

# City of Woodland Hills, UT

## City Council Meeting

### Minutes

**Tuesday, January 10, 2023 at 5:00 pm**

Attendees: Mayor Brent Winder, Council Member Hillyard, Council Member Kynaston, Council Member Lunt, Council Member Malkovich and Council Member Pratt; Public Works Director Corbett Stephens, Fire Chief Craig Northup and City Recorder Jody Stones.

### City Council Meeting

Public Notice is Hereby Given that the City of Woodland Hills City Council will hold a Closed Session, followed by a Work Session and City Council Meeting on January 10, 2023. The closed session will begin at 5:00 p.m. with the work session scheduled to begin at 6:00 p.m. Meetings are held at the City of Woodland Hills City Center, 690 South Woodland Hills Drive, Woodland Hills, Utah.

### City Council Meeting Agenda

#### 1. Call to Order- Mayor Brent Winder

##### Minutes:

Mayor Winder called to order the city council meeting at 5:05 p.m.

#### 2. Consideration of a motion to move into a Closed Session

##### Minutes:

Motion: Council Member Pratt moved the council move into a closed session.

Second: Council Member Kynaston seconded the motion.

Vote: Mayor Winder called for a roll call vote. The motion passed with a unanimous vote.

Motion:

Motion to adjourn at 5:55 p.m.

### Closed Session

The Municipal Council will consider a motion to close the meeting for the purposes of holding a strategy session to discuss pending or reasonably imminent litigation and/or to discuss the purchase, sale, exchange, or lease of real property and/or the character, professional competence, or physical or mental health of an individual in conformance with 52-4-204 and 52-4-205 et. seq., Utah Code.

### Adjourn Closed Session

Consideration of a motion to adjourn closed session, reconvene the City of Woodland Hills City Council meeting, and enter a Work Session of the City of Woodland Hills.

## Work Session

### 3. Discussion: Resolution 2023-01 October 2022 Check Approvals and Approve the October 2022 Financials- Chris Helvey

#### Minutes:

Mayor Winder called to order the City of Woodland Hills City Council Work Session at 6:05 p.m. Finance Director Chris Helvey indicated the need for the council to amend the current city budget in the next few weeks. Additional salt for snow removal will need to be purchased in the next few weeks. The cost of the salt is between \$10,000 and \$15,000.

### 4. Discussion: Resolution 2023-02 November 2022 Check Approvals and Approve the November 2022 Financials- Chris Helvey

#### Minutes:

The council held no discussion on the proposed November 2022 check approvals and financials.

### 5. Discussion: Proposal to Amend the City of Woodland Hills Purchasing and Procurement Policy- Council Member Ben Hillyard

#### Minutes:

Prior to the meeting, Council Member Hillyard provided copies of the proposed policy to the Mayor, Finance Director, City Treasurer, and Recorder for their review. He is not asking for the council to vote on the policy during tonight's meeting but would like some feedback and spend some time answering any questions the council may have.

Finance Director Chris Helvey raised concerns that the policy may need to align with the current city code.

Council Member Pratt reminded everyone that when the codification happened in 2020, the city tried to align the city code with the state code. He would suggest trimming down the policy and aligning it more with the state. He clarified that department heads present a budget during the budget process. Then the mayor and finance director work together to create a budget that is presented to the council.

Council agreed to review the proposed policy and provide their feedback to Council Member Hillyard prior to the next city council meeting.

### 6. Discussion: Proposal to Adopt a Grant Management Policy- Chairman Wayne Frandsen

#### Minutes:

Under the mayor's direction, Chairman Frandsen has put together a process to be followed when a grant is being applied. As part of the process, he would suggest the city treasurer oversee and maintain the files. He feels the city would benefit from a uniform approach. He has spoken with the fire chief, and the chief is good with the proposed process.

Council Member Kynaston noted the fire chief did mention some concerns with the timeline that is being proposed as part of the process.

Council Member Malkovich pointed out not all grants allow for a hard copy to be printed.

Council Member Pratt is primarily interested in the name of the individual filling out the grant, the

sponsor, the proposed amount, the match, and who is responsible for following thru with the grant. A copy of the full grant is a bonus. For him, it is all about a clear line of communication. Council Member Hillyard is concerned with the mayor or finance director being able to assign the grant to someone. Council Member Malkovich is not in favor of the city managing grants that have nothing to do with the city. She used the example of a resident getting a grant for tapping maple trees. Mayor Winder added if a grant impacts the city or requires funds to be spent from the city budget, The request to apply for the grant should go to the city council for approval. Council Member Hillyard is opposed to the finance director being able to approve grants. He may be involved in the decision, but the final decision should be the councils. He expressed concern about the finance director being able to approve grants. Council Member Malkovich suggested PTR look at a healthy community grant that IHC sponsors.

## **7. Discussion/Update: Planning Commission- Chairman Wayne Frandsen**

### **a. Emergency Management Director**

#### **Minutes:**

Chairman Frandsen pointed out that there may have been an error in the most recent city newsletter. He does not recall the council appointing a city emergency management director. He feels it would be helpful to have a process for notifying residents when a typo or error is made in the newsletter.

Council Member Malkovich does not feel it was an error. She referenced a PowerPoint presentation during a previously held city council meeting. Still, she would happily provide the council with an organization chart for their review at the next city council meeting.

### **b. RFP on General Plan Support**

#### **Minutes:**

Chairman Frandsen requested an update on the RFP, which would guide and support the Planning Commission in writing the General Plan.

Council Member Malkovich explained the RFP is primarily for long-term strategic planning that would be a supplemental document to the General Plan.

## **8. Discussion: Resolution 2023-03 Amending the City Fee Schedule- City Recorder (Increase in the sewer impact fee charged by Payson City as of January 1, 2023, from \$2065.98 to \$2177.45)**

#### **Minutes:**

The city recorder explained Payson City had completed a sewer impact fee study, and the impact fee assessed to new homes connecting to the system is going from \$2065.98 to \$2177.45.

## **9. Discussion/Update: Filings with Fourth District Court and Utah State Appellate Court**

#### **Minutes:**

An overview of the cases with the Fourth District court involving the property dispute at 1105 South Woodland Hills Drive was included in the council's packet.

## **10. Discussion: City Budgetary Items- Request for additional salt for snow removal- Corbett Stephens**

**Minutes:**

City Public Works Director Corbett Stephens expressed the need for additional salt to be purchased.

Council Member Pratt agrees with purchasing additional salt. However, he would like to know where the funds will come from.

44% of the way through a regular snow plow season. Which means we have 56% of the snow plow season remaining. We can expect the last plowable event to be between late April to mid-May.

**Stats:**

Twenty-one storms spanning 35 days with a total of 86 inches measured 600 ft in elevation above the mailboxes. This would be roughly the elevation of the city center.

There is a dynamic of the snowfall thus far that is well above average. That being, per hydrologists, the snow contains at least double the moisture content of snow on average through this point in the snow year. This level of moisture content is what is usually seen in springtime storms.

The moisture content has a very direct set of impact on Woodland Hills and snow removal and road safety.

These are... - Roads are exponentially slicker with very icy conditions. - Impact is more salt needed to make roads safe and so that the plows can plow safely up and down roads.

Council Member Malkovich inquired how quickly the city could get salt.

Council Member Pratt emphasized he wants to ensure that where the funds are coming from is clear to everyone.

**11. Discussion: Water Aquifer and City Well- Public Works Chair Mark Sovine****Minutes:**

Mark Sovine apologized but would like to wait to discuss this until an alternate date.

**12. Update: City Grants****a. UDOT- Grant for Community Development****Minutes:**

Council Member Malkovich has spoken with the UDOT grant manager and is working closely with them.

**b. ARPA****Minutes:**

Council Member Malkovich feels additional funds may be available from the state for infrastructure improvements. The current funds allocated to the city are set to expire the end of 2024.

**c. Fire****13. Discussion: Resolution 2023-04 Appointing a Deputy Recorder****Minutes:**

A copy of the proposed resolution is in the council packet. An offer was extended to Shae Smith. Shae started working for the city at the start of the year.

## 14. Department Updates and City Council Reports

### a. Corbett Stephens- Public Works and Building

#### Minutes:

Corbett Stephens reported there was a water break on East Lakeview yesterday morning. The break was fixed within a few hours. Salem City has sent over a cost estimate for the upgrades to the Maple Canyon Well. Woodland Hills' portion would be approximately \$40,000.

Impact Fee Study- Cody Deter with EFG Consulting has completed the water and sewer impact fee studies.

Summit Creek Meeting Update- Preliminary plats for Summit Creek G-1 and G-3 have been submitted, reviewed, and sent back to Summit Creek for corrections.

Snow Removal- The leases are up on the current trucks.

Council Member Lunt asked for clarification on whose responsibility it is to make a recommendation to the council regarding the trucks.

### b. Deputy Dutson

#### Minutes:

Officer Generated Calls for December 2022

CITIZEN CONTACT 4

DISTURBANCE 1

EXTRA PATROL 11

PARKING PROBLEM 1

SUSPICIOUS 1

TRAFFIC STOP 6

VIN INSPECT 1

Grand Total 25

Public Generated

ACCIDENT PD 1 ALARM PANIC 1 ASSIST AGENCY 1 ASSIST MOTORIST 1 DOMESTIC VIOL 1 FALLS 1 FOLLOWUP 1 FRAUD 1 TRANSFER LAW 1 UNK PROB 1 Grand Total 10

### c. Council Member Hillyard

#### Minutes:

Council Member Hillyard feels the city can save money on plow damage if the roads are repaired adequately before winter, and the shoulders are maintained.

Resident Sherry Burger inquired about who is responsible for clearing around fire hydrants on lots where a home still needs to be built.

Council Member Malkovich would like to remind residents that it is illegal to plow their snow into the road.

### d. Council Member Kynaston

#### Minutes:

Council Member Kynaston noted the department is still responding to calls. He reminded residents not to put ashes in a plastic bucket.

**e. Council Member Lunt**

**Minutes:**

PTR and the Finance Committee will be holding meetings next week. A tentative event schedule is being worked on.

Mayor Winder mentioned that the last Saturday of October is recognized nationally as Trick or Treat day, and he would encourage the committee to consider holding Trunk or Treat on the same day.

Council Member Lunt advised the council that most cities are looking at an 8% cost of living increase for their staff.

**f. Council Member Malkovich**

**Minutes:**

Council Member Malkovich asked for a city email to be set up for Aaron Gilbert.

The county would like to facilitate a discussion on January 26th at 10 am concerning COVID protocol.

**g. Council Member Pratt**

**Minutes:**

No report

**h. Mayor Winder**

**Minutes:**

Mayor Winder noted a new deputy recorder had been hired.

**15. Possible Upcoming Agenda Items**

**Minutes:**

The recorder was asked to work with Chairman Mark Sovine of the Public Works Committee to discuss the water aquifer.

The budget public hearing is being postponed until the 14th of February.

A Town Hall meeting will be held on March 14th.

Mayor Winder closed the work session at 8:10 p.m.

**Adjourn**

**City Council Meeting**

**16. Call to Order- Mayor Brent Winder**

**Minutes:**

8:22 p,m,

**17. Pledge of Allegiance- Council Member Kynaston**

**18. Invocation- Council Member Hillyard**

**19. Public Comment**

**Minutes:**

Sherry Burger expressed her gratitude to the council for their service.

## **Consent Agenda**

**20. City Council Meeting Minutes December 13, 2022**

**Minutes:**

Tabled.

**21. October 2022 Financials**

**Minutes:**

Motion: Council Member Kynaston moved to approve the October 2022 financials.

Second: Council Member Pratt seconded the motion.

The motion passed unanimously.

**22. November 2022 Financials**

**Minutes:**

Motion: Council Member Kynaston moved to approve the October 2022 financials.

Second: Council Member Pratt seconded the motion.

The motion passed unanimously.

## **Business and Discussion**

**23. Decision: Resolution 2023-01 Resolution Adopting October 2022 Check Approvals**

**Minutes:**

Motion: Council Member Pratt moved to approve Resolution 2023-01.

Second: Council Member Kynaston seconded the motion.

The motion passed unanimously.

**24. Decision: Resolution 2023-02 Resolution Adopting November 2022 Check Approvals**

**Minutes:**

Motion: Council Member Hillyard moved to approve Resolution 2023-02.

Second: Council Member Lunt seconded the motion.

The motion passed unanimously.

**25. Decision: Resolution 2023-03 Resolution Amending the City Fee Schedule**

**Minutes:**

Motion: Council Member Pratt moved to approve Resolution 2023-03.

Second: Council Member Hillyard seconded the motion.

The motion passed unanimously.

**26. Decision: Ordinance 2023-01 Amending City Code 5-3-3 Fire Department Standard Operating Procedures**

**Minutes:**

Motion: Council Member Kynaston moved to approve Ord. 2023-01.

Second: Council Member Malkovich seconded the motion.

The motion passed unanimously with a roll call vote.

**27. Decision: Resolution 2023-04 Resolution Appointing a Deputy City Recorder**

**Minutes:**

Motion: Council Member Malkovich moved to approve Resolution 2023-04.

Second: Council Member Lunt seconded the motion.

The motion passed unanimously.

## **Adjourn**

### **Posting and Zoom Meeting Information**

A copy of the foregoing agenda was posted at the City Offices, on the City's website at [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov), and on the State Public Notice Website at <http://pmn.utah.gov>. Council Members may participate in the meeting via electronic communications. Council Members' participation via electronic communication will be broadcast so other Council Members and all other persons can hear or see the communication.

Date Posted: January 9, 2023

Jody Stones, City Recorder

If you would like to be noticed of City Council or Planning Commission Agenda, minutes, and/or documents on the agenda when they are made public. Please go to the Utah Public Notice web page and sign up to subscribe to Woodland Hills. When these items are available, you will receive an email notifying you.

Here is a link to the web page: <http://www.utah.gov/pmn/index.html>

#### **Zoom Meeting Information**

<https://zoom.us/j/4186586561?pwd=c2ZmelpjellxSDA0ZXNKaVEyTHNxUT09>

Meeting ID: 418 658 6561

Passcode: WH2022

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+12532158782,,4186586561#,,,\*056452# US (Tacoma)



