



**MINUTES**

February 14, 2024

Oakley City Council  
Regular Session 7:00 PM  
Oakley City Hall

Zoom Meeting Platform  
Meeting ID 820 258 4629  
Passcode 777869

Anchor Location: 960 West Center Street, Oakley UT 84055

**In Attendance:**

**City Administration:** Mayor Zane Woolstenhulme; Councilmembers: Joe Frazier, Kelly Kimber, Tom Smart. Dave Neff, Steve Wilmoth

**City Staff:** City Recorder, Amy Rydalch

**Other City Administration:** None.

**Members of the Public:** Heather Christopherson (Via Zoom), Howard Sorensen, Kate Wynn, Krista (Zoom- no last name on screen)

**1. Mayor Woolstenhulme** opened the meeting.

- Invocation: **Councilmember Kelly Kimber**
- Pledge of Allegiance: **City Recorder Amy Rydalch**

**2. PUBLIC COMMENT: MEMBERS OF THE PUBLIC MAY ADDRESS THE CITY COUNCIL. COMMENTS LIMITED TO 3 MINUTES.**

No comments received.

**3. CONSENT CALENDAR:**

- Minutes
- Invoice Register
- 2024 Farmer's Market Dates & Location 2024

42 **Councilmember Frazier** motioned to approve the consent calendar. **Councilmember Wilmoth**  
43 **seconded the motion. All voted in favor. Consent Calendar Approved.**  
44

45 **4. SUMMER MARKET PROPOSAL – Kate Wynn, Kamas Action**

46 **Ms. Wynn** introduced herself to the Council as a member of the Kamas Action group that has  
47 been responsible for some of the community activities in the area. This group has started an  
48 artisan market in Kamas on Saturdays and would like to hold markets here in Oakley during the  
49 summer months. The desired location is across from the City Hall in the gravel parking area.  
50 She is aware that Mr. David Diehl has been putting on a small market the last couple of years  
51 and would like to combine efforts but has been unsuccessful in reaching him.

52  
53 Councilmembers asked a variety of questions regarding vendors, infrastructure needs, possible  
54 dates, etc. Council did not approve the event but asked **Ms. Wynn** to contact Mr. Diehl and  
55 bring a formal proposal back to Council in a future meeting. **Ms. Wynn agreed.**  
56

57 **5. BIKE PARK UPDATE – Howard Sorensen, South Summit Mountain Bike Club**

58 **Mr. Sorensen** addressed the Council with an updated site plan for the bike park improvements  
59 on the City Property off Boulderville. The area to be used for the pump track has been modified  
60 some. The northern part of the track has been moved south and the western border has been  
61 pushed out slightly. This avoids a major drainage area used by the City water system. The  
62 bathrooms have been modified and will now be flush toilets instead of pit. Some discussion  
63 ensued regarding whether the two single stall bathrooms should be designated as women and  
64 men or simply as family. It was decided that gender neutral bathrooms were preferred as they  
65 are lockouts. **Mr. Sorensen** also informed Council that because of the safety requirements for  
66 the playground, they have decided to contract with a firm for installation rather than utilizing  
67 volunteer design and install.

68  
69 **Mr. Sorensen** discussed the various contractors, groups, and individuals that are donating  
70 material, services, labor, and time toward this project. He is hoping to apply for additional grant  
71 monies and if successful will use these generous donations toward the match requirement of  
72 the grant.

73  
74 **Mayor Woolstenhulme** asked **Recorder Rydalch** to work with **Mr. Sorensen** in the building  
75 permit process as well as providing contacts as needed for review, i.e., City Engineer, Risk  
76 Management contact.  
77

78  
79 **6. 2023 AUDIT AND FINANCIAL REPORT – Heather Christopherson, Ulrich & Associates**

80 **Ms. Ulrich** thanked the Council for allowing her to present via zoom due to the weather  
81 conditions. She directed Councilmembers to the 2023 financial report and the first section of  
82 the report. She went over the independent auditor's report which states that it is a clean  
83 opinion and reports activity fairly. She reviewed the management discussion and analysis and

84 pointed out this section of the report as some of the most helpful information. She then  
85 reviewed the City's statement of net position and statement of activities. She pointed out that  
86 the pages of activities by function allows the city to determine how services are being paid for  
87 via fees and via taxes.

88  
89 She pointed out that each governmental activities fund has a positive fund balance which is  
90 good. She then reviewed the proprietary funds, specifically the "due to" other funds between  
91 the water and sewer fund and that there was a small reduction by approximately \$20,000. The  
92 interim financing for the well is reflected in the Water fund and the rodeo fund is now in a  
93 positive net position. She advised an ongoing review of the proprietary funds as a gage for  
94 whether the city is charging enough for the proprietary services that are provided.

95  
96 **Ms. Christopherson** reported that there were no State compliance findings this year. Minor  
97 findings listed in the recommendation letter. Most are related to timing of posting minutes,  
98 accrued payroll etc.

99  
100 **Mayor Woolstenhulme** asked about personnel services and whether this included Aqua  
101 Environmental with wages for Public Works employees. And is there a reason these are  
102 combined.

103  
104 **Ms. Christopherson** stated there is no need to combine them – she stated that it is not  
105 combined in the ledger accounts but in the reporting fashion.

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107 **Ms. Christopherson** thanked City staff for their preparation for the audit. Their preparation  
108 facilitated the review.

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111 **Councilmember Smart** motioned to accept the 2023 Audit and Financial Report for Oakley City  
112 and related Funds. **Councilmember Frazier** seconded the motion. **All voted in favor. Motion**  
113 **Carried. Audit/Financial Report accepted.**

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116 **7. PRIVACY STATEMENT/POLICY- (ACTION ITEM)**

117 **City Recorder Rydalch** informed the Council that Oakley City was one of several smaller  
118 municipalities that received a notice of non-compliance from the State that we did not have  
119 adequate posting of a privacy statement on our website. The city has until the end of April to  
120 come into compliance. As part of the Council materials a privacy statement is being proposed  
121 for publication on the City website. It is currently with the city attorney for review of the  
122 language.

123  
124 Any entity that collects personal information through their website must include a privacy  
125 statement that discloses what is done with that information. The city collects information

126 through our online utility bill payments, reservations, and rodeo tickets. The financial  
127 information is collected through a third party, and it is encrypted.

128  
129 **Mayor Woolstenhulme** recommends that the Council consider approving the statement for  
130 publication on the website pending legal approval and edits.

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132 **Councilmember Neff** motioned to approve the privacy statement for publication once city legal  
133 counsel changes and approval has been obtained. **Councilmember Smart** seconded the motion.  
134 No further discussion. **All voted in favor. Motion carried. Statement approved pending legal**  
135 **review.**

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137 **8. MAYORS REPORT**

- 138 a. **ARENA COMPLEX UPDATE:** Ben Aplanalp has been asked by the mayor to review the  
139 references for the firms interested in the feasibility study. Awaiting his  
140 recommendation. The Mayor anticipates being able to bring Mr. Aplanalp's findings to  
141 the Council at an upcoming meeting.
- 142 b. **WWTP/SEWER:** informed Council of the issues at the sewer plant related to the grease  
143 getting in the system from the Diner operations. Discussed information that was  
144 received in an earlier meeting with Larry Hall and Aqua Environmental. Councilmember  
145 Kimber and Wilmoth were in attendance. The feeling is that the root cause of the  
146 problem has been addressed and that the situation is improving. Discussion that utility  
147 holes need to be added to monitor effluent discharge, disposals, and regulation.  
148 **Councilmember Kimber** added that the recommendations put forward by Larry Hall  
149 should be included in future planning. **Mayor Woolstenhulme** stated that there has  
150 been initial action taken to look at an impact fee study so the City can pay for the  
151 infrastructure needed for new development. Discovered that a capital facility plan  
152 needs to happen either before or simultaneously.
- 153 c. **AGRICULTURAL LEASE UPDATE:** the Mayor has reached out to Ladd Dick regarding the  
154 city property on Boulderville and that the lease would be ending in April of this year.  
155 This will facilitate the construction of the Mountain Bike Park and fencing that is  
156 necessary for the area without livestock in the pasture.
- 157 d. **LEGAL SERVICES:** informed the Council that the City Attorney, Rob Patterson, has taken  
158 an in-house employment opportunity with Highland City and will no longer be working  
159 with the City after March 1<sup>st</sup>. The city is covered by his firm until a decision for  
160 representation is made.

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162 **9. STAFF ITEMS:**

- 163 a. **CHANGE OF MEETING DATE:** Asked Council to postpone the meeting scheduled for  
164 February 21<sup>st</sup> to February 28<sup>th</sup> to facilitate a closed session with the Summit Land  
165 Conservancy. **Council agreed to date change for meeting.**
- 166 b. **RODEO TICKET UPDATE:** reported that in-person sales started this week and that  
167 Friday's performance is nearly sold-out. Staff anticipates a near sell-out of all four rodeo

168 nights by the end of February. **Councilmember Fraizer** noted the considerable number  
169 of tickets on hold for sponsorship on a couple of the nights. Some concern expressed  
170 about when or if there would be a release of a large block of sponsorship tickets close to  
171 the rodeo. **Recorder Rydalch** reported on the number of public that were present on  
172 the first day of sales. People were very understanding about the wait times and  
173 expressed gratitude for the ability to purchase tickets before online sales. Six  
174 employees were present to process ticket orders. The first orders were processed at  
175 8:00 AM and finished at 4:30PM. Since opening day traffic into the office has been very  
176 steady. Some discussion regarding the sales for the Extreme Bulls event. Sales are good  
177 but not as robust as for the rodeo.

- 178 c. **TECHNOLOGY STATEMENT:** As a reminder to Council that all communication related to  
179 city business needs to be conducted through the City email addresses. Also, any  
180 documents related to city business need to be kept separate from personal documents.  
181 Possible that personal documents and communications can be subject to GRAMMA  
182 requests in some circumstances.

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184 **10. COUNCILMEMBER REPORTS AS NEEDED:**

- 185 a. **COUNCILMEMBER SMART** displayed the logo for the Pickleball tournament that is being  
186 sponsored by Josh McReavy over the celebration. **Councilmember Wilmoth** asked  
187 **Councilmember Smart** to be his partner for the tournament.
- 188 b. **COUNCILMEMBER FRAZIER** asked if any Councilmembers had an idea for the  
189 Celebration theme to reach out to him.
- 190 c. **COUNCILMEMBER WILMOTH** summarized the commitments that have come in for  
191 sponsorship so far. There is an event sponsor for the Extreme Bulls. He reviewed the  
192 city property behind the arena and reported that Public Works director Staples and  
193 Rodeo Chair walked the property and would like to take possession of the property as  
194 the lease term with Tiny Woolstenhulme is likely expired. Discussion that this would be  
195 an area to hold rodeo stock as well as some public works uses but that some of the land  
196 could still be utilized or sold to Tiny.
- 197 d. **MAYOR WOOLSTENHULME** reported that the City Center development team has  
198 submitted an initial development agreement that is being reviewed by members of the  
199 Planning Commission for input.

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201 **Meeting Adjourned.**

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204 Approval is to form this 13 day of March, 2024.

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Zane Woolstenhulme, Mayor

  
Amy Bydalch, City Recorder