

# City of Woodland Hills, UT

## City Council Meeting

### Minutes

**Tuesday, September 12, 2023 at 5:30 pm**

Notice is Hereby Given that the City of Woodland Hills City Council will hold a Closed Session, Work Session, and City Council Meeting on September 12, 2023. Meetings are held at the City of Woodland Hills City Center, 690 South Woodland Hills Drive, Woodland Hills, Utah as well as virtually through a link with Zoom Video Communications. Please check the City of Woodland Hills Website at <http://www.woodlandhills-ut.gov> for the link to participate and/or view the meeting.

#### 1. Motion to Convene a Closed Session

##### **Minutes:**

Mayor Winder called to order the city council meeting at 5:30 p.m.

MOTION BY: Council Member Pratt made a motion to enter a closed session to discuss personnel issues and pending litigation.

SECONDED BY: Council Member Hillyard seconded the motion.

VOTE: Council Member Hillyard; Aye, Council Member Pratt; Aye, Council Member Kynaston; Aye, Council Member Lunt; Aye, and Council Member Malkovich, Aye. (5 Ayes) Council Member Malkovich was participating electronically.

MOTION BY: Council Member Hillyard motioned to adjourn the closed session and open the Work Session.

SECONDED BY: Council Member Lunt seconded the motion.

VOTE: Council Member Hillyard; Aye, Council Member Pratt; Aye, Council Member Kynaston; Aye, Council Member Lunt; Aye, and Council Member Malkovich, Aye. (5 Ayes)

### Work Session

#### 2. Discussion: Proposal to Spend ARPA Funds on Broad Hollow Well Upgrade to Three-Phase Power

##### **Minutes:**

Minutes of the Woodland Hills City Council Work Session held on September 12, 2023, in the Woodland Hills City Council Room.

Mayor Winder called the Work Session to order at 6:10 p.m.

Marck Sovine, Chair of the Public Works Committee reviewed with the council the costs associated with upgrading the Broadhollow Well from a single to a three-phase power service with a 125 HP pump. Mr. Sovine and Corbett Stephens believe the current single-phase service with the 125 HP pump has reached its maximum capacity. They are proposing that the city install a 300 KVA service which would be capable of providing 200 HP. They estimate the cost for the 3-phase sectionalized, 300 KVA 2777/480v three-phase transformer, and 1200 feet of underground conduit to be \$75,000. This estimate does not include any costs for installation. The VFD (Variable Frequency Drive, transfer switch, and control cables are estimated to cost \$25,000. They believe

the work can be done for roughly \$10,000. The estimate does not include any fee costs that SESD may charge the city. Corbett Stephens would like to install a new pump at the same time. He has received a bid from Rhino Pumps for \$82,556.30. The total cost of the proposed project is roughly \$214,556.30 not including the previously discussed impact fee.

The council is good with moving forward with using the ARPA funds for the three-phase power but felt the city could hold off replacing the pump as additional funds would be needed outside of the ARPA funds.

### **3. Discussion: Resolution Appointing an Individual(s) to Serve as a Building Official for the City of Woodland Hills**

#### **Minutes:**

Mayor Winder indicated there is a need to appoint an interim building official while Corbett Stephens is looking to get an opinion from his attorney. Council Member Pratt mentioned Corbett's job description states he is the building official and the resolution would be to appoint an interim official for three weeks.

### **4. Discussion: Resolution Establishing a Community Development Committee**

#### **Minutes:**

Council Member Malkovich explained the resolution is to go along with the policy and procedures that were adopted during the last city council meeting. She has spoken with Chris Helvey and the committee is willing to lend its support with the writing of an RFP, but the city staff will draft the RFP and put it out to bid.

### **5. Discussion: Resolution Appointing Members to a Community Development Committee**

#### **Minutes:**

Council Member Malkovich presented the names of Rod Munn, Nate Meyers, Kiersten Thomson, Cody Chamberlain, and Chloe Cleveland as individuals to serve on the Community Development Committee.

### **6. Discussion: Request to Remove Emergency Access Sign at 310 South Maple**

#### **Minutes:**

Council Member Hillyard agrees with getting rid of the emergency exit sign-off of Maple Drive. In order for the access road to work, the city would need to do substantial work on the road.

Council Member Pratt is concerned about closing off emergency accesses.

Mayor Winder spoke about how individuals are using the emergency access trail and violating property owners' rights.

Council Member Kynaston is willing to have the emergency exit signs removed but wants to retain the easement and access.

Council Member Pratt is concerned that the sign

Ted Mickelsen felt if the council was going to keep it as an emergency access, the plat would need to be updated. and the access should be passable. If not, leave it as an easement.

Council Member Lunt does not believe residents will be denied access across a property owner's property in an emergency.

Council Member Kynaston feels the access off of Maple is a route to a safety zone.

Council Member Hillyard is willing to speak with the property owner who is requesting that the sign be removed. .

## 7. Discussion: June 2023 Interim Financials and Check Approvals

### Minutes:

Chris Helvey mentioned the interim financials will be part of this year's audit which will happen at the beginning of November.

## 8. Discussion: July 2023 Financials and Check Approvals

### Minutes:

The council did not have any questions regarding the July 2023 financials or check disbursements.

## 9. Update: City Grants

### a. UDOT- Grant for Community Development

#### Minutes:

Council Member Malkovich will work with the City Recorder to find a day when the committee could hold a meeting.

### b. ARPA

#### Minutes:

This topic was discussed earlier in the meeting.

### c. Fire- Ted Mickelsen

#### Minutes:

Ted Mickelsen mentioned the fuel mitigation grant is due September 30th. The grant does have a 25% match.

### d. Parks, Trails, and Recreation

#### Minutes:

Council Member Lunt noted the committee is planning on installing the bollards and benches along the switchback trails on October 7th.

### e. Water Line Replacement Grant- Ted Mickelsen

#### Minutes:

Ted Mickelsen reported last year the legislation set aside \$50 million for cities to apply for infrastructure projects. There is no commitment in the application. Submitted an application to replace the rest of the 6-inch water lines in the city requesting \$4.5 million. The funds may be a combination of a grant and a loan.

Council Member Malkovich spoke to originally holding on to the ARPA money for a grant match. She worried that using the ARPA money for the three-phase power could be a potential detriment.

Ted Mickelsen does not feel the ARPA funds would make a large difference. The challenge for this grant is showing how replacing the waterline will help growth.

Council Member Pratt inquired if any of the funds help restore or repair an existing road where a waterline is being replaced.

Ted Mickelsen indicated the cost to pulverize is included in the \$4.5 million that was applied for.

**f. Municipal Subdivision Ordinance Technical Assistance Grant**

**Minutes:**

Ted Mickelsen mentioned the state is offering 100% grant money to help re-write ordinances to comply with SB 174. The state is qualifying planners and attorneys to do the work.

**10. City Council Reports**

**a. Council Member Hillyard**

**Minutes:**

Council Member Hillyard mentioned the public works committee has not met, but the committee is mindful that there are some road repairs that need to be done prior to winter.

**b. Council Member Kynaston- Public Safety**

**Minutes:**

Council Member Kynaston reported that he and the fire chief met with dispatch regarding the city sirens. The sirens will not be able to be operated where they are once their new system is installed. The control of the sirens can be moved to Peter Quittner's office and the operation would need to be done by someone else than dispatch. The dispatch center would rather prefer not to be bothered by the city sirens.

Ted Mickelsen commented that he is in favor of a remote basis that could be set off anywhere.

**c. Council Member Lunt**

**Minutes:**

Council Member Lunt mentioned there is a wasp situation at the pavilion along with some broken playground equipment. There are a few residents who are upset over a buck being killed in the city limits. The city code states no discharging of weapons. She is not saying that the buck was shot in the city, or that it was illegally shot, but she would suggest posting a sign at the bottom of switchbacks.

Council Member Lunt, as well as the entire council, expressed appreciation for Mike and Ronda Slater for putting together a wonderful Woodland Hills Day.

**d. Council Member Malkovich**

**Minutes:**

Council Member Maolkovich is planning to put out a newsletter in the next week. She asked that all information be sent to her by next week Tuesday.

**e. Council Member Pratt**

**Minutes:**

Council Member Pratt had nothing to add.

**f. Mayor Winder- Personnel**

**Minutes:**

Mayor Winder had nothing to add.

**11. Possible Items for Upcoming City Council Meetings**

**Minutes:**

Council Member Kynaston requested an update on cameras.

Corbett Stephens indicated the company that is installing the cameras hopes to start installing them next week.

## City Council Meeting

## City Council Agenda

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

**Minutes:**

Mayor Winder called to order the city council meeting at 7:30 p.m.

**13. Invocation: Council Member Hillyard**

**Minutes:**

Council Member Hillyard offered the invocation.

**14. Pledge of Allegiance: Council Member Lunt**

**Minutes:**

Council Member Lunt invited those present to stand for the pledge of allegiance.

**15. Public Comment**

**Minutes:**

No public comment was heard.

## Consent Agenda

**16. City Council Meeting Minutes August 8, 2023**

**Minutes:**

MOTION BY: Council Member Hillyard motioned to approve the consent agenda.

SECONDED BY: Council Member Pratt seconded the motion.

VOTE: Council Member Hillyard; Aye, Council Member Pratt; Aye, Council Member Kynastonr;  
Aye, Council Member Lunt; Aye, and Council Member Malkovich, Aye. (5 Ayes)

**17. June 2023 Interim Financials**

**Minutes:**

MOTION BY: Council Member made a motion to approve SECONDED BY: Council Member seconded the motion. VOTE: Council Member Hillyard; Aye, Council Member Pratt; Aye, Council Member Kynastonr; Aye, Council Member Lunt; Aye, and Council Member Malkovich, Aye. (5 Ayes)

## 18. July 2023 Financcails

### Business and Discussion

#### 19. Resolution 2023-26 Establishing a Community Development Committee

**Minutes:**

MOTION BY: Council Member Hillyard moved to adopt Resolution 2023-26.

SECONDED BY: Council Member Lunt seconded the motion.

VOTE: Council Member Hillyard; Aye, Council Member Pratt; Aye, Council Member Kynastonr;  
Aye, Council Member Lunt; Aye, and Council Member Malkovich, Aye. (5 Ayes)

#### 20. Resolution 2023-27 Appointing Members to a Community Development Committee

**Minutes:**

MOTION BY: Council Member Pratt moved to adopt Resolution 2023-27.

SECONDED BY: Council Member Kynasaton seconded the motion.

VOTE: Council Member Hillyard; Aye, Council Member Pratt; Aye, Council Member Kynastonr;  
Aye, Council Member Lunt; Aye, and Council Member Malkovich, Aye. (5 Ayes)

#### 21. Resolution 2023-28 Appointing an Individual(s) to Serve as a Building Official for the City of Woodland Hills

**Minutes:**

MOTION BY: Council Member Lunt moved to adopt Resolution 2023-28.

SECONDED BY: Council Member Kynaston seconded the motion.

VOTE: Council Member Hillyard; Aye, Council Member Pratt; Aye, Council Member Kynastonr;  
Aye, Council Member Lunt; Aye, and Council Member Malkovich, Aye. (5 Ayes)

#### 22. Resolution 2023-29 Approving the June 2023 Check Disbursements

**Minutes:**

MOTION BY: Council Member Hillyard moved to adopt Resolution 2023-29.

SECONDED BY: Council Member Lunt seconded the motion.

VOTE: Council Member Hillyard; Aye, Council Member Pratt; Aye, Council Member Kynastonr;  
Aye, Council Member Lunt; Aye, and Council Member Malkovich, Aye. (5 Ayes)

#### 23. Resolution 2023-30 Approving the July 2023 Check Disbursements

**Minutes:**

MOTION BY: Council Member Lunt moved to adopt Resolution 2023-30.

SECONDED BY: Council Member Pratt seconded the motion.

VOTE: Council Member Hillyard; Aye, Council Member Pratt; Aye, Council Member Kynastonr;  
Aye, Council Member Lunt; Aye, and Council Member Malkovich, Aye. (5 Ayes)

#### 24. Approval to Spend ARPA Funds on Broad Hollow Well Upgrade to Three-Phase Power

**Minutes:**

MOTION BY: Council Member Pratt moved to spend the ARPA fund on three-phase power to the Broadhollow Well.

SECONDED BY: Council Member Hillyard seconded the motion.

VOTE: Council Member Hillyard; Aye, Council Member Pratt; Aye, Council Member Kynaston;  
Aye, Council Member Lunt; Aye, and Council Member Malkovich, Aye. (5 Ayes)  
Motion to Adjourn: Council Member Pratt moved to adjourn the meeting.  
SECONDED BY: Council Member Kynaston seconded the motion.  
Meeting adjourned.

## Adjourn

### Posting and Zoom Information

A copy of the foregoing agenda was posted on this 10th day of July 2023. According to Utah Code 52-4-202.

Date Posted: September 11, 2023 Jody Stones, City Recorder

Zoom link

<https://zoom.us/j/4186586561?pwd=Y1hKd0pqa25XalpKdzdrZTRuVXMvQT09>

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