

City of Woodland Hills, UT

City Council Meeting

Minutes

Tuesday, November 14, 2023 at 6:00 pm

Notice is Hereby Given that the City of Woodland Hills City Council will hold a Work Session, and City Council Meeting on November 14, 2023, beginning at 6:00 p.m. 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 view the meeting.

Work Session

1. Discussion: Mutual Aid Agreement between the Fire/EMS Departments in Utah County-Ted Mickelsen

Minutes:

Mayor Winder opened the work session at 6:05 p.m.

Chief Mickelsen indicated a mutual aid agreement has been in place for roughly the last 10 years. The proposed agreement is an update to that agreement. The city attorney has already signed the agreement.

Council Member Pratt noted that Woodland Hills received a large amount of mutual aid during the Bald Mountain Fire.

Council Member Kynaston commented how every incident the department goes out on is different.

2. Discussion: Request to Modify Driveway- Dylan and Becca Dewey 676 Skylake

Minutes:

Becca Dewey was in attendance representing the Dewey's.

Council Member Pratt inquired why Dewey's request was coming before the council.

Mayor Winder explained a variance had been granted, but the driveway is still more than the slope required by the city code.

Chairman Frandsen remarked that two processes could be followed. One is to go to the Appeal Authority, which the Deweys did and a variance was granted. The other process can be found in the city's Development and Construction Standards 2.3.16. The code allows the city council to modify the driveway grade requirement when observance of the standard is not feasible due to the terrain in which the driveway is to be constructed.

Council Member Malkovich indicated the driveway grade was not a requirement when some of the lots in the older portion of Woodland Hills were originally platted.

Council Member Pratt identified that the steepest portion of the driveway would be 20%.

Council Member Malkovich expressed the steepness of the Dewey driveway is not unique to other homes in this part of the city.

Ted Mickelsen did not feel the difference in the slope would overly complicate an emergency

response at the address.

Becca Dewey explained there is no other option.

Council Member Hillyard spoke to the variance that was granted. He added that during the excavation process as little as dirt as possible was removed. He feels this is the last attempt to make this driveway work after all other options have been exhausted.

Council Member Malkovich feels that with all the other driveways around this property being this steep, she does not see a problem in the council approving it.

3. Resolution 2023-33 Appointing Ted Mickelsen as the City Public Works Director, Water Superintendent, Street Superintendent, and Building Official

Minutes:

Council Member Lunt asked Ted Mickelsen how he plans to approach the public works position. Ted Mickelsen explained he hopes to manage the department through the planning and budget process and to take a more proactive approach instead of a reactive approach. He mentioned he is already working on putting together a stormwater and pavement management plan.

Council Member Pratt's questions were centered around roles and responsibilities and how they will be addressed.

Ted explained he is currently doing the water samples. He believes there are two main roles of the public works director. One of the roles is the building official and the other is public works. As the building official role, it is his job to ensure that the correct processes are in place. Sunrise is currently doing inspections on structure permits to ensure that the structure is being built according to IRC or IBC standards. On the public works, initially, he is ensuring the city is staying up to date on water samples and blue stakes. At some point, he believes the city will need to look at hiring another employee to accomplish the day-to-day things.

Council Member Malkovich asked about after-hours waterline breaks.

Ted explained he has called a couple of contractors to be on call in the event of an emergency.

Council Member Hillyard asked the question "Why not have Ted be the city manager?"

Council Member Pratt is not in favor of the idea right now. Right now the city needs to organize an effective and productive public works department.

Ted Mickelsen was in agreeance with Council Member Pratt's comments. agrees that a public works department needs to be organized.

Council Member Kynaston remarked he wants the council to agree that in the event of an emergency, Ted's priority would be an emergency call.

The mayor and Ted believe a succession plan is needed.

4. Discussion with Utah Senator Mike McKell

Minutes:

Senator McKell commented the state's budget is flat. After the fires that happened in the past, the state put money away in savings. The unemployment rate is low. He does worry about the small community's infrastructure needs. He believes the upcoming session will be quiet. The appropriation requests have gone down. Legislation is still talking about dealing with growth and possibly a new ADU bill. The odds of passing a lottery in the state are zero. He hopes that the Council Member Pratt commented he dislikes statement bills. The way it is perceived is much of the funding is always eaten up by larger communities and small cities are constantly losing and

left with nothing.

Senator McKell admitted that many issues are pushed through because of donors.

Council Member Malkovich would like to have a bill that classifies snowplows as an emergency vehicle.

Council Member Pratt suggested DUI offenders get a license similar to the licenses issued to individuals who are under 21 years old.

Council Member Hillyard asked what would it take for a city to accept commission payments. In other words, could a city help promote goods or services and then get a commission from the sale?

Senator McKell expressed Council Member Hillyard's idea is out of the realm of what a city should be doing. He does believe there needs to be a bigger discussion about how much the city receives from sales tax.

Senator McKell invited anyone with questions to call him with concerns during the legislative session.

5. Discussion: Social Media Policy

Minutes:

Council Member Pratt expressed he does not feel the individual responsible for the social media page should be an elected official.

Council Member Malkovich indicated that for the official page, it needs to be an elected official or a staff member. The community page can be run by anyone in the city.

Mayor Winder expressed some concerns with the community page becoming a de facto for city information.

Council Member Hillyard suggested the staff moderate the city page. He does not feel the council should be admins on the Facebook page.

Mayor Winder encouraged the council to review the policy before the next city council meeting when it will be on the agenda for a vote.

6. Discussion: December City Council Meeting

Minutes:

Due to the need to canvass the municipal election by December 6th, Mayor Winder proposed moving the December 13th City Council meeting to December 5th.

7. Discussion: Proposed Ordinance Adopting the 2024 City Council Meeting Schedule

Minutes:

A copy of the proposed 2024 meeting schedule was included in the council packet.

8. Discussion: Upcoming Town Hall Meeting

Minutes:

Mayor Winder mentioned that the council was present during the Salem Planning Commission Meeting. Trying to do a Town Hall MEeting before the end of the year would be difficult.

Council Member Malkovich wondered if there would be any reason to even have a Town Hall meeting once the development is approved by Salem.

Mayor Winder expressed that he wants to dispel any rumors that he has been holding secret

meetings with the developer. He resents the fact that it is being characterized as he is. The meeting he feels is in response to the idea that any meetings are being held secretly. Some formalities need to be done.

Council Member Malkovich said the land has not been purchased and per her conversation with Davis family members, the deal has not officially closed.

Council Member Hillyard is in favor of holding a Town Hall meeting to get all the rumors addressed.

Council Member Malkovich mentioned she is surprised how many individuals feel the property is still in Woodland Hills.

Council Member Kynaston conveyed the rumor is that the Mayor is looking to swing a deal with the developer, and the residents on Maple Drive are terrified that Maple could be a major entrance to the city.

Council Member Malkovich mentioned having the meeting on the 9th of January so there would be an audience for the swearing-in of the newly elected officials.

Council Member Malkovich suggested residents should listen to the September 26th city council meeting when the Mayor said there were only high-level discussions with the developer. She added that the developer said to the residents on Maple that he has had high-level meetings with the Mayor.

Mayor Winder noted city staff and the developer have met. The initial meeting was to get a sense of whether the developer would be willing to annex back into Woodland Hills. The city council needs to look at all sides of the development and what is best for everyone in the city. The development that is being proposed could be way worse.

Council Member Malkovich mentioned the residents on Maple are not worried about the development coming out at the mailboxes. She has never heard the residents on Maple say they do not want the development. They do want transitional zoning and there to be no access off of Maple.

9. Discussion: Large Purchase Requests

Minutes:

There were no large purchase requests to discuss.

10. Update: City Grants

a. UDOT- Grant for Community Development

Minutes:

Council Member Malkovich indicated she is waiting for Chris Helvey to contact her regarding writing an RFP.

b. ARPA- Three Phase Power at Broadhollow Tank

Minutes:

No update was given.

c. Fire- Ted Mickelsen

Minutes:

Ted Mickelsen reported the city was not awarded the Ready, Set, Go grant that was used

for the dumpsters in the fall. It is also the grant that was used for the county chipper.

d. Park, Trails, and Recreation Grant- Council Member Lunt

Minutes:

Council Member Lunt reported the committee was unable to do the work on the water bars and Sherry Burger is looking at requesting an extension on the grant.

e. Water Line Replacement Grant- Ted Mickelsen

Minutes:

Ted Mickelsen noted an application has been submitted and the city is waiting to hear back. Council Member Malkovich asked about the Rural Opportunity grant.

f. Municipal Subdivision Ordinance Technical Assistance Grant

Minutes:

Wayne Frandsen is working with Ted Mickelsen to apply for the grant. The funds would be used to re-write the city's subdivision ordinances.

11. City Council Reports

a. Council Member Hillyard- Public Works (Roads) and Parks, Trails, and Recreation

Minutes:

Council Member Hillyard noted the county did the work on the roundabout. He believes the tarring project is finished.

Ted Mickelsen explained that Corbett Stephens bought a certain number of pallets and 801 Asphalt was told to go until all the tar was used up.

Council Member Hillyard will follow up with 801 Asphalt on the patch quotes.

b. Council Member Kynaston- Public Safety

Minutes:

Council Member Kynaston had nothing to report. The next meeting will be the 20th of November at 8:30 a.m.

c. Council Member Lunt- Parks, Trails, and Recreation /City Events and Volunteers

Minutes:

Council Member Lunt expressed her appreciation to all those who volunteered with Trunk or Treat. Santa is scheduled to come to Woodland Hills on December 16th. She considering having Santa make only 6 or 7 stops throughout the city. More information will go out as it gets closer to the date.

d. Council Member Malkovich- Communication Team and Emergency Management/Preparedness

Minutes:

Council Member Malkovich mentioned that while it is election season, Council Member Lunt is doing the newsletter.

Council Member Lunt noted she does not have access to the newsletter program so it is difficult for her to do anything.

Council Member Malkovich commented she was in meetings all day with Emergency Management.

e. Council Member Pratt- Public Works (Water)

Minutes:

Council Member Pratt had nothing to report.

f. Mayor Winder- Personnel

Minutes:

Council Member Malkovich noted it had been mentioned two times that the city is looking at possibly hiring an assistant for the public works director and the city recorder. She asked how realistic it is for the city to hire two additional employees.

Mayor Winder indicated he is attentive to what the employees need and will take his cue from them.

The city recorder commented that the city has not advertised for a deputy recorder for several months.

12. Possible Items for Upcoming City Council Meetings

Minutes:

Council Member Hillyard indicated he has talked with Don Selby and his wife about the fire escape off Maple. Mr. Selby is okay with some options, but their biggest concern is the liability they may hold. They would prefer a gate similar to the one-off of Maple Court.

Council Member Malkovich inquired about the installation of cameras at city facilities. She wanted to address the rumors that the city is a surveillance city.

Mayor Winder closed the work session at 8:40 p.m.

City Council Meeting Agenda

13. Call to Order- Mayor Brent Winder

Minutes:

Mayor Winder called the meeting to order at 8:47 p.m.

14. Invocation- Council Member Hillyard

Minutes:

Council Member Hillyard offered the invocation.

15. Pledge of Allegiance- Council Member Pratt

Minutes:

Council Member Pratt invited anyone who wished to stand, to please do so.

16. Public Comment

Minutes:

Jody Stones asked the council to consider carefully the emergency access that is off of Maple Court.

Consent Agenda

17. City Council Meeting Minutes September 26, 2023

Minutes:

MOTION BY: Council Member Hillyard made a motion to approve the minutes from the September 26th, October 10th, and October 24th city council meetings.

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, Council Member Malkovich; Aye, (5 Ayes)

18. City Council Meeting Minutes October 10, 2023

19. City Council Meeting Minutes October 24, 2023

Business and Discussion

20. Motion Authorizing the Mayor to Sign the Multi-Jurisdictional, Automatic, Aid, Mutual Aid, Fire-Training, Emergency Medical, and Other Services Agreement

Minutes:

MOTION BY: Council Member Kynaston motioned to authorize the Mayor to sign the Mutual Aid Agreement.

SECONDED BY: Council Member Malkovich seconded the motion.

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

21. Request to Modify Driveway- Dylan and Becca Dewey 676 Skylake

Minutes:

MOTION BY: Council Member Malkovich moved to allow the modification of the slope of the driveway for 676 S Skylake.

SECONDED BY: Council Member Kynaston seconded the motion.

VOTE: Council Member Pratt; Aye, Council Member Kynaston; Aye, Council Member Lunt; Aye, Council Member Malkovich; Aye, (4 Ayes); Council Member Hillyard abstained from voting.

22. Resolution 2023-33 Appointing Ted Mickelsen as the City Public Works Director, Water Superintendent, Street Superintendent, and Building Official

Minutes:

MOTION BY: Council Member Pratt moved to approve Resolution 2023-33 Appointing Ted Mickelsen as the City Public Works Director, Water Superintendent, Street Superintendent, and Building Official.

SECONDED BY: Council Member Kynaston seconded the motion.

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

23. Ordinance 2023-16 Establishing the 2024 City Council Meeting Schedule

Minutes:

MOTION BY: Council Member Pratt moved to adopt Ordinance 2023-16 establishing the 2024

City Council Meeting Schedule.

SECONDED BY: Council Member Malkovich seconded the motion.

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

24. Approval of Large Purchases/Expenditures

Minutes:

There were no large purchases to approve.

25. Adjourn

Minutes:

Motion to Adjourn: Council Member Kynaston.

Second: Council Member Lunt.

Vote: Motion passed unanimously.

The meeting was adjourned at 8:53 p.m.

Posting and Zoom Information

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

Meeting ID: 418 658 6561

Passcode: WH2023