

City of Woodland Hills, UT

City Council Meeting

Minutes

Tuesday, March 12, 2024 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 March 12, 2024, beginning at 6:00 p.m. Meetings are held at the Woodland Hills City Center, 690 South Woodland Hills Drive, Woodland Hills, Utah.

Work Session

1. Request for a Change in Zoning Classification from R-1 to R-19 for property located at 692 and 696 South Skylake Drive

Minutes:

At 6:05 p.m., Mayor Winder called the meeting to order.

The City Recorder explained that the owners of 692 and 696 South Skylake Drive have submitted a request to the city for a change in their zoning classification. Their current zoning classification is R-1, but they are requesting to change it to R-19.

2. Proposal: Amend the Woodland Hills Consolidated Fee and Rate Schedule

Minutes:

City Recorder Jody Stones clarified that the proposed change is to the fee charged by the city for code violations. The current fee schedule allows for a \$100 fee to be assessed on the first violation, \$200 for a second, and \$400 for all subsequent violations. The proposed change would allow the city to assess a fee up to that which is allowed for a class B misdemeanor.

3. Proposal: Amend City Code 6.1.3 Parking, Towing, and Impoundment of Vehicles

Minutes:

A copy of the proposed changes to the code was included in the packet.

Sergeant Dutson is recommending that the code be amended to include both attended and unattended vehicles. Additionally, he suggested that the council add that it is a violation for vehicles parked in a "No Parking" zone.

4. Discussion: Relocation of Sirens- Ted Mickelsen/Council Member Kynaston

Minutes:

Ted Nickelsen spoke about why the fire sirens needed to be removed from the 911 dispatch center. The bid to replace the base unit, update the sirens, and install an antenna at the city center was \$33,100.00. Ted has spoken with the city financial director and with a little re-arranging of funds, he feels the work could be done this fiscal year. Money that had been previously allocated to cover chipping days, as well as funds allocated for a new lawnmower, could be reallocated to cover the bid for the sirens.

Council Member Kynaston spoke about the value that the sirens give the city. He feels the sirens

helped in the evacuation of the fire.

5. Proposal: Appointment of a Community Development Committee Chair and Secretary

Minutes:

In Council Member Malkovich's absence, the city recorder reported that the Community Development Committee held a meeting, and the committee is recommending Kiersten Thomson be appointed as the Committee Chair and Choloe Cleveland be appointed as the committee secretary.

6. Proposal: Engineering for Completion of Broadhollow Well: Ted Mickelsen

Minutes:

Ted Mickelsen has received an engineering proposal to complete the Broadhollow Well design and get it ready for bidding to contractors. While the Well is functional, the Well was never completed, and many things have not been done to code.

Council Member Hutchings asked if the proposal included managing the project. They will review the submittals to ensure they comply with the specifications and do periodic site visits.

7. Update of On-Call RFP: Ted Mickelsen

Minutes:

Ted Mickelsen reported the On-Call RFP that went out is for emergency repairs that need to be done in the city. Three companies have downloaded the bid pack, and he will review the submittals once the period has closed.

Council Member Hutchings asked about the miscellaneous inventory and supplies that has been purchased over the last 10+ years.

Ted commented that he intends for the On-Call contractor will assist the city with reviewing the current inventory and help determine what needs to be kept, and what needs to be disposed of.

8. Update on City Grants

Minutes:

Council Member Malkovich was excused from the meeting.

a. UDOT Grant: Community Development- Council Member Malkovich

Minutes:

No update was given.

b. ARPA Grant: Three Phase Power at Broadhollow Tank- Ted Mickelsen

Minutes:

Ted Mickelsen reported the funds from the ARPA grant remain in the water fund and will be used to complete the Broadhollow Well improvements including three-phase power.

c. Water Line Replacement Grant- Ted Mickelsen

Minutes:

Ted Mickelsen indicated that he is waiting for the application process to open. As a city council liaison to the public works committee, Council Member Malkovich has been asked to let him know when the application process opens.

d. Fire Grants- Ted Mickelsen

Minutes:

Ted Mickelsen has submitted a grant to FEMA requesting \$130,000.00 to update the fire department SCABAs.

e. Municipal Subdivision Ordinance Technical Assistance Grant (SB 174 and Updates to Subdivision Ordinances)- Wayne Frandsen

Minutes:

Chairman Frandsen was excused from the meeting.

f. Parks, Trails, and Recreation Grant

Minutes:

Council Member Hutchings had nothing to report.

9. Mayor and City Council Reports

a. Mayor Winder-MAG/COG and SESD

Minutes:

Mayor Winder was unable to log in to the MAG meeting. He attended the SESD board meeting. The lawsuit SESD has been involved in has been settled. The mayor is looking at scheduling a tour of the SESD facilities for the council.

b. Council Member Hillyard- South Utah Valley Solid Waste District

Minutes:

Council Member Hillyard attended a symposium with the SESD Board. The disposal of electrical car vehicle batteries is a concern. One of the problems landfills are dealing with is birds. Birds carry more garbage than wind does. The transfer station tour, which the council and staff are invited to, will be on Wednesday, March 27th at 9 am.

c. Council Member Hutchings- SUVMWA and Mt. Nebo Water Agency

Minutes:

Council Member Hutchings was unable to attend the meetings but did read through each of the organizations meeting minutes. SUVMWA primarily voted in board members. Mt. Nebo Water Agency has been discussing secondary water.

d. Council Member Kynaston- Central Utah 911

Minutes:

Council Member Kynaston expressed his appreciation for the 911 staff. He indicated that the district is looking to hire a few more people, and he Spoke to the policies when texting 911.

e. Council Member Lunt

Minutes:

Council Member Lunt noted the financial committee held a meeting and the committee will be looking at a draft of the proposed 2025 fiscal year budget.

f. Council Member Malkovich- South Utah Valley Animal Shelter

Minutes:

Council Member Malkovich was excused.

10. Approval of Large Purchases or Sale of Equipment

Minutes:

Following the finance committee's recommendation, and under the direction of the mayor and the financial director, Ted Mickelsen has been looking at leasing a new public works/fire chief's truck. The lease company that he has been working with has found a truck. He requested that the council hold a special meeting later in the week to pass a resolution authorizing the lease agreement. The lease payment for a year includes the cost to outfit the truck with the special lights and radios needed for it to serve as both a public works truck and a fire chief truck.

The mayor asked the city recorder to post a meeting for Thursday, March 14th for the council to review and potentially pass the resolution.

Ted Mickelsen went on to explain that 911 Central Utah is updating its radios, and at some point, the radios that the city has been using when going out on fire or EMS calls will be obsolete. The prior fire chief had been working on getting radios, however, the need for the radios has become a bit more imminent as the old ones will stop working before the end of the year. He is requesting \$15,000 from the fire budget fund be used to purchase radios.

Council Member Lunt requested an update on the items that had been put up for auction.

Ted reported the large orange international sold for \$25,900, and the former public works silver public works truck sold for \$48,100.

11. Possible Items for Upcoming City Council Meetings

Minutes:

Mayor Winder would like to schedule a budget meeting for March 26th.

The work session was closed at 7:13 p.m.

City Council Meeting

Call to Order

12. Call to Order- Mayor Brent Winder

Minutes:

Mayor Winder called the meeting to order at 7:22 p.m.

13. Invocation-Council Member Kynaston

Minutes:

Council Member Kynaston offered the invocation.

14. Pledge of Allegiance- Council Member Hillyard

Minutes:

The Pledge of Allegiance was led by Council Member Hillyard.

15. Public Comment

Minutes:

No public comment was heard.

Consent Agenda

16. January 23, 2024 City Council Meeting Minutes

Minutes:

Motion: Council Member Hillyard moved to approve the January 23, 2024, City Council meeting minutes.

Second: Council Member Hutchings seconded the motion.

Vote: The motion passed unanimously.

17. February 13, 2024 City Council Meeting Minutes

Minutes:

Motion: Council Member Hillyard moved to approve the February 13 2024, City Council meeting minutes.

Second: Council Member Hutchings seconded the motion.

Vote: The motion passed unanimously.

Business and Discussion

18. Recommendation to Planning Commission to Consider a Change in Zoning Classification from R-1 to R-19 for property located at 692 and 696 South Skylake Drive.

Minutes:

Motion: Council Member Hutchings moved to submit the request to consider a change in zoning classification for the property at 692 and 696 South Skylake Drive to the planning commission.

Second: Council Member Lunt seconded the motion.

Vote: The motion passed unanimously.

19. Resolution 2024-11 Amending the Woodland Hills Consolidated Fee and Rate Schedule

Minutes:

Motion: Council Member Lunt moved to adopt Resolution 2024-11 amending the Woodland Hills Consolidated Fee Schedule.

Second: Council Member Kynaston seconded the motion.

Vote: The motion passed unanimously.

20. Ordinance 2024-11 Amending City Code Title 6.1.3 Parking, Towing, and Impoundment of Vehicles

Minutes:

Motion: Council Member Hutchings moved to adopt Ordinance 2024-11 amending city code title 6.1.3 Parking, Towing, and Impoundment of Vehicles.

Second: Council Member Kynaston seconded the motion.

Vote: The motion passes unanimously.

21. Resolution 2024-12 Appointing a Community Development Committee Chair and Secretary

Minutes:

Motion: Council Member Lunt moved to adopt Resolution 2024-12 and appoint Kirsten Thomson as the Community Development Committee Chair and Choloe Cleveland as the Community Development Committee Secretary.

Second: Council Member Hillyard seconded the motion.

Vote: the motion passed unanimously.

22. Approval of Engineering for Completion of Broadhollow Well

Minutes:

Motion: Council Member Hutchings moved to approve the March 5th, 2024 engineering proposal from Jones and DeMille to complete the Broadhollow Well design.

Second: Council Member Kynaston seconded the motion.

Vote: The motion passed unanimously.

23. Approval of Large Purchases or Sale of Equipment

Minutes:

Motion: Council Member Kynaston made the motion to approve \$12,500/year for three years for the leasing of a public works/fire chief truck, \$30,385.00 to relocate the fire sirens, and up to \$15,000.00 for new fire radios.

Second: Council Member Hutchings seconded the motion.

Vote: The motion passed unanimously.

24. Closed Session (if needed)

25. Adjourn

Minutes:

Motion: Council Member Hillyard moved to adjourn the meeting.

Second: Council Member Lunt seconded the motion.

Vote: The vote was unanimous.

The meeting was adjourned at 7:45 p.m.

Posting and Zoom Meeting Information

Posted March 11, 2024

Jody Stones, City Recorder

Zoom Meeting

<https://zoom.us/j/99222371627?pwd=VGx1b2tsZ3c2dVRka1l6K0drWitRQT09>

Meeting ID: 992 2237 1627

Passcode: 7nwgML