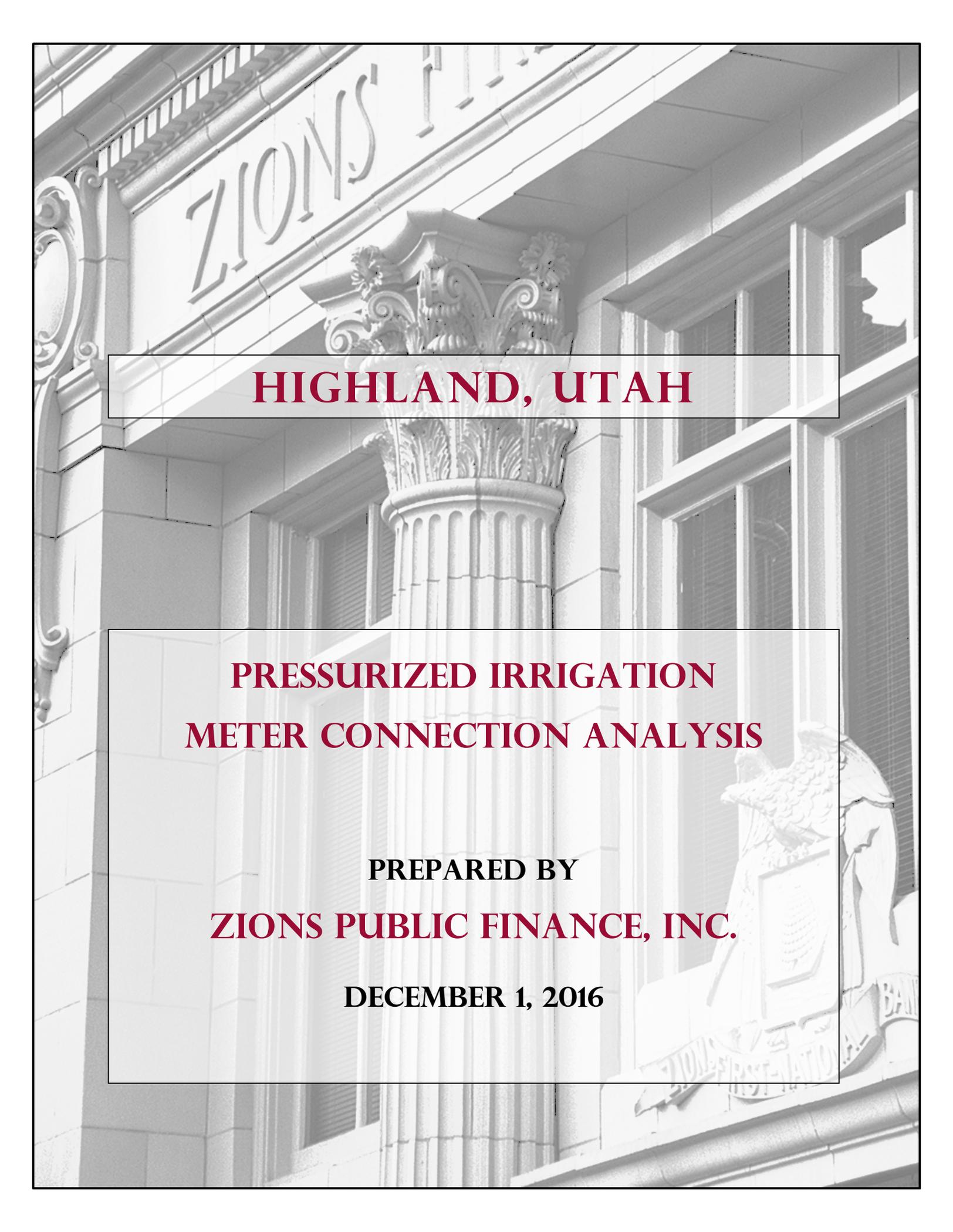
The proposed fees include the cost of the meter, MXU, and staff time for installation/inspection/administration of new meters. The proposed fee is \$372.00 for a three-quarter inch meter, \$432.00 for a one inch meter, \$1017.00 for a one-and-one-half inch meter. For meters larger than one-and-one-half inch, the cost will be cost of the meter plus \$100.75.

**FISCAL IMPACT:**

We are estimating that we will issue 120 new home building permits this year. Assuming that number stays constant next year and 50% of homes will require a three-quarter inch connection and 50% will require a one inch connection would mean an increase of \$48,240 to the City. This revenue would pay for the cost of the material and labor required.

**ATTACHMENTS:**

- Analysis Report
- Proposed Resolution



**HIGHLAND, UTAH**

**PRESSURIZED IRRIGATION  
METER CONNECTION ANALYSIS**

**PREPARED BY  
ZIONS PUBLIC FINANCE, INC.**

**DECEMBER 1, 2016**

## HIGHLAND CITY

### PRESSURIZED IRRIGATION CONNECTION FEE ANALYSIS

#### INTRODUCTION

Zions Public Finance, Inc. has been retained by Highland City to assist with the development of a connection fee for the pressurized irrigation system. The cost of the connection is based upon the time for City staff to inspect the meter installation, create a new account for the connection, and for the cost of the meter and fittings. The cost of City staff's time is generally flat regardless of the type and size of meter; however, the cost of the meter may be adjusted in the case of a unique or larger meter size. In those cases, the meter and fittings will be charged at the actual cost to the City to purchase.

#### COST ANALYSIS

##### **INSTALLATION/INSPECTION COST**

It is estimated that a City employee will spend approximately 1.2 hours onsite installing and inspecting new water meters and connections. The 1.2 hours is typical for most connections however if a unique situation arises that requires more than the typical time then additional charges may be assessed at the City's cost of \$35/hour.

##### **ADMINISTRATIVE COST**

A second step in creating a new connection is the creation of a new account in the billing database and accounting system, and time for ordering necessary equipment. One hour of time at \$35/hour is typical for creating the new account regardless of the size or type of meter. For non-standard meters there is additional cost and time for selecting and ordering the appropriate meter which raises the time requirement from one hour to 1.25 hours.

##### **OVERHEAD EXPENSE**

The installation requires City equipment, tools, and vehicles which are partially allocated to the cost of the meter install. It is estimated that approximately \$15 in general overhead expense can be allocated to the cost of a single meter installation.

##### **METER AND FITTING COSTS**

The cost of the meter is dependent upon the size, type, and current pricing given by providers. The majority of PI connections are residential  $\frac{3}{4}$ ", 1", or 1.5" meters. The typical meter and fitting costs range between \$280.00 and \$925.00 according to meter size. Commercial connections may require larger meters which will be more expensive. The price of any meter other than at  $\frac{3}{4}$ ", 1", or 1.5" will be assessed at the actual cost of meter.

## PRESSURIZED IRRIGATION METER CONNECTION ANALYSIS – DECEMBER 2016

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### SUMMARY OF CONNECTION FEE CALCULATIONS

The following is the calculation of the culinary water connection fee for a ¾", 1", and 1.5" meters as well as a non-standard meter calculation. A non-standard calculation is used when a meter other than a ¾", 1" or 1.5" is required.

City Staff Commitment by Process	¾" Meter	1" Meter	1.5" Meter	Non-Standard
Hourly Rate by Participant	\$ 35	\$ 35	\$ 35	\$ 35
Administrative/Account Cost @ \$35 per Hour	1.00	1.00	1.00	1.25
Installation/Inspection Cost @ \$35 per Hour	1.20	1.20	1.20	1.20
Hours for City Staff	2.20	2.20	2.20	2.45
Cost for City Staff	\$ 77.00	\$ 77.00	\$ 77.00	\$ 85.75
General Overhead (Tools, Equipment, Etc.)	15.00	15.00	15.00	15.00
Cost of Meter, Fittings, Etc.	\$ 280.00	\$ 340.00	\$ 925.00	TBD
<b>Total Connection Fee per Connection</b>	<b>\$ 372.00</b>	<b>\$ 432.00</b>	<b>\$ 1,017.00</b>	<b>\$ 100.75</b>

**RESOLUTION NO. R-2016-\*\***

**A RESOLUTION OF HIGHLAND CITY, UTAH  
AMENDING THE FEE SCHEDULE BY ESTABLISHING A FEE FOR THE  
INSTALLATION OF PRESSURIZED IRRIGATION METERS**

**WHEREAS**, the Highland City Council finds that it is in the best interest of the residents of the community for Pressurized Irrigation meters to be installed, and

**WHEREAS**, the Highland City Council has determined that the fee schedule should be amended to reflect the costs of providing services.

**NOW THEREFORE BE IT RESOLVED** by the Council that

SECTION 1. The Highland City Fee Schedule is hereby amended to amend as follows for Pressurized Irrigation Meter Connection:

- a) Three-quarter inch meter: \$372.00
- b) One inch meter: \$432.00
- c) One-and-one-half inch meter: \$1017.00
- d) Non-standard connection: \$100.75 plus the actual cost of the meter.

Section 3. This Resolution shall take effect immediately upon its first posting or publication.

**ADOPTED** by the City Council of Highland City, Utah, this 6<sup>th</sup> day of December, 2016.

HIGHLAND CITY, UTAH

ATTEST:

\_\_\_\_\_  
Mark Thompson, Mayor

\_\_\_\_\_  
JoD'Ann Bates, City Recorder

COUNCILMEMBER	YES	NO
Brian Braithwaite	<input type="checkbox"/>	<input type="checkbox"/>
Tim Irwin	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Lebaron	<input type="checkbox"/>	<input type="checkbox"/>
Rod Mann	<input type="checkbox"/>	<input type="checkbox"/>
Ed Dennis	<input type="checkbox"/>	<input type="checkbox"/>



# CITY COUNCIL AGENDA REPORT

## ITEM # 6

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**DATE:** Tuesday, December 6, 2016  
**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Gary LeCheminant, Finance Director  
**SUBJECT:** **RESOLUTION:** Amendment to the Highland City Personnel Policies and Procedures Manual to include Adoption of Utah Retirement System, Tier 2 Policy

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### **STAFF RECOMMENDATION:**

It is the recommendation of the Finance Director that Highland City adopt the Tier 2 Employee Retirement Systems policy that designates elected and appointed officials as part-time employees. Doing so makes them ineligible for participation in the Utah Retirement Systems Tier 2 retirement program.

### **BACKGROUND:**

Highland City recently underwent an audit by a Utah Retirement Systems auditor. One of the areas of review was the City's retirement policies. Legislation requires employers to officially designate Tier 2 elected and appointed official positions as full-time eligible or part-time ineligible by updating their personnel policies. Full-time elected officials, taking office for the first time after June 30, 2011, are restricted to participation in the URS Tier 2 Defined Contribution Plan. Part-time elected officials are ineligible under Tier 2, so no statutory contributions are required. During the auditor's review it was discovered that Highland had not implemented a policy determining eligibility for Tier 2 elected and appointed officials. Therefore a policy was written designating part-time elected and appointed officials as ineligible for participation in the Tier 2 retirement program. The policy was forwarded on to the URS auditor by the required date, and the policy was deemed as placing Highland in compliance with the audit finding.

### **FISCAL IMPACT:**

No retirement contributions are required for part-time elected or appointed officials.

### **ATTACHMENTS:**

- Tier 2 Retirement Policy Amendment for Highland City.
- Proposed Resolution

## EXHIBIT “A”

### Highland City

#### Retirement Systems—Tier 2 Employee Retirement Systems—Personnel Policy

Highland City is a member of the Utah State Retirement System. Eligible City employees participate in the Public Employees Retirement System, as appropriate, subject to the rules and regulations of the respective systems.

- A. Membership Eligibility Requirements—Employees qualify for membership and must be certified eligible, if they meet one of the following:
  - a. Their employment, contemplated to continue during a fiscal or calendar year, normally requires an average of 20 hours or more per week and they receive at least one of the following benefits
    - i. Leave Benefits
    - ii. Employer contributions to a retirement, savings plan, health savings or reimbursement account
    - iii. Insurance premiums given to the employee or paid for by the employer on the employee’s behalf (excluding payments mandated by state or federal law).
- B. Tier 2 Employees are employees who begin employment on or after July 1, 2011.
- C. Elected Officials
  - a. For purposes of the Utah State Retirement (URS) coverage, the City classifies all elected officials as part-time. Eligibility for retirement coverage under the Utah Retirement Systems shall be administered in accordance with the statutory rules governing Utah Retirement Systems.
- D. Appointed Officials
  - a. For purposes of the Utah State Retirement (URS) coverage, the City classifies all elected officials as part-time. Eligibility for retirement coverage under the Utah Retirement Systems shall be administered in accordance with the statutory rules governing Utah Retirement Systems.
- E. Ineligibility Status
  - a. Certifying ineligible employee status provides documentation that may protect the City from liability on claims for benefits made by a member in the future. The following positions are considered “ineligible” status, with no statutory contributions, with regards to participation in the Tier 2 Utah Retirement System.
    - i. A temporary or seasonal employee
    - ii. An employee without benefits normally provided
    - iii. An employee whose hours are below an average of 20 hours per week
    - iv. A Tier 2 appointed/elected official designated as working as part-time

**RESOLUTION NO. R-2016-\*\***

**A RESOLUTION OF THE GOVERNING BODY OF HIGHLAND CITY AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL WITH REGARD TO THE UTAH RETIRMENT SYSTEM (TIER 2)**

WHEREAS, the City Council of Highland, Utah wishes to provide a retirement program for its long term employees; and

WHEREAS, Highland City participates in the Utah Retirement System under the “Public Employees Non-Contributory Retirement Act,”

NOW, THEREFORE be it resolved by the City Council of Highland City as follows:

The City Administrator is hereby directed to amend the Highland City Personnel Policies and Procedures Manual as originally adopted by Resolution 2000-06 with regards to the items listed in Exhibit “A”

The EFFECTIVE DATE of this resolution shall be immediate upon execution.

ADOPTED by the City Council of Highland City, Utah this 6<sup>th</sup> day of December, 2016.

HIGHLAND CITY, UTAH

\_\_\_\_\_  
Mark S. Thompson, Mayor

ATTEST:

\_\_\_\_\_  
JoD’Ann Bates, City Recorder

COUNCILMEMBER	YES	NO
Brian Braithwaite	<input type="checkbox"/>	<input type="checkbox"/>
Tim Irwin	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Lebaron	<input type="checkbox"/>	<input type="checkbox"/>
Rod Mann	<input type="checkbox"/>	<input type="checkbox"/>
Ed Dennis	<input type="checkbox"/>	<input type="checkbox"/>



# CITY COUNCIL AGENDA REPORT ITEM # 7

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**DATE:** Tuesday, December 6, 2016  
**TO:** Honorable Mayor and Members of the City Council  
**FROM:** JoD'Ann Bates, CMC – City Recorder  
**SUBJECT: ORDINANCE:** Approving the City Council Meeting Schedule for the 2017 Calendar Year

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## **BACKGROUND:**

Utah Code Annotated 10-3-502(1)(a) requires the City Council to officially approve by ordinance a meeting schedule for the upcoming year. It is proposed the Highland City Council continue to hold their meetings on the first and third Tuesday of every month.

One item to note for the upcoming year:

- There are a few Monday holidays immediately prior to some Tuesday City Council meetings. With many Federal holidays falling on Mondays, this is often unavoidable and has happened in previous years.

The City Council may modify the schedule to delete or add any meetings as desired. Typically, there has only been one meeting held in July and December, the proposed schedule reflects that.

Any work sessions will be scheduled as needed and special meetings can still take place. Meetings are generally held at the Highland City Hall Council Chambers at 7:00 p.m.

## **FISCAL IMPACT:**

None

## **ATTACHMENTS:**

- Proposed 2017 Meeting Schedule
- Proposed Ordinance

HIGHLAND CITY COUNCIL MEETINGS  
SCHEDULE FOR 2017

The Highland City Council at their regularly scheduled meeting on December 6, 2016, adopted the meeting schedule for the year 2017.

The regular session begins at 7:00 p.m. Work sessions are scheduled as needed. Meetings will be held at the Highland City Council Chambers, 5400 West Civic Center Drive, Suite 1, Highland, Utah.

The 2017 City Council Regular Meeting Schedule is as follows:

January 10,  
February 7, 21  
March 7, 21  
April 4, 18  
May 2, 16  
June 6, 20  
July 18  
August 1, 15  
September 5, 19  
October 3, 17  
November 21  
December 5

THE PUBLIC IS INVITED TO ATTEND ALL CITY COUNCIL MEETINGS.

If you need a special accommodation to participate in the City Council Meetings, please call the City Recorder's Office at 801-772-4505

TO BE PUBLISHED IN THE *DAILY HERALD*  
SUNDAY, DECEMBER 18, 2016

**ORDINANCE NO. 2016-\*\***

**AN ORDINANCE ADOPTING A MEETING SCHEDULE FOR  
HIGHLAND CITY COUNCIL MEETINGS FOR 2017**

**WHEREAS**, the City Council of Highland, Utah, has deemed it appropriate to adopt a meeting schedule for the year 2017;

**WHEREAS**, per Utah Code 10-3-502(1)(a), the City Council shall by ordinance prescribe the time and place for holding its regular meeting and the Council shall hold a regular meeting at least once each month;

**NOW, THEREFORE, BE IT ORDAINED BY THE HIGHLAND CITY COUNCIL THAT:**

The attached City Council schedule be adopted for the year 2017, to be held the first and third Tuesdays of each month, with the exception of adjustments which have been made.

**PASSED** by the City Council this 6th day of December, 2016.

HIGHLAND CITY, UTAH

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Mark S. Thompson, Mayor

ATTEST:

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JoD'Ann Bates, City Recorder

COUNCILMEMBER	YES	NO
Brian Braithwaite	<input type="checkbox"/>	<input type="checkbox"/>
Tim Irwin	<input type="checkbox"/>	<input type="checkbox"/>
Dennis LeBaron	<input type="checkbox"/>	<input type="checkbox"/>
Rod Mann	<input type="checkbox"/>	<input type="checkbox"/>
Ed Dennis	<input type="checkbox"/>	<input type="checkbox"/>

# MAINTENANCE AGREEMENT

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*RESIDENT*

Highland City  
5400 W. Civic Center Dr., Ste. 1  
Highland, Utah 84003

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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WHEREAS, Highland City ("City") owns certain property ("Property") that that is adjacent to Resident; and

WHEREAS, the Property is encumbered or has special conditions that require it to be maintained as open space; and

WHEREAS, Resident desires to improve and maintain Property for the public good; and

WHEREAS, City has determined that it is in the public interest to enter into this Agreement;

THEREFORE, in consideration of the promises, covenants, and conditions contained herein, and other good and valuable consideration, the parties agree as follows:

## TERMS

1. **PROPERTY.** The Property associated with this Agreement is the open space adjacent to Resident's property, specifically described and set forth in Exhibit "A". Property's boundaries shall be established by the City.
2. **AUTHORIZATION TO IMPROVE AND MAINTAIN PROPERTY.** City authorizes Resident to make certain improvements as described herein ("Improvements") and to maintain the Property in a manner that contributes to the beautification of the City. Resident understands that Improvements and maintenance costs are the responsibility of Resident. City shall not be responsible to reimburse, repair, or maintain any Improvements made by Resident.
3. **DUTIES OF RESIDENT.** Resident is responsible for the care, maintenance, upkeep, repairs, and condition of Property, and agrees to comply with all laws and City Ordinances in maintaining Property. Resident shall not allow any nuisance, hazard, or unsightly debris upon Property.
4. **USE OF PROPERTY.** This Agreement does NOT convey any easement, interest, lease or property right to Resident. No use shall interfere with Property's primary purpose as open space. Property should be considered and treated like "common area" for the enjoyment of all Highland citizens. Resident's use of Property is non-exclusive. Any uses of Property shall be consistent with a residential character. No commercial uses of the Property is permitted.
5. **COVENANT TO RUN WITH THE LAND.** This Agreement is intended by the parties to run with the land, and inures to the successor-owners of Resident's property. Resident agrees that City may record this Agreement upon Resident's property to notify future owners.

6. TERM. The initial term is for ) ten (10) years from the date it is executed by both parties. Thereafter, the Agreement shall continue from year to year by automatic renewal unless terminated as provided herein.
7. TERMINATION. This Agreement shall be terminated for cause immediately upon a material breach of any term herein. At the parties' discretion, this Agreement may be terminated after the initial 10 year term upon written notice by either party.
8. IMPROVEMENT PLAN. Resident agrees not to install Improvements upon Property until it has submitted an Improvement Plan and obtained written approval from the City. The Improvement Plan shall show with reasonable detail the planned Improvements and landscape plan. City has the ability to approve or deny any Improvement at its discretion (for general guidelines, *see* 'Permitted and Prohibited Improvements' below). Improvements must be made within 365 days of approval by the City. If Resident does not follow the approved Improvement Plan, such is considered a material breach of this Agreement and may be terminated by City.
9. APPEAL. If Resident's Improvement Plan is denied, Resident may appeal the decision to the City Council within 30 days of the denial by submitting a written notice of appeal to the City Recorder or designee.
10. PERMITTED AND PROHIBITED IMPROVEMENTS. The intent of this Agreement is to encourage private initiative and to incentive Resident to beautify City's open space by allowing Resident to enter upon and enjoy the use of Property. Both Resident and City benefit from this mutual cooperation. However, City does not want to foster a sense of entitlement on the part of Resident, who does not own or control Property. To balance these objectives, City has created guidelines to assist staff in determining what Improvements are appropriate for public open space when it is maintained by a private party. In that spirit, Resident acknowledges that Improvements are intended for the public good, and should not convey the impression that Property is an extension of Resident's own parcel.

Subject to City approval, the following Improvements are consistent with the character described above:

- A. Grass and sprinkler systems
- B. Small vegetation, flowers and bushes
- C. Desert landscaping
- D. Curbing around flower beds
- E. Small gardens
- F. Temporary fences or enclosures around gardens during growing season
- G. Trees if approved by City in writing

The following are not consistent with the character described above:

- B. Decks
- D. Landscape boulders
- E. Structures or sheds

- F. Storage of personal belongings, tools, equipment, vehicles or trailers
- G. Trampolines, children's play structures, swings, or attractive nuisances
- H. Any improvement which restricts or limits access to Property
- I. Digging other than for sprinkler installation (Resident agrees to not dig unless the Property has been blue staked)
- J. Any grading of Property unless approved by City in writing
- K. Any Improvement not expressly authorized and approved by City is prohibited
- L. Animals or animal enclosures

11. **CITY'S RIGHTS UNAFFECTED.** Nothing in this Agreement limits the City's right to and enjoyment of its Property, including access to and right of entry upon Property at any time. City may conduct its own infrastructure and trails maintenance on Property according to City's needs.

**ASSUMPTION OF RISK; HOLD HARMLESS.** Resident assumes all responsibility for its use, maintenance, or improvement of Property and agrees to indemnify City for any claims arising out of its use, maintenance or improvement of Property.

12. **NOTICES.** Any written notice hereunder to Resident shall be deemed to have been given when delivered personally or deposited in the United States mails, postage prepaid, addressed to Resident at its address set forth above or at such other address as may be last known to City.

13. **SEVERABILITY.** The unenforceability or invalidity of any one or more provisions hereof shall not render any other provisions herein contained unenforceable or invalid and each term, covenant and condition hereof shall be enforced to the fullest extent permitted by law.

14. **INTERPRETATION AND ENFORCEMENT.** The laws of the State of Utah shall govern the validity, construction, performance and enforcement of this Agreement. Any dispute arising from this agreement shall be subject to mandatory arbitration.

15. **PUBLIC NOTICE.** Before City may approve this Agreement, Resident is responsible for certifying that it mailed to each residence within 500 feet of Property notice of its intent to enter into this Agreement and requesting neighbors to provide comment to City at the address listed above. Public Notice should be mailed fifteen days prior to City executing this Agreement.

**HIGHLAND CITY**

**Attest:**

\_\_\_\_\_  
MAYOR  
DATE:

\_\_\_\_\_  
CITY RECORDER

**RESIDENT**

**RESIDENT**

\_\_\_\_\_

\_\_\_\_\_

NAME:  
DATE:

NAME:  
DATE:

SUBSCRIBED AND SWORN before me this  
day of \_\_\_\_\_, 20\_\_\_\_.

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NOTARY PUBLIC