

# **City of Woodland Hills, UT**

## **City Council Meeting**

### **Minutes**

**Tuesday, May 14, 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 May 14, 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**

The purpose of the Work Session is to allow the Council and staff to discuss items in greater detail before any action is taken.

#### **1. Review of RFPs submitted for the Completion of Strategic and General Plan and Recommendation- Kiersten Thomson and Ted Mickelsen**

##### **Minutes:**

The council agreed to revise the work session agenda and discuss item #2 to accommodate Kiersten Thomson to be present for discussion on the Strategic and General Plan RFPs. Kiersten Thomson reported that the selection committee met and discussed the submitted RFPs. The committee was concerned that the company with the highest score was going to spend half the number of hours on the project compared to the company that came in second. After reviewing the second company, the committee is recommending that the city move forward with awarding the RFP to Sunrise Engineering. The project will need to be completed within a 12-month period, and Sunrise's proposal falls within the budgeted amount. The goal is for the Strategic Plan to generate the General Plan, and Ms. Thomson is confident in Sunrise and their qualifications to complete the project.

#### **2. Usage of Emergency Fire Exit off Maple Drive**

##### **Minutes:**

Mayor Winder has invited Larry Mylar from Three Bridges Development to join the council for discussions regarding the emergency exit off Maple Drive. Salem City is seeking confirmation from Woodland Hills that the emergency exit, established as part of an agreement between Woodland Hills and the previous owners of the property now owned by Three Bridges, will remain in place. Mr. Mylar spoke to the agreement that was signed by Salem City, Woodland Hills City, and the previous owner and reiterated that his intention is for the egress and ingress to serve as a permanent fire escape for the residents of Woodland Hills.

Council Member Malkovich would like to keep the access as a dirt road and for it to remain. She mentioned that she is under the impression that a portion of the road crosses private property.

Mr. Mylar indicated he is willing to do what Salem is asking him to do up to his property line. Woodland Hills can do what it wants up to where its property abuts the city property. He informed the council that the current pond will be shrinking in size, but another pond will be placed on the

property and he is willing to provide the city access to both ponds in the event of an emergency. An update was provided as to what is happening on the property. He is asking that people stop trespassing on the property as trenches are being dug and it is a construction site. He did place a sign on the gate that is shared with Sterling Peterson, but Mr. Peterson removed the sign. Council Member Hutchings noted that the city will need to discuss how best to address the snowplowing of Maple Court.

### **3. Appointment of Park, Trails, and Recreation Co-Committee Chair(s) and Secretary- Council Member Hutchings**

#### **Minutes:**

Council Member Hutchings recommended Sherri Burger and Dennis Lisonbee be appointed co-chairs of the Parks, Trails, and Recreation Committee, and Judi Pickell be appointed as the committee secretary.

Council Member Lunt mentioned that the LDS Stake in the area contacted her to discuss a potential service project in the city in connection with Woodland Hills Days. She expressed a preference for the focus of the service project to be on the park or mailbox area, steering away from the switchbacks.

### **4. Proposal to Amend the Woodland Hills Consolidated Fee and Rate Schedule to allow Non-Exclusive, Non-Profit, and Community Benefitting Organizations Usage of the Woodland Hills City Center without a Fee- Council Member Hillyard**

#### **Minutes:**

Council Member Hillyard believes that his proposal is quite straightforward. The exemption would only be granted if the event meets all three criteria. Examples of excluded groups might include Empty Nesters, Activity Days, or groups that do not include all ages. The city recorder expressed concern about opening the building to organizations and not collecting a deposit that could cover potential damages. Council Member Hillyard suggested potentially having a council member act as the sponsor of an event and make them responsible. Council Member Malkovich would like to make this option only available to residents of the community. The council discussed whether or not to require a deposit and having the organization sign a damage waiver.

Chairman Frandsen mentioned three areas of concern: having someone responsible for clean-up, restricting access to the council room, and the expectations of the city when an individual is renting the building.

### **5. Proposal to Adopt a Social Media Policy- Council Member Lunt**

#### **Minutes:**

Council Member Lunt raised the issue of confusion between the city's official Facebook page and the community's Facebook page. She expressed concerns about residents mistaking the community page for the city's official page. It was mentioned that the city treasurer usually handles requests from individuals to be added to the official city page. The council discussed strategies to encourage residents to seek information on the official city page rather than the community page. A concern was raised about Council Member Malkovich's involvement as an admin of the community's Facebook page, and a request was made for her to no longer hold that role. The council is committed to clarifying the distinction between the two pages to protect the city

from liability and ensure that information is shared appropriately.

Council Member Hillyard requested Council Member Lunt be added as an admin to the Woodland Hills Fire Facebook page.

## **6. Update: Relocation of Sirens- Ted Mickelsen and Council Member Kynaston**

### **Minutes:**

Ted Mickelsen reported that he met with Andy Tanner, who will be working on relocating the equipment that sends out the signal to the sirens. The tower will be located outside of the front corner of the lawn. Council Member Kynaston would like to send out an Everbridge announcement prior to testing the sirens.

## **7. Discussion of Large Purchases or Sale of Equipment- Ted Mickelsen**

### **Minutes:**

Ted Mickelsen reported that he received a quote for leasing a front-end loader and a snowblower attachment. The best option is to go through Unified Fleet Services. The lease is for a 3-year term at approximately \$16,000 per year. Although the lease is slightly more expensive than the skid steer lease, Ted believes it is far more versatile.

#### **a. Lease for Loader**

#### **b. Purchase of Fire and EMS Emergency Communication Radios**

### **Minutes:**

Central Dispatch is updating its radio system, which requires the city to update its emergency radios as well. Ted Mickelsen explained that the older radios in the trucks and the handheld devices could not be updated. Fortunately for the city, Chief Hales from Spanish Fork had some extra radios that he was willing to sell to the city at his cost, which was lower than what the city was being quoted. The price for four apparatus radios was just over \$12,000.

#### **c. Sale of Road Roller Compactor**

### **Minutes:**

The city currently owns three road compactors. One of the compactors is quite large and requires heavy equipment to haul it around. Ted suggests selling the larger compactor at an auction and keeping the other two.

## **8. Mayor and City Council Reports**

#### **a. Mayor Winder-SESD and COG/MAG**

### **Minutes:**

Mayor Winder mentioned that he attended the MAG meeting, where he learned more about the Explore Utah Valley website. He believes that the website would be a great tool for the city to use to advertise next year's Maple Festival.

#### **b. Council Member Hillyard -South Utah Valley Solid Waste District/Dry Creek Transfer Station**

### **Minutes:**

Council Member Hillyard reported that the new transfer station is now operational. The staff

appears to be quite content, and the separation between commercial and residential waste is going smoothly.

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

**Minutes:**

Council Member Hutchings mentioned that he couldn't make it to the SUVMWA meeting. He attended a meeting with the Mt. Nebo Water Agency and plans to speak with Ted about a groundwater management model for monitoring the aquifer. The modeling would come at a cost and the proposal is to divide the cost proportionally among all agency members.

**d. Council Member Kynaston-911 Special Service District**

**Minutes:**

Council Member Kynaston reported he and Chief Mickelsen visited the dispatch office earlier in the day. Over the years, there have been changes in the management of the dispatch. He feels that the new management is committed to the well-being of their employees and wants to see their employees succeed. He expressed it has been challenging for the dispatcher involved in the recent events that led to the death of Sergeant Hoosier. Additionally, Council Member Lunt mentioned that the dispatchers are dealing with complaints from residents regarding the traffic during the officer's funeral. The council expressed appreciation for law enforcement, the fire department, and emergency first responders.

**e. Council Member Lunt**

**Minutes:**

Council Member Lunt is seeking individuals willing to chair Woodland Hills Days.

**f. Council Member Malkovich- South Utah Valley Animal Shelter**

**Minutes:**

Council Member Malkovich reported that the city's assessment for the animal shelter is increasing.

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

**Minutes:**

The council would like to include the buyout of the skid steer lease, the social media policy, and the amendment of the city fee schedule in a future city council meeting.

Council Member Lunt mentioned that there is still a lot of misconception circulating regarding the Three Bridges Development.

## **City Council Meeting Agenda**

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

**Minutes:**

Mayor Winder called the meeting to order at 7:55 p.m.

**11. Invocation- Council Member Kynaston**

**Minutes:**

Council Member Kynaston offered an invocation.

**12. Pledge of Allegiance- Council Member Hillyard****Minutes:**

Council Member Hillyard invited anyone who wanted to participate in the reciting of the pledge of allegiance to stand.

**13. Public Comment****Minutes:**

Council Member Lunt commented she received a bill for \$5.00 from Waste Management for her garbage can being too full.

## Consent Agenda

**14. City Council Meeting Minutes March 26, 2024****Minutes:**

MOTION: Council Member Hillyard moved to approve the minutes of the March 26, 2024 City Council Meeting.

SECOND: Council Member Lunt seconded the motion.

VOTE: Motion passed unanimously.

## Business and Discussion

**15. Awarding of Contract for the Completion of the Strategic and General Plan****Minutes:**

MOTION: Council Member Malkovich moved for the council to award the contract to Sunrise Engineering for the completion of a Strategic and General Plan.

SECOND: Council Member Lunt seconded the motion.

VOTE: The motion passed unanimously.

**16. Decision on Usage of Emergency Fire Exit off Maple Drive****Minutes:**

MOTION: Council Member Hillyard motioned for the city to continue with the condition that was stipulated in the Boundary Adjustment Agreement between Salem, Woodland Hills, and the Davis Ranch that allows for emergency access both egress and ingress, with the condition that the emergency access only be used in the event of an emergency and that a gate remains in place.

SECOND: Council Member Kynaston seconded the motion.

VOTE: The motion passed unanimously. Council Member Hillyard; Aye, Council Member Lunt; Aye, Council Member Kynaston; Aye, Council Member Hutchings; Aye, Council Member Malkovich; Aye, (5 Ayes)

**17. Resolution 2024-17 Appointment of Parks, Trails, and Recreation Committee Co-Chair(s) and Secretary**

**Minutes:**

MOTION: Council Member Hutchings moved to adopt Resolution 2024-17 appointing Sherri Burger and Dennis Lisonbee as Co-Chairs of the Parks, Trails, and Recreation Committee and Judi Pickell as the secretary.

SECOND: Council Member Kynaston seconded the motion.

VOTE: The motion passed unanimously. Council Member Hillyard; Aye, Council Member Lunt; Aye, Council Member Kynaston; Aye, Council Member Hutchings; Aye, Council Member Malkovich; Aye, (5 Ayes)

**18. Approval of Large Purchases or Sale of Equipment****Minutes:**

MOTION: Council Member Malkovich moved to approve the Lease for the Compact Loader, the purchase of the apparatus emergency radios, and the sale of the road roller compactor.

SECOND: Council Member Hillyard Seconede the motion.

VOTE: The motion passed unanimously. Council Member Hillyard; Aye, Council Member Lunt; Aye, Council Member Kynaston; Aye, Council Member Hutchings; Aye, Council Member Malkovich; Aye, (5 Ayes)

- a. Lease for Loader**
- b. Purchase of Fire and EMS Emergency Communication Radios**
- c. Sale of Road Roller Compactor**

**19. Closed Session****Minutes:**

MOTION: Council Member Hillyard made the MOTION to go into closed session for discussions related to potential legal proceedings.

SECOND: Council Member Lunt seconded the motion.

VOTE: The motion passed unanimously. Council Member Hillyard; Aye, Council Member Lunt; Aye, Council Member Kynaston; Aye, Council Member Hutchings; Aye, Council Member Malkovich; Aye, (5 Ayes)

**20. Adjourn****Minutes:**

MOTION: Council Member Malkovich moved to adjourn the meeting.

SECOND: Council Member Lunt seconded the motion.

The meeting was adjourned.

**Posting and Zoom Information**

Posted May 13, 2024

Jody Stones, City Recorder

Zoom Meeting

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

Meeting ID: 992 2237 1627

Passcode: 7nwgML

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