



**Woodland Hills
City Council Meeting Agenda
December 9, 2025**

Notice is Hereby Given that the City of Woodland Hills City Council will hold a Work Session followed by a City Council Meeting on December 9, 2025, beginning at 6:00 p.m. Meetings are held at the Woodland Hills Center, 690 South Woodland Hills Drive, Woodland Hills, Utah.

Work Session

1. Woodland Hills Trail Feasibility Study Update- Jeremy Searle
2. Interviewing of Applicants to fill Vacated City Council Seat
3. Discussion of Outdoor Lighting Ordinance
4. Discussion of Proposed Contracts for the Broadhollow Tank Engineering and Geo-Technical Study
5. Proposed Policy and Procedure 2025-04 Woodland Hills Volunteer Fire and EMS Pay Policy
6. Review of Proposed Fire and EMS Annual Recognition Bonuses
7. Discussion of Proposed Ordinance 2025-36 Establishing a City Council Meeting Schedule for 2026
8. Discussion of Proposed Ordinance 2025-37 An Ordinance to Initiate the Establishment of The City of Woodland Hills Data Privacy Program; Designate Chief Administrative and Authorized Records Officers; Require Records for Proof of Officer and Employee Privacy Training; Prepare Website Data Privacy Notice; Endorse the State Of Utah's Data Privacy Policy; and Complete City of Woodland Hills Internal Data Privacy Program Report
9. Department Updates:
 - a. Public Works- Ted Mickelsen
 - b. Fire Department-Ted Mickelsen
 - c. Planning Commission and Code/Zoning Enforcement- Wayne Frandsen
10. Mayor and City Council Reports
 - a. Mayor Winder: Personnel
 - b. Council Member Hillyard: Emergency Management Department
 - c. Council Member Hutchings
 - i. Public Works Committee
 - ii. Parks, Trails, and Recreation Committee
 - iii. Planning Commission
 - d. Council Member Kynaston: Public Safety Committee
 - e. Council Member Lunt
 - i. Finance Committee
 - ii. Communication Team

- iii. Events and Volunteers
- f. Council Member Malkovich
 - i. Public Works Committee
 - ii. Community Development Committee

11. Upcoming Agenda Items

City Council Agenda

- 12. Call to Order- Mayor Brent Winder
- 13. Invocation- Council Member Lunt
- 14. Pledge- Council Member Malkovich
- 15. Public Comment

Consent Agenda

- 16. Approval of the October 28th and November 18th City Council Meeting Minutes

Business and Discussion Items

- 17. Resolution Appointing an Individual to Fulfill the Vacant Seat on the City Council
- 18. Approval of the Contract for the Broadhollow Tank Engineering and Geo-Technical Work
- 19. Adoption of Policy and Procedure 2025-04 Woodland Hills Volunteer Fire and EMS Pay Policy
- 20. Approval of Fire and EMS Annual Recognition Bonuses
- 21. Adoption of Ordinance 2025-36 Establishing a City Council Meeting Schedule for 2026
- 22. Adoption of Ordinance 2025-37 An Ordinance to Initiate the Establishment of The City of Woodland Hills Data Privacy Program; Designate Chief Administrative and Authorized Records Officers; Require Records for Proof of Officer and Employee Privacy Training; Prepare Website Data Privacy Notice; Endorse the State Of Utah's Data Privacy Policy; and Complete City of Woodland Hills Internal Data Privacy Program Report

Closed Session

Adjournment

Posting

Posted December 8, 2025

Jody Stones, City Recorder

*The order of agenda items may change to accommodate the needs of the City Council, staff, and/or public.

** A link to participate electronically can be found on the city's website, under the city calendar. One or more members of the public body may participate remotely.



Woodland Hills City
690 South Woodland Hills Drive
Woodland Hills, UT 84653
PH: 801-423-3900

Woodland Hills City is now accepting applications to fill an at-large vacancy on the City Council. The appointed term will last two years, concluding after the first City Council meeting in January 2028. Interested candidates must meet the outlined Requirements for the Office and submit a complete application to the Woodland Hills City Recorder by no later than 1:00 pm. on Monday, December 8th, 2025.

Applicants will be invited to a public interview with the Mayor and City Council, scheduled for 6:00 pm on December 9th, 2025, at the City Council Chambers located at 690 South Woodland Hills Drive, Woodland Hills, UT. Following the interview, the Mayor and Council are expected to select a candidate to fill the vacancy, effective as of January 6, 2026.

City Council Member Appointment Application

Name: Michael Meyers

Address: 580 S. Maple Drive, Woodland Hills, UT. 84653

Phone: (801) 300 - 6110 Email: michaelmeyerscitycouncil@gmail.com

Number of years as a Woodland Hills resident: 11+ U.S. Citizen (Y/N) Y

Registered voter? (Y/N) Y

Requirements for Office:

1. Must be at least 18 years of age, a United States citizen and a registered voter of Woodland Hills City;
2. Must have resided within the boundaries of Woodland Hills City for at least twelve (12) consecutive months immediately preceding the date of appointment.
3. Must not be a convicted felon; must not have been convicted of treason or of an election crime; must not have been declared mentally incompetent; and must not have had the right to hold public office restricted pursuant to Article IV, Section 6, of the Utah Constitution and U.C.A. 20A-2-101.5.

I, Michael Meyers, certify that I have read and understand the Requirements for Office listed above to file as a potential City Council member in Woodland Hills, Utah, and verify that I meet said requirements and understand the legal qualifications for office.



Please respond to the following questions. A cover letter and resume may be submitted with this application.

Note: Any information submitted with this application is considered public, will be provided to the Mayor and City Council, and will be made available to the public in the City Council Agenda Packet for the December 9th, 2025 meeting.

1. Please share information about your background and your interest in serving on the Woodland Hills City Council. How will you be a valuable addition to the Council? Include any professional or civic experience you have. (NOTE: Professional or civic experience is not required to be appointed to the Council.) You may attach a cover letter and resume.

My interest in serving on the City Council aligns naturally with my long-standing commitment to Woodland Hills. Since we bought our home here in 2009 - and especially since moving here full-time in 2014 - I have continually tried to contribute in ways that strengthen and support our community. I've served on the fire department since 2015, becoming certified as a Wildland Firefighter. I have regularly participated in the Woodland Hills Days breakfasts, Fire/EMS expo's, and other city holiday activities since moving here. I have also served as the city's Flagmaster for many years. When asked to help, I have always said yes, without hesitation, because I care deeply about our city, its residents and its future.

Professionally, I bring a unique blend of business, financial, governmental, and human-services experience and education that I believe will add both depth and breadth to the council's work. I earned my BS degree in Business Management with an emphasis in Finance, which gave me the foundation to start and run my own financial planning business. I have since started and operated seven different small businesses - four of which I continue to run today.

(PLEASE SEE BOTTOM OF NEXT PAGE FOR ADDITIONAL INFORMATION)

2. What do you perceive as the three best things about Woodland Hills City that set it apart from other cities?

1) The People. Woodland Hills is a small city with a big heart. Our size allows us to truly know our neighbors and at every community event, we see familiar faces and enjoy spending time together. The CLOSENESS of our community is one of the greatest blessings of living here.

2) The Spirit of Service. We don't just know each other—we serve each other. People step up, help out, and support one another not out of obligation, but out of genuine concern. I love that we live in a place where CARING for each other is part of our culture.

3) Our Natural Environment. The landscape around us is extraordinary. We moved here because of the mountains, the dark skies, the wildlife, and the peaceful serenity that surrounds our homes. There is nowhere else where we can enjoy this level of natural BEAUTY all day.

3. Please share a current or past issue in Woodland Hills that you are passionate about and how you feel your appointment as a City Council member can impact that issue.

A current issue I care deeply about is the challenge of maintaining high-quality services despite limited funding and growing needs. As a small city, we must be strategic, resourceful and creative with our funding, especially regarding infrastructure and other long-term planning.

My background in business ownership, running various government programs, and being involved in public safety has prepared me to help address this. I have extensive experience managing programs and personnel under tight budget constraints, interpreting legislation, and finding "outside-the-box" solutions to keep essential services running efficiently.

As a City Council member I would bring these skills to help the city strengthen its financial resilience, support both responsible and sustainable growth and infrastructure, and ensure that we continue to provide the level of safety and services our residents deserve and have come to expect.

(Continued From Page 2, #1)

These businesses were all built with minimal capital and were grown into successful entities, allowing me to practice leveraging limited resources into peak performance and strong results. One of those businesses remains in operation 38 years later.

After liquidating my financial planning business, I earned a Master's Degree in Marriage and Family Therapy, followed by a second Master's Degree in Psychology. These degrees trained me on to work in emotionally-complex and high-stakes environments, helping diverse individuals and groups achieve shared goals under difficult circumstances. I have used this training in my various careers working for the Utah State Juvenile Courts, the Utah County Children's Justice Center, and Orange County (California) Children and Family Services, 13 years as a manager. These roles required analyzing legislation, writing and implementing policy, ensuring compliance with state mandates, hiring and developing staff, maintaining budgets, working collaboratively with numerous service providers and vendors, and efficiently and effectively managing limited resources.

With my training and experience, I've developed effective and practical "hard skills," including starting and running successful small businesses (seven total, four ongoing), analyzing financial information, reviewing legislation for applicability, evaluating outcomes, evaluating complicated program needs, and helping organizations achieve their short- and long-term goals.

I've also developed "soft skills" that allow me to work effectively with individuals and groups - including those who are upset or feel they have been wronged in some way. I have become proficient in these skills over many years by finding common ground, ensuring all voices are heard, and resolving problems, almost always in sensitive and emotionally-charged situations.

I also believe it's important to mention that in the recent election I was only 13 votes behind the person who won the vacant seat. That means that I also hold the singular indicator of value on the council - the voice of the people of the city. I achieved this honor based on my own personal efforts and qualifications, which the residents certainly found valuable.

In summary, I believe my unique combination of skills and experience in both public and private sectors, coupled with my uncommon mix of education in business and the human sciences, qualify me to contribute meaningfully to the city council and its responsibility to represent the people as so many residents indicated in the recent election.

MICHAEL C. MEYERS

580 South Maple Drive * Woodland Hills, UT 84653 * (801)300-6110

Education:

North Central University:

Phoenix, AZ

Master of Arts Degree in Psychology

Phillips Graduate Institute:

Encino, CA

Master of Science Degree in Marriage, Family and Child Therapy

Brigham Young University:

Provo, UT

Bachelor of Science in Business Management, emphasis in Finance

Work Experience:

Arcadia Counseling Center

Therapist

- *Provide direct therapeutic practices and interventions in accordance with best practices*
- *Assess and diagnose the current emotional state of the client and create appropriate and detailed treatment plans*
- *Complete required documentation to ensure compliance with legal mandates*
- *Survey and utilize the most effective theoretical orientation based upon client needs*
- *Monitor progress towards goals and constantly assess for risk*

Utah County Children's Justice Center

Assistant Clinical Coordinator

- *Provide direct crisis intervention services to child abuse victims and family members*
- *Gather information for the social assessment and services planning process*
- *Help establish a non-threatening environment for children and families*
- *Make recommendations to the multi-disciplinary team investigating the alleged abuse*

Utah State Juvenile Court

Judicial Assistant

- *Provide in-court support to the Judge and attorneys for various hearings*
- *Keep accurate and timely record of all court hearings*
- *Prepare Court Orders for Judicial review, approval and signature*
- *Ensure the efficient flow of the Court's daily work*

Orange County Children and Family Services

Administrative Manager II

- *Engage a team of attorneys, community partners, social workers and parents to foster increased collaboration and improved outcomes for families and children*
- *Hire, train, and evaluate performance of staff and address any deficiencies*

- *Collaborate with judges, social workers, court personnel, service providers and community partners in establishing and monitoring programs and outcomes*
- *Track legislation, determine its effect on practice, and create policies and procedures*
- *Participate on multi-disciplinary committees formed to develop and implement policy*
- *Build and maintain strong community partnerships through open communication, outreach, active problem solving and oversight of staff and programs*

Orange County Children and Family Services

Senior Social Services Supervisor and Senior Social Worker

- *Supervise Senior Social Workers (DCFS) and their case activities*
- *Provide crisis intervention services to children and their families*
- *Work with community collaboratives providing services to children and families*
- *Serve as a member of a multi-disciplinary team as needed*
- *Review cases and insured compliance with Federal, State and County regulations*
- *Investigate reports of child abuse and determined veracity of allegations*
- *Assess families for current and ongoing risk of abuse*
- *Write comprehensive reports for the juvenile court and made recommendations*
- *Interfaced with judges, attorneys, foster families, psychiatrists and service agencies*

Public Child Welfare Training Academy

Consultant/Trainer

- *Write and deliver curriculum as requested for public child welfare staff*
- *Train lawyers, judges, social workers, foster parents and counselors in various settings*
- *Participate on committees to address content, effectiveness, and ongoing training*
- *Initiate transfer of learning using adult learning theory and practice*
- *Have written curriculum for and trained on various topics including documentation, critical thinking, cultural humility, prudent parenting and change management*

Monarch Consulting

Owner/Senior Consultant

- *Self employed and provided personal and small business financial planning*
- *Analyze and offer individualized counsel regarding investments, taxes, budgeting, insurance and retirement planning*
- *Evaluate and implement a business marketing strategy*
- *Complete all accounting and payroll functions*

M i s c e l l a n e o u s :

- *Licensed Associate Marriage & Family Therapist (#9717457-3904)*
- *Licensed Social Service Worker (#9717457-3503)*
- *Licensed Real Estate Agent (#9717457-SA00; currently inactive)*
- *Can read, write and speak Spanish fluently*
- *Can also communicate in American Sign Language (not fluent)*
- *Trained as a Utah State court mediator*
- *Certified Wildland Firefighter*



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City Council Member Appointment Application

Name: Dan Roden

Address: 1025 Eagle Nest Dr

Phone: (801) 347 - 9788 Email: dangroden@gmail.com

Number of years as a Woodland Hills resident: 18.5 U.S. Citizen (Y/N) Y

Registered voter? (Y/N) Y

Requirements for Office:

1. Must be at least 18 years of age, a United States citizen and a registered voter of Woodland Hills City;
2. Must have resided within the boundaries of Woodland Hills City for at least twelve (12) consecutive months immediately preceding the date of appointment.
3. Must not be a convicted felon; must not have been convicted of treason or of an election crime; must not have been declared mentally incompetent; and must not have had the right to hold public office restricted pursuant to Article IV, Section 6, of the Utah Constitution and U.C.A. 20A-2-101.5.

I, Dan Roden, certify that I have read and understand the Requirements for Office listed above to file as a potential City Council member in Woodland Hills, Utah, and verify that I meet said requirements and understand the legal qualifications for office.



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Please refer to my cover letter

2. What do you perceive as the three best things about Woodland Hills City that set it apart from other cities?

Please refer to my "Questions and Answers" document I attached to my submission email

3. Please share a current or past issue in Woodland Hills that you are passionate about and how you feel your appointment as a City Council member can impact that issue.

Please refer to my "Questions and Answers" document I attached to my submission email

Woodland Hills City Council Questions and Answers

Question: What do you perceive as the three best things about Woodland Hills City that set it apart from other cities?

- 1 - Woodland Hills may very well be the most beautifully situated city in Utah.
- 2 - The serene mountain setting offers a peaceful, uncrowded escape from the rapid growth and congestion of the Salt Lake and Utah valleys below. It truly is a wondrous destination that we call home.
- 3 - Woodland Hills' unique geography and topography naturally limit large-scale development, preserving our small-town character and ensuring we remain the close-knit community that so many of us deliberately chose when we made Woodland Hills our home.

Question: Please share a current or past issue in Woodland Hills that you are passionate about and how you feel your appointment as a City Council member can impact that issue.

In my previous answer, I shared commentary about things that make Woodland Hills wonderfully unique. However, those unique benefits carry a cost, literally. I was a young father when I moved to Woodland Hills. I spent little time concerning myself with challenges facing the city and how they would impact my family and neighbors. With nearly 20 years in the community, I have become keenly aware of some of the circumstances our city must navigate. Because our city does not have the benefit of commercial tax or other significant revenue streams beyond our tax base, proper allocation of said tax dollars is critically important. Taxes and budget/spend seems to be the primary issue for a large majority of our residents and rightfully so. There will never be complete consensus on how a city uses budgetary funds, however, effective communication and transparency ensures that any and all expenditures have been thoughtfully considered. As a city council member, I would bring my commitment to ensure effective collection and review of resident input regarding budget is completed and communication remains a priority. While these measures will not satisfy all, they are the foundation for clarity and understanding of why decisions are made.

Dan Roden
1025 Eagle Nest Dr
Woodland Hills, UT 84653
dangroden@gmail.com
December 3, 2025

City Council Application
Woodland Hills City Recorder's Office

Dear Members of the City Council and Fellow Residents,

I am writing to formally announce my candidacy for a seat on the Woodland Hills City Council. After nearly 20 years of calling these mountains home and raising my family here, I feel the timing is right for me to offer my services to the community that has given us so much. I was raised in Draper when it was still very much a rural Utah town. When my wife and I chose to build our life here almost two decades ago, we did so because this mountain and surrounding valley still feels like the best of that Utah I grew up in—close-knit, beautiful, and full of good people who value community.

Over the years I've tried to involve myself in the community in ways that I thought would be impactful. More than a decade ago I started "Santa on a Fire Truck" because I wanted our volunteer firefighters/EMS—who give so much—to be celebrated, and I wanted our kids to have one more reason to feel the magic of this place at Christmastime. My wife and I have had the privilege of chairing Woodland Hills Days, and I have volunteered for several projects where the city has needed an extra set of hands. These experiences haven't felt like obligations—they've felt like the natural extension of living in a place we love.

Professionally, I've spent my career in technology, consulting with some of the largest companies in the world and later founding my own small tech firm. Those experiences taught me how to manage complex projects, tight budgets, and—perhaps most importantly—very different personalities working toward a common goal. I believe those same skills can serve our city well as we navigate growth and protect our city's unique character.

I'm not running because I think I have all the answers. I'm running because I care deeply about preserving what makes Woodland Hills special while making sure we're actively aware and best prepared for whatever the future brings.

I would be honored to earn your trust and represent our community on the City Council.

Thank you for considering me.
Sincerely,

Dan Roden



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690 South Woodland Hills Drive
Woodland Hills, UT 84653
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City Council Member Appointment Application

Name: Dianne Hodnett

Address: 1105 S Woodland Hills Dr, Woodland Hills, UT 84653

Phone: (385) 695 - 9735 Email: Diannehodnett@gmailcom

Number of years as a Woodland Hills resident: almost 3 U.S. Citizen (Y/N) Y

Registered voter? (Y/N) Y

Requirements for Office:

1. Must be at least 18 years of age, a United States citizen and a registered voter of Woodland Hills City;
2. Must have resided within the boundaries of Woodland Hills City for at least twelve (12) consecutive months immediately preceding the date of appointment.
3. Must not be a convicted felon; must not have been convicted of treason or of an election crime; must not have been declared mentally incompetent; and must not have had the right to hold public office restricted pursuant to Article IV, Section 6, of the Utah Constitution and U.C.A. 20A-2-101.5.

I, Dianne Hodnett, certify that I have read and understand the Requirements for Office listed above to file as a potential City Council member in Woodland Hills, Utah, and verify that I meet said requirements and understand the legal qualifications for office.

Dianne Hodnett

Please respond to the following questions. A cover letter and resume may be submitted with this application.

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1. Please share information about your background and your interest in serving on the Woodland Hills City Council. How will you be a valuable addition to the Council? Include any professional or civic experience you have. (NOTE: Professional or civic experience is not required to be appointed to the Council.) You may attach a cover letter and resume.

I am deeply committed to our city and its remarkable sense of community. Having raised my family and then moving here I'm thrilled to build lasting friendships. I am eager to give back through dedicated public service.

I have actively volunteered in our community, including at the Maple Syrup Festival and Trunk or Treat events. I have also served in various parent associations, community clubs, and youth sports programs. I genuinely enjoy connecting with people, building relationships, and contributing my time and energy to causes that strengthen our city.

As a mother of three grown children, I successfully balanced full-time work with family responsibilities and extensive volunteer commitments. This experience has honed my ability to work collaboratively, remain reliable under pressure, and maintain honesty and integrity in all I do.

Professionally, I bring substantial experience in real estate and economic development. I have been directly involved in apartment sales exceeding \$4.2 billion across Utah and have worked closely with economic development teams, planning commissions, and redevelopment agencies in multiple cities. I am thoroughly familiar with the Request for Proposals (RFPs), bidding processes, project management, budgeting, and land-use planning.

I am a thoughtful, level-headed planner with strong organizational skills. I am confident in expressing my views when needed, yet equally committed to listening carefully and working constructively with others toward shared goals.

I would be honored to serve on the City Council and contribute my experience, work ethic, and passion for our community to help shape a bright future for our city.

Thank you for considering my application

2. What do you perceive as the three best things about Woodland Hills City that set it apart from other cities?

What I love most about Woodland Hills is the extraordinary sense of community, the stunning mountain backdrop, the mature trees that line our streets, and the peaceful, small-town feel that keeps us far from a concrete jungle. This city truly feels like a real-life Hallmark Christmas movie—especially when our firefighters hand out candy when Santa comes to visit, during Woodland Hills Days, and at the beloved Maple Syrup Festival.

I am passionate about preserving and enhancing everything that makes our city so special. I would be thrilled to help organize and expand community events that bring residents together and strengthen our unique identity. In addition to supporting cherished traditions like Santa's visit, Woodland Hills Days, and the Maple Syrup Festival, I would love to explore new family-friendly events that could also generate revenue for the city—such as an annual marathon, a cycling event, Movies in the Park, or an official Christmas tree lighting ceremony.

I am also deeply committed to the long-term stewardship of our beautiful mountains. I want to learn more about ongoing recovery efforts following the recent fires and contribute to initiatives that protect, restore, and improve our trails, open spaces, and natural surroundings for future generations.

Serving on the City Council would allow me to help protect the heart and beauty of Woodland Hills while thoughtfully planning for a vibrant, sustainable future.

3. Please share a current or past issue in Woodland Hills that you are passionate about and how you feel your appointment as a City Council member can impact that issue.

One issue I care deeply about is the long-term reliability of our public works and water systems — the essential infrastructure that every resident depends on daily. Having watched our community navigate past water challenges and ongoing road maintenance needs, I believe these foundational services deserve careful stewardship and proactive planning. If appointed to the City Council, I would bring my professional experience reviewing and negotiating multi-million-dollar contracts and RFPs, combined with my detail-oriented approach, to help strengthen every aspect of our city undertakes. I am eager to serve on any committee — whether Finance, Public Works, Community Development, Parks, Trails & Recreation, or a special grant-writing team — and I would enthusiastically roll up my sleeves to research, write, and submit grants that bring additional resources to Woodland Hills without raising taxes.

I am passionate about doing the thorough, behind-the-scenes work that keeps our community safe, beautiful, and financially sound for generations to come.

I would be honored to serve wherever I am needed most and will give my full effort to every assignment.



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City Council Member Appointment Application

Name: Tim Weeks

Address: 811 S Nebo Circle, Woodland Hills, UT 84653

Phone: (801) 518 - 4942 Email: tim@companyvitals.com

Number of years as a Woodland Hills resident: 9+ Yrs U.S. Citizen (Y/N) Yes

Registered voter? (Y/N) Yes

Requirements for Office:

1. Must be at least 18 years of age, a United States citizen and a registered voter of Woodland Hills City;
2. Must have resided within the boundaries of Woodland Hills City for at least twelve (12) consecutive months immediately preceding the date of appointment.
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I, Tim Weeks, certify that I have read and understand the Requirements for Office listed above to file as a potential City Council member in Woodland Hills, Utah, and verify that I meet said requirements and understand the legal qualifications for office.

Tim Weeks

Digitally signed by Tim Weeks
Date: 2025.12.06 19:20:22 -07'00'

Please respond to the following questions. A cover letter and resume may be submitted with this application.

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I have included a cover letter and resume that provide additional details. I am the Founder and Managing Partner of Company Vitals, which is a professional services firm. We serve small and mid-sized clients in the areas of finance, accounting, growth strategies, systems, controls, reporting, tax strategy and business coaching. I do not have any experience in serving in a city or government entity. I do have the opportunity to serve business owners by strategically guiding their business decisions. I have served clients in many industries and have the opportunity to guide and coach our team members to ensure all clients of the firm are served well.

In May 2026, we will have lived in Woodland Hills for 10 years. We moved our family here when our three youngest daughters were still living at home. At the time, we had one in High School, one in Middle School and the youngest in Elementary School. Our oldest daughter had just completed college and lived with us for a couple of years as well. We felt accepted and loved immediately. All of our daughters consider Woodland Hills their home. We love Woodland Hills and the people we have had the pleasure and opportunity to meet. This is a city of beauty, both in the natural surroundings and the people.

My interest in serving on the Woodland Hills City Council is based in the love of this city and its people. From an intellectual perspective, it was a very difficult decision to make knowing the time required to serve. I understand, at some level the sacrifices of time and loss of personal flexibility that come with this service, but likely do not fully understand yet what is required. But I also believe I can help our city make good decisions and approach challenges in a thoughtful and collaborative way. I know the city has had some challenges. Some of those challenges have put strain on relationships among the citizens of Woodland Hills. I believe we can find resolution and move forward. I believe we can treat each other with respect. I believe in working together to find solutions. I also recognize that serving requires difficult decisions be made and, inevitably, there are those who will disagree with some of those decisions. Overall, I believe this community can lead out in progressive and thoughtful ways as we work together.

2. What do you perceive as the three best things about Woodland Hills City that set it apart from other cities?

First, the people in this community. When we first moved here, we met kind and accepting neighbors. As we began to learn more about those neighbors, we would uncover incredible skills and accomplishments. From the creators of art, sculptures and music to those who have been awarded patents for creating products we use daily. From business leaders to professors to outstanding parents. We live in a community of accomplished people who have positively impacted the community and world. Our interactions with the city leaders and city staff have always been positive and we are grateful for those who have willingly served during the time we have been here.

Second, the beauty of the natural resources around us. My wife, Hilary, grew up on the shores of the Cook Inlet in Anchorage, AK. She is drawn to nature. When we moved back to Utah in 2002, we committed that if we ever found a community that provided an experience based on nature, that we would do whatever was needed to move to that community. On our first visit to Woodland Hills in 2015, we knew we wanted to live here.

Third, the location is an ideal mix where you feel you are away from the crowds but still close to services, restaurants, stores and community offerings.

3. Please share a current or past issue in Woodland Hills that you are passionate about and how you feel your appointment as a City Council member can impact that issue.

There are a number of past issues that I feel passionate about, from the importance of preparing for wildfires after being so close to losing our homes, supporting our youth so they have the opportunity to lead healthy lives, moving forward and learning the important lessons from the disputes and lawsuits the city has faced, property taxes, and difficult decisions around growth.

I am hopeful I can be a voice of reason and wisdom as we make the right decisions. I consider both risk and opportunity as I help clients make decisions about the future. My wife and I have tried to do the same in our home and family. The simple reality is I do not have an agenda or platform as I make this application. I feel compelled to serve this remarkable city and I am hopeful we can improve our culture. This city began with a handful of families that supported each other. They were friendly and took care of each other. The city has exploded in growth but I believe we can retain that original spirit of taking care of each other.

Monday, December 8, 2025

Mayor and City Council of Woodland Hills, UT
690 South Woodland Hills Drive,
Woodland Hills, UT 84653

Dear Mayor and City Council Members,

My name is Tim Weeks. My wife, Hilary, and I moved to Woodland Hills in May 2016 and reside in the Summit Creek neighborhood. Included with this letter, you will find a resume and application for the vacant seat on the City Council for the term of two years. Thank you for the opportunity to apply for this vacant seat and for the opportunity to share a few thoughts regarding my application.

The decision to apply was a difficult decision because of the time and resources I know will be required. I know the importance of this responsibility, and I do not take the commitment lightly. I keep my commitments, so entering the right commitments is critical for me. I also know it requires the commitment of a great spouse, and I have a remarkable and accomplished wife who I love and is my first priority. I have Hilary's support should I be selected to serve.

My time is currently stretched by two primary responsibilities outside of my personal priorities. The first is my role as the leader of the professional services firm I founded, where I also continue to serve clients directly. The second is my role as a Bishop of a Married Student congregation in Provo. That is a three-year assignment. In June 2026, we will hit our three-year mark in that assignment. So, the first 6 months would be a challenge managing the various responsibilities. As a Fractional CFO, I daily guide clients through a variety of topics and needs so I am used to balancing the various needs. Though I know it will not be easy, I believe I can manage through those first 6 months.

I want what is best for the city, and your responsibility is to choose the candidate you feel is best suited to support you as you guide the decisions and operations of the city. If I am not the right person, I not only understand completely, but also the candidate you choose will have my full support. We have so many remarkable citizens in our community and I am hopeful you have several candidates in the pool from which you can select. You should feel no pressure from me, and know with 100% confidence that there will be no hard feelings from my side if another candidate is selected. I have felt compelled to apply and that simply represents my support for all of you and an indicator of how I feel about this community.

I do not have any experience in a role within a city or municipality. I would have much to learn and a lot of listening to get up to speed. Given other responsibilities, I have not been as involved as others in the city. Though I have watched the issues facing the city at a cursory level, I do not have all the background required. I would be committed to getting up to speed. It would just require a little patience while I consume the information needed to be helpful.

Though I do not believe national politics do or should play a major role in city politics, I do believe I should share a summary of my political beliefs. I share this mostly because I know I have a minority position these days and I also know that we live in a community where many would not agree with my positions. I have spent most of my life as a Republican. However, after the events of January 6, 2021, I decided to withdraw from the Republican party. I am still conservative, but I now identify myself as an Independent Conservative. I largely believe in the Republican platform and principles as they existed 10 years ago and do not subscribe to the current approach in the national or state Republican party. Again, I do not believe state and national politics do or should play a role in the City Council. However, if I were campaigning for this seat, I would certainly make my political views known, and I felt it was important for you to know where I stood politically, so you can make an informed decision. If that sways you away from me as a candidate, I am supportive of your decision.

Again, I am grateful for the opportunity to apply for the vacant seat. I am grateful to all of you and all who have previously served in city leadership and the city staff. I have only ever had positive interactions with current or past city leaders. I believe the city employees work hard to serve the community. One of the first people we met when moving here was Mayor Lauritzen. He installed the HVAC in the home we purchased. When I first met him, he was in the advanced stages of cancer, yet he came into our home to address issues with our HVAC system. He was courageous and hard-working, and I could feel his love for this community. After he passed away, I had the opportunity to help Therese transition the business to new owners.

I respectfully apply for the vacant seat on the City Council and look forward to meeting with all of you on Tuesday, December 9th, at 6:00 pm.

Regards,

Tim Weeks

Digitally signed by Tim Weeks
DN: cn=Tim Weeks, o=Company Vitals, ou=Email, c=US
email=tim@companyvitals.com, c=US
Date: 2025.12.06 19:19:01 -07'00'

Tim Weeks
Woodland Hills, UT

TIM WEEKS

Woodland Hills, UT • 801.518.4942 • tim@companyvitals.com

PROFILE

Company founder, financial executive, and nearly 10-year Woodland Hills resident with more than 25 years of experience leading teams, advising organizations, and building systems that support clarity, accountability, and long-term health. Known for a decisive yet collaborative leadership style grounded in listening, respect, and relationship-building. Committed to entering public service without a predetermined agenda—focusing instead on learning, understanding community priorities, and contributing to unified, ethical, and transparent city governance.

CORE STRENGTHS

- Strategic Leadership & Decision-Making
- Financial Stewardship & Budget Oversight
- Organizational Development & Team Building
- Transparent Communication & Community Service
- Collaborative Problem-Solving
- Conflict Resolution & Mentorship
- Ethical Governance & Accountability

PROFESSIONAL EXPERIENCE

Founder & Managing Partner | Company Vitals

Lehi, UT | 2013–Present

Founder and leader of a 40+ member professional services firm providing fractional CFO and advisory services to over 150 clients and 400+ entities firmwide.

- Grew the firm from startup to a nationally recognized company, earning Inc. 5000 rankings in 2023, 2024, and 2025.
- Provide fractional CFO support to a select portfolio while mentoring and training the firm's broader advisory team.
- Lead all strategic, financial, and operational aspects of the organization
- Designed proprietary reporting dashboards used by business owners to improve clarity and decision-making.
- Built internal training pathways enabling individuals without formal accounting backgrounds to become skilled accounting and advisory professionals.
- Champion a culture that creates opportunities for team members at all stages of life, including single mothers and parents of children with special needs.
- Support a nonprofit assisting communities in Malawi through financial oversight and advisory services.

Fractional Chief Financial Officer (Selected Engagements)

Various Locations | Ongoing

- Guide strategic planning, forecasting, and long-term financial structure.
- Improve cash-flow management, financial transparency, and decision frameworks.
- Strengthen alignment among leadership teams and support operational improvement.
- Help organizations navigate growth, transition, tax planning and restructuring.

LEADERSHIP & COMMUNITY EXPERIENCE

Religious Service — Bishop of a Young Married Student Congregation

Provo, UT | Current

Provide leadership, mentorship, and guidance to young married students, helping individuals and couples navigate major life transitions and challenges.

Various Service

- Coached girls soccer for over 20 years.
- Variety of roles in church service.
- Assisted community members and friends in challenging financial situations.

APPROACH TO PUBLIC SERVICE

- Entering with no predetermined agenda; committed to listening, learning, and understanding residents' priorities.
- Promote respectful dialogue and a constructive community environment.
- Prioritize responsible budgeting, careful stewardship, and transparent decision-making.
- Support a professional and respectful relationship between residents, city staff, and elected officials.
- Dedicated to helping Woodland Hills preserve its character, beauty, and strong sense of community as the city grows.

EDUCATION & CERTIFICATION

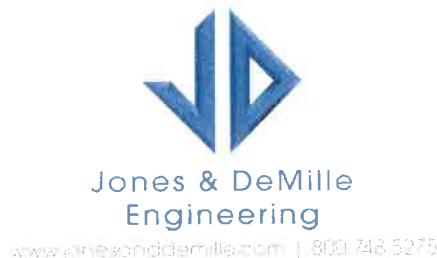
Accounting Degree — Brigham Young University.

Certified Public Accountant (CPA) — State of Colorado.

Began Career at Ernst and Young (EY).

PERSONAL

Married to Hilary Weeks. Father of four daughters and three sons-in-law; grandfather of five. Resident of Woodland Hills for nearly 10 years. Committed to supporting ethical, professional governance and a community culture grounded in kindness, respect, and care for our natural, community and financial resources.



December 1, 2025

Ted Mickelsen
Public Works Director
690 South Woodland Hills Drive
Woodland Hills, UT 84653
Via email: works@woodlandhills-ut.gov

RE: Woodland Hills City 800,000 gallon Municipal Water Storage Tank – Siting Study

Dear Ted:

We appreciate the opportunity to provide a proposal for the above-referenced project. Jones and DeMille Engineering (JDE) understands that Woodland Hills is requesting a siting study be conducted for the location of the new 800,000 gallon tank. The siting study will include a topographical survey, water model review, and preliminary layout with tank dimension, elevations, utility connection and site location.

JDE has the necessary resources and expertise to complete this important project. The proposed scope of work for this project is as follows.

SCOPE OF WORK

Preconstruction Engineering Services

The proposed scope of work for preconstruction engineering services is as follows:

Topographic Survey

1. Complete a topographic survey of the proposed tank site including visible and marked features and utilities.
2. Prepare a CAD base file to be used in the site design.

Site Layout

1. Kick off Meeting with Developer, Woodland Hills and Tank Engineer
2. Tank Siting and Site Layout
 - a. Using the site information gathered, a site base map will be created showing topography, fault location and existing utilities.
 - b. A preliminary site layout will be developed with the City to locate the tank and other pertinent facilities on the site and maintain recommended offset from seismic fault.
 - c. Utility layouts will be evaluated for supply, distribution, drain and overflow.
3. Hydraulic Analysis
 - a. We will confirm the hydraulic impacts to the system once the final elevation, tank sizing and location of the tank have been established.

1535 South 100 West
Richfield, UT 84704
435.896.8266

775 West 1200 North
Suite 290A
Springville, UT 84663
801.692.9249

50 South Main, Suite 4
Manti, UT 84642
435.835.4540

1684 South Dixie Drive
Building G
St. George, UT 84770
435.986.3622

38 West 100 North
Vernal, UT 84078
435.781.1988

7 South Main Street
Suite 107-109
Moab, UT 84532
435.268.8089

1675 South Highway 10
Price, UT 84501
435.637.8266

696 North Main Street
PO Box 577
Monticello, UT 84535
435.587.9100

520 West Highway 40
Roosevelt, UT 84066
435.722.8267

545 East Cheyenne Drive
Suite C
Evanson, WY 82930
307.288.2005

4. Technical Design Memo
 - a. A technical design memo will be prepared as documentation for design parameters of the tank. Potential memo sections include:
 - i. Scope of the project
 - ii. Preliminary Site layout
 - iii. Site improvements, tank drain and overflow evaluation
 - iv. Conclusions and recommendations.
5. Layout Review meeting with Developer, Woodland Hills and Tank Engineer to hand off design.

FEES

The foregoing scope of work for design services can be completed at a total of **\$17,750**, as itemized below.

Topographic Survey	Lump Sum	\$5,250
Site Layout	Lump Sum	\$12,500
	TOTAL	\$17,750

Progress payments will be invoiced monthly throughout the project. Any adjustments to the scope of work can be completed for a negotiated lump sum fee or according to JDE's standard hourly rates. JDE reserves the right to adjust billing rates based on market conditions. This fee proposal shall remain valid for 30 (thirty) days from the proposal's issuance date. If contract is not signed within said term, fees may be subject for review.

Assumptions and Limitations:

1. Survey will be conducted in one trip.
2. Survey does not include boundary research or identification.
3. Survey does not include descriptions for property or ROW procurement or addressing any property boundary discrepancies. JDE can provide the necessary legal descriptions at an hourly rate.
4. Subsurface utility mapping is limited to levels C and D as described:
 - Level A - Underground Utility Locating: test holes and vacuum excavation.
 - Level B - Utility Designation: data collections via ground penetrating radar or similar.
 - Level C - Visible Surface Feature Utility Survey: survey of visible utilities.
 - Level D - Records Research: contacting utilities named on 811 services.
5. Potholing has not been included, it would be recommended that utilities be potholed to identify and verify waterline connections and elevations.
6. It is assumed that waterline connections will be made within 200-feet of the tank and that no other utility improvements are required.
7. Grading has not been included in the site layout, minor adjustments may be required by the tank engineer to accommodate grading and utility connections.
8. A geotechnical study including the identification of, or lack of, fault lines is to be provided by Woodland Hills City prior to finalizing the site layout.



SCHEDULE

Time is of the essence to complete the topographical survey and geotechnical analysis before the effect of winter cause additional complications. It is anticipated that the geotechnical evaluation will take approximately 4-5 weeks to complete. After receipt of the fault location an additional 4-5 weeks is anticipated to finalize the siting study and site layout.

CLOSURE

We appreciate and look forward to the opportunity to work on this important project. Our team has the proven capabilities to complete this work in a timely and efficient manner. We look forward to helping you shape the quality of life of those you serve. Please review this proposal and let us know if there are any questions or concerns.

Sincerely,

JONES & DeMILLE ENGINEERING, INC.



Dan Fechner, PE | Project Manager



FAULT RUPTURE AND GEOTECHNICAL STUDY

Woodland Hills City is in the planning stages of constructing a new municipal water storage tank. The proposed structure is an approximately 80-foot diameter reinforced concrete water tank, anticipated to be either fully or partially buried depending on final design and grading.

DESCRIPTION

Design loads typical for tanks of this type include net foundation contact pressures on the order of 2 to 4 ksf, with wall/ring footing loads on the order of 10 to 20 kips per linear foot and localized support loads of approximately 100 to 300 kips (depending on final water depth and configuration).

SCOPE OF SERVICES

1. Field Exploration

- **First Phase - Fault Study:** Excavation of one trench up to 180 feet long, excavated to depths of approximately 6–15 feet, or to refusal.
- **Second Phase - Geotechnical Study:** Drill two borings to 40–60 ft, or to refusal. Optional Vs30 testing for site specific seismic data.

2. Laboratory Testing

3. Engineering and Geologic Analysis

4. Comprehensive Geotechnical and Geologic Reporting

CLIENT RESPONSIBILITIES

Client shall:

- Provide legal and physical access to the site.
- Ensure site conditions are safe for entry.
- Provide Nexus with relevant project plans and documents.

SCHEDULE

- Field work will begin within 6 weeks from signed proposal
- Laboratory testing, engineering analysis, and report preparation: Approximately 6 weeks following completion of field work.

PAYMENT TERMS

Payment is due in full within 30 days of receipt of the final report. The quoted cost includes all services described. Additional work, or change in tank location, will require a separate quote.

AUTHORIZATION

By signing below, the Client acknowledges that they have reviewed and agree to the scope, terms, and fees outlined in this proposal, including the attached Terms & Conditions. This proposal will serve as authorization to proceed. In the absence of a signature, Client's request for services and Consultant's commencement of work shall constitute acceptance of this Agreement and its Terms & Conditions as if executed in writing.

Client

SIGNATURE: _____

NAME: _____

DATE: _____

CONTRACTING PARTIES

Client

WOODLAND HILLS CITY
690 S Woodland Hills Dr.
Woodland Hills, UT
Attn. Ted Mickelsen
(801) 455-6940
works@woodlandhills-ut.gov

Nexus

Nexus Geotechnical, LLC
Nathan Pack, P.E.
1200 S Eagle Nest Dr.
Woodland Hills, UT 84653
(435) 757-2844
nate@nexusgeotech.com
admin@nexusgeotech.com

COST BREAKDOWN

Fault Study: \$16,500

Geotechnical Study: \$10,300

Project Total: \$26,800

Optional Add-on:

Remi Vs30: \$3,250

Nexus Geotechnical

SIGNATURE: _____

NAME: _____

DATE: _____



TERMS & CONDITIONS

These Terms & Conditions are incorporated by reference into the Project Proposal Agreement ("Agreement") between Nexus Geotechnical, LLC ("Nexus") and Client.

SCOPE OF SERVICES

Our services are limited to those described in the Scope of Services section of this proposal.

Recommendations are based on site conditions observed during our investigation and may not apply to areas not tested or to conditions that vary significantly from those observed.

BILLING & DISPUTES

Invoices will be sent and payments are due as outlined in the Payment Terms section of this agreement. Late payments may be subject to interest charges at 1.5% per month (18% annually) or the maximum allowed by law. If payment remains outstanding, Nexus Geotechnical, LLC reserves the right to file a lien against the subject property in accordance with Utah law until the balance is paid in full.

SITE ACCESS & UTILITIES

The Client shall provide legal and physical access to the site. Nexus Geotechnical will contact Blue Stakes to locate and mark public underground utilities prior to field work. Nexus Geotechnical is not responsible for damage to utilities that are unmarked, inaccurately marked, or excluded from Blue Stakes' services, including but not limited to private utilities, irrigation lines, and other subsurface structures not identified by Blue Stakes.

OWNERSHIP & USE OF REPORT

The final geotechnical report is prepared for the exclusive use of the Client and their design/construction team for the specific project and location described herein. It may not be reused or relied upon for other projects or sites without our written consent.

INDEMNIFICATION

Client agrees to indemnify and hold harmless Nexus Geotechnical, its officers, employees, and agents from and against any and all claims, damages, liabilities, and expenses (including reasonable attorney's fees) arising out of or related to construction means, methods, techniques, sequences, procedures, safety precautions, or compliance with building codes, regulations, or permits.

LIABILITY & LEGAL PROVISIONS

Our liability for any damages arising from our services shall not exceed the total fees paid to Nexus Geotechnical for those services, except to the extent covered by our professional liability insurance in cases of proven negligence. If legal action is required to enforce this agreement, the prevailing party will be entitled to recover reasonable attorney's fees and costs. This agreement will be governed by Utah law, with exclusive venue in the courts of Utah County, Utah.

LIMITATIONS OF SERVICES & DISCLAIMER

Nexus Geotechnical's role is limited to providing geotechnical observation and professional opinion. Nexus does not control contractor operations, construction means and methods, site safety, or code compliance. Nexus is not responsible for excavation stability, groundwater behavior, or future soil/structural performance beyond the stated recommendations. If subsurface conditions differ significantly from those described in our report, additional analysis or recommendations may be required and will be billed as Additional Services. Nexus Geotechnical's responsibility is limited solely to providing geotechnical recommendations based on the conditions observed.

Woodland Hills
Operations Policy and Procedure

TITLE	POLICY NUMBER-ADOPTED
Woodland Hills City Fire and EMS Department Volunteer Firefighter and EMS Pay Policy	2025-04 Effective Date: _____

1. Purpose

The purpose of this policy is to establish guidelines for compensating volunteer firefighters and EMS personnel either when Woodland Hills City receives reimbursement from another agency for personnel and equipment deployed on an emergency incident (e.g., state, federal, or interlocal fire assignments) or as annual bonus recognition for volunteering. This ensures transparency, fairness, and compliance with applicable state and federal reimbursement procedures.

2. Scope

This policy applies to all volunteer members of the Woodland Hills Fire and EMS Department who participate in incidents for which the City receives reimbursement for labor and/or apparatus use from an outside agency. This policy does not apply to seasonally paid traveling firefighters.

3. Definitions

- **Volunteer Firefighter and/or EMT:** An individual serving the City's fire and EMS department who may or may not be a regularly paid employee but may receive stipends or reimbursement for certain fire or EMS activities.
- **Reimbursable Incident:** An event in which the City is compensated by another government entity (e.g., Utah Division of Forestry, Fire & State Lands – FFSL, US Forest Service, FEMA, or other interlocal agency) for apparatus, personnel, or equipment used.
- **Reimbursement Rate:** The rate or amount established by the contracting or requesting agency for each apparatus and/or position filled.
- **Certification Level:** The certification level of any firefighter or EMS personnel at the time of the incident. Certification levels include Wildland FF I/II, Fire I/II, Hazmat Awareness, Hazmat Ops, EMT Basic, EMT Advanced, or Paramedic.
- **Yearly Bonus:** Volunteer fire and EMS personnel may qualify for yearly bonuses as outlined in this policy.

4. Policy Statement

When the City receives reimbursement from an external agency for fire suppression, wildland, or emergency response activities involving volunteer firefighters or EMS personnel, the City distributes those funds to the participating volunteers in accordance with this policy and the individual's certification level.

5. Procedure

a. Authorization

1. All deployments must be authorized by the Fire Chief, EMS Captain, their designee, or via the Central Utah 911 dispatch system.
2. The Fire Chief or EMS Captain, or their designee, maintains deployment records, including dates, personnel, apparatus, and reimbursing agency documentation.

b. Payment Basis

1. Volunteers are paid the personnel portion of the reimbursement amount received by the City for their role, consistent with the rate authorized by the requesting agency and their training certification(s).
2. If reimbursement includes both equipment and personnel components, the equipment portion of the reimbursement remains with the City to offset City costs.
3. The personnel portion is divided among participating volunteers based on documented and reimbursable hours, shifts worked, reimbursement rates of the requesting agency, or certifications held at the time of the incident, as applicable.

Example: If the City receives \$3,000 in total reimbursement — with \$1,800 designated for equipment and \$1,200 for personnel — the \$1,800 remains with the City, and the \$1,200 is divided among personnel according to certification, less the administrative processing time.

c. Distribution and Timing

1. Payment to volunteers may occur before the City has received reimbursement.
2. The City staff member(s) responsible for payroll process payments upon certification of participation hours by the Fire Chief, EMS Captain, or their designee, during the next payroll cycle.
3. All payments are reported as taxable income and processed through standard payroll or stipend procedures.

d. Documentation and Reporting

1. The Fire Chief, EMS Captain, or their designee submits a roster and activity summary for each reimbursable incident, verified by the Resource Order, Incident Action Plan, or reimbursement invoice.
2. Volunteer captains/lieutenants review and confirm hours prior to submittal.
3. The City maintains records for audit in accordance with Utah Code.

6. Exceptions

This policy does not apply to non-reimbursable incidents or routine volunteer training, standby duty, or local response within the City where no external reimbursement is received. In such cases, compensation is governed by the City's standard volunteer stipend program.

7. Annual Recognition Bonus

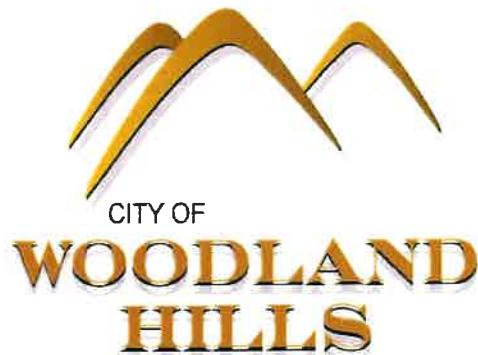
To recognize the service of volunteer firefighters and EMS personnel, the City establishes a yearly bonus as follows:

The total amount available will be established in the yearly fire and EMS budgets and distributed among active fire and EMS volunteers based on a point system for certifications, attendance at trainings, response to calls, and other discretionary criteria as determined by the fire and EMS leadership.

Each November, the Fire and EMS Leadership will review volunteer records. The Review Committee then submits a list and bonus amounts for qualifying personnel to the Mayor and City Council for final approval. The total budget may increase annually in proportion to City employee pay adjustments.

8. Review and Amendment

This policy is reviewed annually by the Review Committee consisting of the Fire Chief, EMS Captain, Training Officers, the Mayor (or designee), and City legal counsel as needed. The Committee evaluates reimbursement practices, bonus structures, and compliance with applicable law. Proposed amendments are submitted to the City Council for approval, and adopted amendments are posted on the City's official website for public access.



December 9, 2025

Woodland Hills City
690 S. Woodland Hills Dr.
Woodland Hills, UT 84653

RE: Fire & EMS Appreciation Bonuses for 2025

Woodland Hills City Staff

We have reviewed the Fire and EMS personnel appreciation bonuses for the year 2025. The appreciation bonuses are being distributed as outlined in the new Volunteer Fire & EMS Pay Policy. The Fire & EMS Department is requesting to allocate a portion of the wage budgets in the Fire & EMS Department Budgets for the appreciation bonuses. The total allocation request is \$17,000, a portion from the fire budget and a portion from the EMS budget, and will be distributed as directed in the policy.

Regards,

A handwritten signature in blue ink that reads "Ted Mickelsen".

Ted Mickelsen, P.E.
Fire Chief

ROLL CALL		
VOTING:	YES	NO
Mayor Brent Winder (tie only)	[]	[]
Council Member Ben Hillyard	[]	[]
Council Member Brian Hutchings	[]	[]
Council Member Dorel Kynaston	[]	[]
Council Member Janet Lunt	[]	[]
Council Member Kari Malkovich	[]	[]

I move that this Ordinance be adopted.

Council Member

I second the foregoing motion.

Council Member

Ordinance No. 2025-36

AN ORDINANCE ESTABLISHING A TIME AND PLACE FOR HOLDING REGULAR CITY COUNCIL MEETINGS.

BE IT ORDAINED BY THE CITY OF WOODLAND HILLS THAT:

Section 1. The governing body of Woodland Hills shall conduct two regular monthly meetings for the year 2026, which shall be held on the 2nd and 4th Tuesday of each month unless otherwise noted. This meeting shall be held at the Woodland Hills City Center, 690 South Woodland Hills Drive, Woodland Hills, Utah. The meetings shall begin promptly at 6:00 pm or following a previously scheduled work session. In July, November, and December only one meeting will be held due to the holidays; this meeting will be held on the 2nd Tuesday of July, November, and December. Should there be any changes to schedule, time, or location; the City Recorder will post the change 24 hours prior to the meeting.

Section 2. REPEALER. All previous ordinances regarding the establishing of a time and place for holding regular City Council meetings are hereby repealed.

Section 3. EFFECTIVE DATE. This ordinance shall take effect immediately.

Passed and approved by the Woodland Hills City Council on this 9th day of December 2025.

Brent Winder, Mayor

ATTEST:

Jody Stones
City Recorder

WOODLAND HILLS

2026 CITY COUNCIL MEETING DATES

- Pursuant to section 52-4-6, Utah Code Annotated 1953, the City of Woodland Hills hereby gives notice that the Woodland Hills City Council will hold its regular meetings on the 2nd and 4th Tuesday of each month beginning at 6:00 p.m. at Woodland Hills City Center, 690 South Woodland Hills Dr., Woodland Hills, Utah, unless otherwise noted.
 - January 6th and 27th (Note the first meeting of the year will be the first Tuesday)
 - February 10th and 24th
 - March 10th and 24th
 - April 14th and 28th
 - May 12th and 26th
 - June 9th and 23rd
 - July 14th
 - August 11th and 25th
 - September 8th and 22nd
 - October 13th and 27th
 - November 10th
 - December 8th

Other meetings or events:

The Planning Commission holds a monthly meeting on the 3rd Wednesday of each month unless otherwise posted.

CERTIFICATE OF POSTING ORDINANCE
For the City of Woodland Hills

I, the duly appointed and acting Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025- were posted at three public places within the municipality this day of 9th December 2025 which public places are:

1. City Information Bulletin Board, 200 S. Woodland Hills Drive
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Website, www.woodlandhills-ut.gov

Dated this day of 9th December 2025.

Jody Stones, Recorder

ROLL CALL		YES	NO
VOTING:			
Mayor Brent Winder (tie only)	[]	[]	
Council Member Ben Hillyard	[]	[]	
Council Member Brian Hutchings	[]	[]	
Council Member Dorel Kynaston	[]	[]	
Council Member Janet Lunt	[]	[]	
Council Member Kari Malkovich	[]	[]	

I move that this Ordinance be adopted.

Council Member

I second the foregoing motion.

Council Member

ORDINANCE NO. 2025-37

AN ORDINANCE TO INITIATE THE ESTABLISHMENT OF THE CITY OF WOODLAND HILLS DATA PRIVACY PROGRAM; DESIGNATE CHIEF ADMINISTRATIVE AND AUTHORIZED RECORDS OFFICERS; REQUIRE RECORDS FOR PROOF OF OFFICER AND EMPLOYEE PRIVACY TRAINING; PREPARE WEBSITE DATA PRIVACY NOTICE; ENDORSE THE STATE OF UTAH'S DATA PRIVACY POLICY; AND COMPLETE CITY OF WOODLAND HILLS INTERNAL DATA PRIVACY PROGRAM REPORT

WHEREAS, the Woodland Hills City Council (“Council”) adopts programs to guide decision-making and policy; and

WHEREAS, the State of Utah requires each governmental entity, including the City of Woodland Hills (“Woodland Hills”), to initiate a data privacy program (“DPP”) that recognizes the state policy that “an individual has a fundamental interest in and inherent expectation of privacy regarding the individual’s personal data that an individual provides to a governmental entity” and each governmental entity shall process personal data consistent with this state policy pursuant to Utah Code § 63A-19-401; and

WHEREAS, the Utah State Legislature enacted HB 444, Data Privacy Amendments, in 2025, which requires Woodland Hills to prepare an internal DPP report (“Report”) no later than December 31, 2025, pursuant to Utah Code Ann. § 63A-19-401.3; and

WHEREAS, the Council resolves to fully comply with the requirements of Utah Code, Title 63A, Chapter 19, Government Data Privacy Act (“GDPA”); Utah Code, Title 63G, Chapter 2, Government Records Access and Management Act (“GRAMA”); and Utah Government Operations Code, Title 63A; including the completion of the Report; and

WHEREAS, the Council desires to initiate and establish an official Woodland Hills DPP to be developed and implemented over time to comply with the requirements of Utah Code, Title 63A, Chapter 19, Part 4, Duties of Governmental Entities, and other applicable laws; and

WHEREAS, the Council desires to appoint a Chief Administrative Officer (“CAO”) and an administrative records officer (“ARO”) for the City’s DPP.

NOW, THEREFORE BE IT ORDAINED by the Woodland Hills City Council that:

- a. Approval of Forms: The Council approves the following forms:
 - a. The internal privacy report form template included as **Exhibit A** of this Ordinance; and
 - b. The website data privacy statement attached as **Exhibit B** of this Ordinance.
- b. Appointment of CAO: The Council designates **the Mayor** as the CAO of Woodland Hills DPP and directs the CAO to:
 - a. Obtain all required training(s); and
 - b. Oversee the compliance of all Woodland Hills staff and applicable agents with the data privacy training pursuant to Utah Code § 63A-19-401.2; and
 - c. Report the names of the designated CAO and ARO to the Division of Archives and Records Services pursuant to Utah Code Subsections 63A-12-103(8)(c)(ii) and 63G-2-108; and
 - d. Prepare the Report to the best of the CAO's ability using the template attached as Exhibit A in accordance with applicable law and to file the completed report in Woodland Hills records, provided that such report will be a protected record; and
 - e. Prepare the website data privacy statement in a manner that is substantially similar to the notice template attached as Exhibit B and publish the completed statement to the City of Woodland Hills official website and the Utah Public Notice Website.
- c. Appointment of ARO: The Council designates **the City Recorder** as the ARO of Woodland Hills DPP to fulfill all duties under applicable law and Woodland Hills ordinances and directs the ARO to take all required training(s).
- d. Endorsement: The Council endorses the State of Utah's data privacy policy.
- e. Enactment of DPP: The Council approves:
 - a. The initiation and establishment of the Woodland Hills DPP, with direction to the Mayor and staff to and present to the Council for approval at a later date such other ordinances, rules, or policies needed to implement the DPP and to comply with applicable law; and
 - b. The designation of the CAO and appointment of the ARO, the intended recordkeeping for proof of completion of ARO training and certification and employee privacy training; and
 - c. The preparation and publication of the website data privacy notice; and

- d. The completion of the Report.
- f. Additional Direction to Mayor and Staff: The Mayor and staff are authorized and directed to take such other steps as may be needed:
 - a. For this Ordinance to become effective under Utah law; and
 - b. To make any non-substantive edits to correct any scrivener's, formatting, and numbering errors that may be needed, if any, to this Ordinance.
- g. Severability: If a court of competent jurisdiction determines that any part of this Ordinance is unconstitutional or invalid, then such portion of this Ordinance, or specific application of this Ordinance, shall be severed from the remainder, which shall continue in full force and effect.
- h. Effective Date: This Ordinance will go into effect immediately.

ADOPTED AND APPROVED at a duly called meeting of the Woodland Hills City Council on this 9th day of December 2025.

CITY OF WOODLAND HILLS

By: Brent Winder, Mayor

ATTEST:

Jody Stone, City Recorder

(Complete as Applicable)

Date ordinance summary was published on the Utah Public Notice Website per Utah Code §10-3-711:

Effective date of ordinance:

EXHIBIT A

Classification: This report is classified as a protected record under Utah Code § 63-2-305 pursuant to Utah Code Subsection 63A-19-401.3(2) and may be made available to the Utah Office of Data Privacy upon request. A template Report is provided herein to demonstrate compliance.

Definitions:

- “Governmental Entity” is the same as that term defined in Subsection 63G-2-103(12).
- “High-risk processing activities” is the same as that term defined in Subsection 63A-19-101(17).
- “Personal data” is the same as that term defined in Subsection 63A-19-101(24).
- “Privacy practice” is the same as that term defined in Subsection 63A-19-101(26).
- “Process”, “Processing”, or “Processing activity” are the same as those terms defined in Subsection 63A-19-101(27).
- “Purchase” or “Purchasing” are the same as those terms defined in Subsection 63A-19-101(29).
- “Sell” is the same as that term defined in Subsection 63A-19-101(33).

Section 1: Governmental Entity Information

Governmental Entity Name: Woodland Hills

Governmental Entity Type (Select One):

<input type="checkbox"/> State Agency	<input type="checkbox"/> Interlocal
<input type="checkbox"/> County	<input type="checkbox"/> Associations of Government
<input type="checkbox"/> Municipality	<input type="checkbox"/> Charter School
<input type="checkbox"/> Special Service District	<input type="checkbox"/> Public School
<input type="checkbox"/> Board or Commission	<input type="checkbox"/> Independent or Quasi-Government
<input type="checkbox"/> College or University	<input type="checkbox"/> Other _____

Mailing Address:

Chief Administrative Officer (CAO):

- Name: _____
- Title: _____

- Email: _____
- Phone: _____
- Date of Report Completion: _____

Section 2: Privacy Program Status

Utah Code Ann. Subsection 63A-19-401.3(1)(a):

- Has your governmental entity initiated a **privacy program**?

Yes No

- What mechanism(s) has your governmental entity used to initiate its **privacy program**?

Administrative Rule

Ordinance

Resolution

Policy

Privacy Program Report

Other: _____

Section 3: Privacy Practices, Maturity and Strategies

Utah Code Ann. Subsections 63A-19-401.3(1)(b)(i) and (ii):

Privacy Practice Maturity Model:

Level	Description
Level 0 Non-Existent	The practice is not implemented or acknowledged.
Level 1	The practice may occur but is undocumented (no policies or procedures), application is reactive and not standardized.

Ad Hoc	
Level 2 Defined	The practice is implemented and documented, but documentation may not cover all relevant aspects, and application may be informal and inconsistent.
Level 3 Consistently Implemented	The practice is documented to cover all relevant aspects, application is formal and consistent.
Level 4 Managed	The practice is actively managed with metrics that are regularly reviewed to assess efficacy and facilitate improvement.
Level 5 Optimized	The practice is fully embedded in the entity with recognition and understanding across the workforce through active training and awareness campaigns, and inclusion in operations and strategy.

Privacy Practices Implemented:

List all privacy practices implemented, and the strategies your entity will implement, in the coming calendar year to improve its privacy practices and program. The Office recommends entities indicate the current maturity level (0–5) of each practice and select the target maturity they plan to achieve for a given practice by the end of the following calendar year. This will be beneficial to the entity in moving their privacy programs forward.

Governance				
Practice	Implemented	Current Maturity	Strategies for Improvement	Target Maturity
Gov-1. Chief Administrative Officer (CAO) Designation	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0	<i>Example Strategy:</i> Adopt policy or ordinance formally adopting this practice and defines who will	Level 0

			make CAO designation and how that designation will be made.	
Gov-2. Records Officers Appointment	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0	<i>Example Strategy:</i> Adopt policy or ordinance formally adopting this practice and defines how the CAO will appoint records officers and review appointments.	Level 0
Gov-3. Records Officer Training and Certification	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0	<i>Example Strategy:</i> Adopt policy or ordinance formally adopting this practice and require records officers complete certification.	Level 0
Gov-4. Statewide Privacy Awareness Training	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Gov-5. Privacy Program Report	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0

Identify				
Practice	Implemented	Current Maturity	Strategies for Improvement	Target Maturity

Ide-1. Record Series Creation and Maintenance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Ide-2. Record Series Designation and Classification	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Ide-3. Retention Schedule Proposal and Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Ide-4. Record Series Privacy Annotation	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Ide-5. Inventorying	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0	<i>Example strategy:</i> Adopt policy or ordinance that formally adopts this practice.	Level 0
Ide-6. Privacy Impact Assessment	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Ide-7. Record and Data Sharing, Selling, or Purchasing	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0	<i>Example Strategy:</i> Adopt policy or ordinance requiring any sharing, selling or purchasing of data be reported and inventoried.	Level 0

Control

Practice	Implemented	Current Maturity	Strategies for Improvement	Target Maturity
Con-1. Data Subject Requests for Access	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Con-2. Data Subject Requests for Amendment or Correction	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Con-3. Data Subject Requests for an Explanation	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Con-4. Data Subject Request At-Risk Employee Restrictions	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0

Communicate				
Practice	Implemented	Current Maturity	Strategies for Improvement	Target Maturity
Com-1. Website Privacy Notice (Policy)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Com-2. Privacy Notice (Notice to Provider of Information)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0

Protect				
Practice	Implemented	Current Maturity	Strategies for Improvement	Target Maturity
Pro-1. Minimum Data Necessary	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Pro-2. Record Retention and Disposition	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Pro-3. Incident Response	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Pro-4. Breach Notification	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0

Other Privacy Practices Implemented by the Governmental Entity				
Practice	Implemented	Current Maturity	Strategies for Improvement	Target Maturity
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
	<input type="checkbox"/> Yes	Level 0		Level 0

	<input type="checkbox"/> No			
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Section 4: High-Risk Processing Activities

Fulfills requirement of Subsection 63A-19-401.3(1)(b)(iii): The chief administrative officer of each governmental entity shall prepare a report that includes a description of: the governmental entity's high-risk processing activities.

Definition – Utah Code § 63A-19-101(17)(a) and (b):

(a) “**High-risk processing activities**” means a governmental entity’s processing of personal data that may have a significant impact on an individual’s privacy interests, based on factors that include:

- (i) the sensitivity of the personal data processed;
- (ii) the amount of personal data being processed;
- (iii) the individual’s ability to consent to the processing of personal data; and
- (iv) risks of unauthorized access or use.

(b) High-risk processing activities may include the use of:

(i) facial recognition technology

(ii) automated decision making

(iii) profiling

(iv) genetic data

(v) biometric data

(vi) geolocation data.

4.1 High-Risk Activities:

Select all applicable high-risk processing activities your entity engages in and provide a brief description of the purposes and uses of each activity.

Facial recognition technology

Explanation of Purpose:

Automated decision making

Explanation of Purpose:

Profiling (e.g., behavioral or predictive analysis)

Explanation of Purpose:

Genetic data processing

Explanation of Purpose:

Biometric data processing (e.g., fingerprints, voice, iris scans)

Explanation of Purpose:

Geolocation data processing

Explanation of Purpose:

4.2 Additional high-risk activities (not listed above):

List any other processing activities your entity has identified as high-risk under the statutory definition and a brief description of the purposes and uses of each.

[Insert narrative or list here]

Section 5: Personal Data Sharing, Selling, and Purchasing

5.1 Personal Data Sharing, Selling, and Purchasing

Fulfils requirements of Subsections 63A-19-401.3(1)(c) and (d):

The chief administrative officer of each governmental entity shall prepare a report that includes: **a list of the types of personal data the governmental entity currently shares, sells, or purchases and the legal basis for sharing, selling, or purchasing personal data.**

Using the checkboxes below identify whether, and the types of, personal data that your governmental entity shares, sells, or purchases and provide a summary of the legal basis for the sharing, selling, or purchasing.

Types of Personal Data	Share, Sell and Purchase Status	Legal Basis for Sharing, Selling or Purchasing
<p>Basic Identification & Contact Information</p> <ul style="list-style-type: none"> ● Full Name ● Date of Birth ● Place of Birth ● Gender ● Age ● Government-Issued Identifiers: <ul style="list-style-type: none"> ○ Social Security Number ○ Driver's License or State ID Number ○ Passport Number ○ Other national or government-assigned IDs ● Contact Information: <ul style="list-style-type: none"> ○ Home Address ○ Email Address(es) ○ Phone Number(s) 	<input type="checkbox"/> Share <input type="checkbox"/> Sell <input type="checkbox"/> Purchase <input type="checkbox"/> N/A	

<ul style="list-style-type: none"> ○ Mailing Address (if different from home address) 		
<ul style="list-style-type: none"> ● Demographic & Personal Characteristics ● Race or Ethnicity ● Marital Status ● Nationality or Citizenship ● Language Preferences ● Household Information <ul style="list-style-type: none"> ○ Household Size ○ Household Composition 	<input type="checkbox"/> Share <input type="checkbox"/> Sell <input type="checkbox"/> Purchase <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> ● Employment & Professional Information ● Job Title and Position ● Employment History ● Employer Name ● Professional Credentials <ul style="list-style-type: none"> ○ Professional Licenses ○ Certifications ● Work Contact Information 	<input type="checkbox"/> Share <input type="checkbox"/> Sell <input type="checkbox"/> Purchase <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> ● Financial Data ● Banking Details 	<input type="checkbox"/> Share	

<ul style="list-style-type: none"> ○ Bank Account Numbers ○ Credit Card Numbers ● Tax Identification Numbers ● Income and Wage Data ● Credit Information <ul style="list-style-type: none"> ○ Credit Reports ○ Credit Scores ● Payment History 	<input type="checkbox"/> Sell <input type="checkbox"/> Purchase <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> ● Health and Medical Information ● Medical History ● Diagnoses or Treatments ● Mental Health Data ● Health Insurance Information ● Prescription Information ● Disability Status 	<input type="checkbox"/> Share <input type="checkbox"/> Sell <input type="checkbox"/> Purchase <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> ● Education Information ● School or Institution Attended ● Student ID Numbers ● Academic Records 	<input type="checkbox"/> Share <input type="checkbox"/> Sell	

<ul style="list-style-type: none"> ○ Grades ○ Transcripts ● Special Education Status ● Disciplinary Records 	<input type="checkbox"/> Purchase <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> ● Government Program & Benefits Data ● Program Participation (e.g., SNAP, Medicaid, TANF) ● Eligibility Determinations ● Benefit Amounts or Disbursements ● Case Management Notes ● Appeals/Decisions 	<input type="checkbox"/> Share <input type="checkbox"/> Sell <input type="checkbox"/> Purchase <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> ● Biometric Data ● Physical Biometrics <ul style="list-style-type: none"> ○ Fingerprints ○ Facial Recognition Data ○ Retina or Iris Scans ● Voiceprints ● Genetic Information: DNA or other genetic data 	<input type="checkbox"/> Share <input type="checkbox"/> Sell <input type="checkbox"/> Purchase <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> ● Online & Digital Identifiers 	<input type="checkbox"/> Share	

<ul style="list-style-type: none"> ● Network Identifiers <ul style="list-style-type: none"> ○ IP Addresses ○ Device IDs ● Tracking Technologies <ul style="list-style-type: none"> ○ Cookies ○ Browser Fingerprints ● Location Data (e.g., GPS, precise geolocation) ● Login Credentials (e.g., usernames, hashed passwords) ● Online Activity Logs ● Social Media Handles 	<input type="checkbox"/> Sell <input type="checkbox"/> Purchase <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> ● Criminal or Legal Information ● Arrest Records ● Conviction History ● Court Records ● Probation or Parole Status ● Incarceration Records 	<input type="checkbox"/> Share <input type="checkbox"/> Sell <input type="checkbox"/> Purchase <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> ● Vehicle & Property Data ● Vehicle Information 	<input type="checkbox"/> Share	

<ul style="list-style-type: none"> <input type="radio"/> Vehicle Registration <input type="radio"/> VIN Numbers ● Property Ownership <ul style="list-style-type: none"> <input type="radio"/> Property Ownership or Deed Information <input type="radio"/> Property Tax Records ● Utility Usage Data 	<input type="checkbox"/> Sell <input type="checkbox"/> Purchase <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> ● Photographic or Video Data ● Surveillance Footage ● Government ID Photos ● School or Agency-Provided Photo Records ● Body Camera Footage ● Public Meeting Recordings 	<input type="checkbox"/> Share <input type="checkbox"/> Sell <input type="checkbox"/> Purchase <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> ● Voting & Civic Data ● Voter Registration ● Voting History ● Political District Assignments ● Civic Engagement Program Data 	<input type="checkbox"/> Share <input type="checkbox"/> Sell <input type="checkbox"/> Purchase	

	<input type="checkbox"/> N/A	
<ul style="list-style-type: none"> ● Immigration & Travel Information ● Visa Status ● Travel History or Itineraries ● Customs Declarations ● Immigration Proceedings 	<input type="checkbox"/> Share <input type="checkbox"/> Sell <input type="checkbox"/> Purchase <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> ● Communication & Complaints Data ● Correspondence <ul style="list-style-type: none"> ○ Emails or Written Correspondence ○ Call Transcripts or Recordings ● Case Notes related to complaints or service requests ● 	<input type="checkbox"/> Share <input type="checkbox"/> Sell <input type="checkbox"/> Purchase <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> ● Other <p>Explain:</p> <hr/>	<input type="checkbox"/> Share <input type="checkbox"/> Sell	

	<input type="checkbox"/> Purchase <input type="checkbox"/> N/A	
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5.2 Personal Data Recipients and Sources

Fulfills requirements of Subsections 63A-19-401.3(1)(e)(i), (ii), and (iii):

The chief administrative officer of each governmental entity shall prepare a report that includes: **the category of individuals or entities with whom, to whom, and from whom the governmental entity shares, sells, or purchases personal data.**

Mark all that apply:

Processing Activity	Categories of Recipients or Sources
Personal Data Shared With:	<p>Governmental and Public Sector Entities</p> <p>I. Domestic Governmental Entities:</p> <p><input type="checkbox"/> State, Local, Federal, or Tribal Governmental Entities</p> <p><input type="checkbox"/> Law Enforcement Agencies</p> <p><input type="checkbox"/> Judicial or Court Systems</p> <p><input type="checkbox"/> Legislative Bodies or Policy Research Organizations</p> <p><input type="checkbox"/> Regulatory Agencies</p> <p><input type="checkbox"/> Professional Licensing Boards</p>

	<p>II. International Governmental Entities:</p> <p><input type="checkbox"/> Foreign Governments or International Organizations</p> <p><input type="checkbox"/> Public Services & Emergency:</p> <p><input type="checkbox"/> Emergency Services / Disaster Response Agencies</p> <p><input type="checkbox"/> Public Utilities or Infrastructure Partners</p> <p>III. Public Disclosure:</p> <p><input type="checkbox"/> Public Disclosure / Open Records Releases</p> <p>Commercial and Private Sector Entities</p> <p>I. Service Providers & Vendors:</p> <p><input type="checkbox"/> Third-Party Service Providers / Contractors / Vendors</p> <p><input type="checkbox"/> Cloud Service Providers / Hosting Platforms</p> <p><input type="checkbox"/> Technology Integrators or Software Developers</p> <p>II. Data & Marketing:</p> <p><input type="checkbox"/> Private Sector / Commercial Companies</p> <p><input type="checkbox"/> Data Brokers / Aggregators</p> <p><input type="checkbox"/> Social Media Platforms</p> <p>III. Financial & Insurance:</p> <p><input type="checkbox"/> Credit Bureaus or Financial Institutions</p> <p><input type="checkbox"/> Insurance Providers</p> <p>IV. Healthcare:</p> <p><input type="checkbox"/> Healthcare Providers or Health Information Exchanges</p> <p>V. Media:</p>
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	<p><input type="checkbox"/> Media or News Organizations</p> <p>Research, Education, and Nonprofit Entities</p> <p><input type="checkbox"/> Research Institutions / Universities</p> <p><input type="checkbox"/> Educational Institutions</p> <p><input type="checkbox"/> Nonprofit Organizations</p> <p><input type="checkbox"/> Non-Governmental Watchdogs / Advocacy Groups</p> <p>Individuals and Oversight</p> <p><input type="checkbox"/> Individuals (e.g., data subjects or their authorized representatives)</p> <p><input type="checkbox"/> Auditors / Oversight Bodies</p> <p>Other/Not Applicable (N/A)</p> <p><input type="checkbox"/> Other (Specify as needed)</p> <p><input type="checkbox"/> N/A (Indicate if no data is shared with or received from any of these categories)</p>
Personal Data Sold To:	<p>Governmental and Public Sector Entities</p> <p>I. Domestic Governmental Entities:</p> <p><input type="checkbox"/> State, Local, Federal, or Tribal Governmental Entities</p> <p><input type="checkbox"/> Law Enforcement Agencies</p> <p><input type="checkbox"/> Judicial or Court Systems</p> <p><input type="checkbox"/> Legislative Bodies or Policy Research Organizations</p> <p><input type="checkbox"/> Regulatory Agencies</p> <p><input type="checkbox"/> Professional Licensing Boards</p> <p>II. International Governmental Entities:</p>

Foreign Governments or International Organizations

Public Services & Emergency:

Emergency Services / Disaster Response Agencies

Public Utilities or Infrastructure Partners

III. Public Disclosure:

Public Disclosure / Open Records Releases

Commercial and Private Sector Entities

I. Service Providers & Vendors:

Third-Party Service Providers / Contractors / Vendors

Cloud Service Providers / Hosting Platforms

Technology Integrators or Software Developers

II. Data & Marketing:

Private Sector / Commercial Companies

Data Brokers / Aggregators

Social Media Platforms

III. Financial & Insurance:

Credit Bureaus or Financial Institutions

Insurance Providers

IV. Healthcare:

Healthcare Providers or Health Information Exchanges

V. Media:

Media or News Organizations

	<p>Research, Education, and Nonprofit Entities</p> <p><input type="checkbox"/> Research Institutions / Universities</p> <p><input type="checkbox"/> Educational Institutions</p> <p><input type="checkbox"/> Nonprofit Organizations</p> <p><input type="checkbox"/> Non-Governmental Watchdogs / Advocacy Groups</p> <p>Individuals and Oversight</p> <p><input type="checkbox"/> Individuals (e.g., data subjects or their authorized representatives)</p> <p><input type="checkbox"/> Auditors / Oversight Bodies</p> <p>Other/Not Applicable (N/A)</p> <p><input type="checkbox"/> Other (Specify as needed)</p> <p><input type="checkbox"/> N/A (Indicate if no data is shared with or received from any of these categories)</p>
Personal Data Purchased From:	<p>Governmental and Public Sector Entities</p> <p>I. Domestic Governmental Entities:</p> <p><input type="checkbox"/> State, Local, Federal, or Tribal Governmental Entities</p> <p><input type="checkbox"/> Law Enforcement Agencies</p> <p><input type="checkbox"/> Judicial or Court Systems</p> <p><input type="checkbox"/> Legislative Bodies or Policy Research Organizations</p> <p><input type="checkbox"/> Regulatory Agencies</p> <p><input type="checkbox"/> Professional Licensing Boards</p> <p>II. International Governmental Entities:</p> <p><input type="checkbox"/> Foreign Governments or International Organizations</p>

- Public Services & Emergency:
 - Emergency Services / Disaster Response Agencies
 - Public Utilities or Infrastructure Partners

III. Public Disclosure:

- Public Disclosure / Open Records Releases

Commercial and Private Sector Entities

I. Service Providers & Vendors:

- Third-Party Service Providers / Contractors / Vendors
- Cloud Service Providers / Hosting Platforms
- Technology Integrators or Software Developers

II. Data & Marketing:

- Private Sector / Commercial Companies
- Data Brokers / Aggregators
- Social Media Platforms

III. Financial & Insurance:

- Credit Bureaus or Financial Institutions
- Insurance Providers

IV. Healthcare:

- Healthcare Providers or Health Information Exchanges

V. Media:

- Media or News Organizations

Research, Education, and Nonprofit Entities

	<input type="checkbox"/> Research Institutions / Universities <input type="checkbox"/> Educational Institutions <input type="checkbox"/> Nonprofit Organizations <input type="checkbox"/> Non-Governmental Watchdogs / Advocacy Groups
	Individuals and Oversight <input type="checkbox"/> Individuals (e.g., data subjects or their authorized representatives) <input type="checkbox"/> Auditors / Oversight Bodies
	Other/Not Applicable (N/A) <input type="checkbox"/> Other (Specify as needed) <input type="checkbox"/> N/A (Indicate if no data is shared with or received from any of these categories)

Section 6: Privacy Training Completion

Fulfills requirement of Subsection 63A-19-401.3(1)(f):

The chief administrative officer of each governmental entity shall prepare a report that includes: **the percentage of the governmental entity's employees that have fulfilled the data privacy training requirements described in Section 63A-19-401.2.**

What percentage of your entity's employees have completed the required privacy training requirements described in Section 63A-19-401.2?

Enter %

Section 7: Non-Compliant Processing Activities (Must be completed by Dec 31, 2027)

Fulfils requirement of Subsections 63A-19-401(2)(a)(iv)(D) and 63A-19-401.3(1)(g):

The chief administrative officer of each governmental entity shall prepare a report that includes: **a description of any non-compliant processing activities identified under Subsection 63A-19-401(2)(a)(iv) and the governmental entity's strategy for bringing those activities into compliance with Part 4 of the Government Data Privacy Act.**

Have any non-compliant processing activities been identified pursuant to Utah Code § 63A-19-401(2)(a)(iv)?

Yes

No

If yes, provide details:

<i>Processing Activity Name</i>	<i>Processing Activity Type</i>	<i>Issues Identified</i>	<i>Strategies for Compliance</i>	<i>Estimated Completion Date</i>

Certification

Certification must be completed by the governmental entity's Chief Administrative Officer.

I, the undersigned, certify that the information provided in this report is accurate to the best of my knowledge.

Name: _____

Signature: _____

Date: _____

EXHIBIT B

Privacy Policy of Woodland Hills City

Purpose of Privacy Notice

Woodland Hills City (the “City”) is committed to protecting residents’ personally identifiable information. The purpose of this Notice is to inform residents regarding the City’s collection and use of personally identifiable information. This information is provided on the City website and on account application cards.

Definition of Personally Identifiable Information

For purposes of this Notice “Personally Identifiable Information” means any information relating to an identified or identifiable individual who is the subject of the information. This information could include information that identifies a user by name, account number, physical or mailing address, email address, telephone number, Social Security number, credit or debit card information, or bank account information. This information may include any combination of the above or other personal information that could be used to determine identity.

Information Gathered by the City

The City only collects the Personally Identifiable Information that is required to carry out and provide services to the residents.

Some digital services require the creation of a user account that may use some personally identifiable information. Such information is only used by the City to provide these government services.

The City will make every reasonable effort to protect Personally Identifiable information. The City does not disclose gathered personal information to any third parties inside or outside the City except as required by law or to provide a service for which the City has contracted with a third party.

Access to Personally Identifiable Information from Governmental Websites and the Governmental Records Access and Management Act

As a municipal government, the City is a public governmental body subject to Chapter 2, Title 63 of the Utah Code, the law entitled the Government Records Access and Management Act (GRAMA). Information about GRAMA can be found on the Utah State Legislature website at <https://le.utah.gov/xcode/Title63G/Chapter2/63G-2.html>. If an appropriate request is made to the City for information that is subject to disclosure under Chapter 2, and not made confidential elsewhere in the Utah Code, the City may be required to disclose the information requested, even if it may include your personally identifiable information. While Chapter 2 sets the general

policies for access to government records in the state of Utah, other sections of the Utah Code as well as other federal laws also deal with confidentiality issues.

All records that are prepared, owned, received, or retained by a governmental entity that may be reproduced by certain means are considered public, unless they are classified as private, controlled, or protected, as outlined in GRAMA Code 63G-2, or are records to which access is restricted according to court rule, other State law, federal law, or federal regulation. Personally identifiable information is not a classification of records under GRAMA.

Data Security

The City is committed to data security and the data integrity of Personally Identifiable Information that is gathered and takes reasonable precautions to protect such information from loss, misuse, or alteration. The City maintains physical, technical, and administrative safeguards. The City restricts access to personal data to only those employees who need the information to provide necessary City benefits or services. As with any transmission over the Internet, there is always some element of risk involved in sending personal information. Unless otherwise prohibited by state or federal law, rule or regulation, an individual is granted the ability to access and correct personally identifiable information whether the information inaccuracy was accidental or by created unauthorized access. Individuals should be aware, however, that even though protections are in place, the City cannot guarantee against the occurrence of hardware failure, unauthorized intrusion, or other technical problems.

Information Storage

Retention of records follows the State's General Retention Schedule (<https://archives.utah.gov/rim/retention-schedules.html>). Retention timelines can vary depending on what kind of information you provide.

Sharing Information

The City may share information or statistics with third parties or the public in an anonymous form that does not directly identify individuals. No Personally Identifiable Information would be shared. Additionally, if a user is having issues with an online City service, the City may share information with outside parties to the extent necessary to troubleshoot the issues or enhance the performance of the system.

If We Are Required by Law to Disclose Information

Under certain circumstances, the City may be required by law to disclose certain information to law enforcement authorities. Suspicious emails, electronic threats, and any information on illegal activity may be provided to the appropriate authorities.

Changes to this Privacy Notice and Security Policy

The City reserves the right to change or amend this Privacy Notice from time to time and reserves the right to do so without notice.

Identity of the City's website operator and contact information:

City is the operator of the City's website. Any questions or concerns related to privacy or correcting any Personally Identifiable Information may be directed to the City by telephone at (801) 423-3900 or electronically by emailing recorder@woodlandhills-ut.gov.

WOODLAND HILLS CITY COUNCIL
Public Hearing
Woodland Hills City Center, 690 South Woodland Hills Dr.
Tuesday, October 28th, 2025

CONDUCTING	Mayor Pro-Tempore Ben Hillyard
ELECTED OFFICIALS	Council Member Brian Hutchings Council Member Janet Lunt Council Member Kari Malkovich Council Member Dorel Kynaston
STAFF PRESENT	Ted Mickelsen, Public Works Dir./Fire Chief Jody Stones, City Recorder Wayne Frandsen, Code Enforcement and Planning Commission
ELECTRONICALLY	Mayor Brent Winder Chris Helvey, Finance Director

Mayor Pro-Tempore Ben Hillyard opened the public hearing at 6:00 p.m.

Public Hearing

1. Request for a change in zoning from R1-2 to R1-19 for the property located at 65 East Mountain Vale.

Kristi Birchett, the property owner, was present. She told the council that she is requesting a zoning change to eventually sell the newly created parcel, making her property smaller and easier to maintain. She added that she is only requesting one additional lot, approximately three-quarters of an acre in size.

Hearing no further comments, Mayor Pro-Tempore Hillyard closed the public hearing on that item.

2. Amending the City Fee Schedule

Mayor Pro-Tempore Hillyard noted that any action on amending the City Feed Schedule had been postponed until the start of the next year.

Hearing no further comment, the public hearing was closed.

WOODLAND HILLS CITY COUNCIL
Work Session
Woodland Hills City Center, 690 South Woodland Hills Dr.
Tuesday, October 28th, 2025

CONDUCTING	Mayor Pro-Tempore Ben Hillyard
ELECTED OFFICIALS	Council Member Brian Hutchings Council Member Janet Lunt Council Member Kari Malkovich Council Member Dorel Kynaston
STAFF PRESENT	Ted Mickelsen, Public Works Dir./Fire Chief Jody Stones, City Recorder Wayne Frandsen, Code Enforcement and Planning Commission
ELECTRONICALLY	Mayor Brent Winder Chris Helvey, Finance Director

The work session for the Woodland Hills City Council was called to order at 6:10 p.m.

Work Session

3. South Utah Valley Animal Shelter Presentation and Discussion

Brandy Mortenson, representing the South Utah Valley Animal Shelter, presented statistical information and considerations related to community cats within Woodland Hills, as part of the council's review of potential ordinance revisions concerning Trap-Neuter-Vaccinate-Return (TNVR).

Ms. Mortenson reported on intake trends from Woodland Hills for calendar year 2024 and year-to-date 2025. In 2024, the shelter received 20 cats originating from Woodland Hills; 19 were brought in directly by residents and one was transported by an officer. Of these, three were identified as feral. Outcomes for those cats included 10 adoptions, two deceased due to age or illness, six euthanized (three feral and three illness-related), and two reclaimed by their owners. Ms. Mortenson noted that the overall intake volume from Woodland Hills was considered low when compared to other municipalities in the service area.

For 2025 year-to-date, a total of eight cats had been received from Woodland Hills. Seven were brought to the shelter by residents and one was relinquished by an owner. Three of the cats in this reporting period were identified as feral. Of the eight cats, five were adopted—including two feral cats placed as barn cats—one was euthanized, and two were transferred to rescue organizations.

Ms. Mortenson stated that the data indicates most cats brought to the shelter from Woodland Hills appear to be stray or nuisance animals. She further noted that a majority of those

adopted were kittens, which typically rehome quickly. She indicated that a TNVR program could reduce the number of kittens entering the shelter; however, she emphasized that returning cats to areas where they are unwanted or considered a nuisance is not advisable and may not align with ethical sheltering practices.

Ms. Mortenson clarified that animal control services for Woodland Hills remain under the Utah County Sheriff's Office. Deputies will continue to transport animals directly to the shelter only, and they will not transport cats for TNVR-related purposes. Any TNVR efforts within the city would therefore rely on city resources and/or community volunteers.

She also highlighted that two cats reclaimed by owners in 2024 had not been altered and were friendly, underscoring the importance of recognizing that not all free-roaming cats are community cats. For this reason, she emphasized the ongoing need for appropriate stray-hold periods to allow owners an opportunity to recover owned animals.

She continued to discuss the challenges of managing cat populations, particularly focusing on the effectiveness of Trap-Neuter-Return (TNR) programs. She explained that TNR can be a valuable tool for managing cat populations humanely if trapped at an 80-90% rate, but emphasized that residents should still have the option to bring unwanted cats to the shelter. She concluded that removing the option for residents to bring cats to the shelter could lead to an increase in unmanaged cats and community frustration.

Sh explained that the shelter supports a balanced approach combining TNVR with citizen choice for dealing with nuisance and stray cats, emphasizing the importance of allowing residents to bring animals to the shelter. They expressed concerns about the potential consequences of restricting shelter intake, including increased stray and nuisance problems. Woodland also highlighted issues with the Community Cat Act, such as the lack of responsibility for feeding and caring for returned cats, and questioned the effectiveness of ear-tipping as a solution. The discussion touched on the differences between Utah County and other Utah counties in handling animal control and sheltering, with Woodland expressing confusion about Utah County's approach compared to other areas.

Kierstan Munford with the shelter explained the challenges and complexities of achieving a "no-kill" status for animal shelters, highlighting the limitations of current practices and the need for a broader perspective on animal welfare.

Council Member Kynaston expressed his support of TNVR and said he will work to ensure no cats are killed. He has seen sick cats return happy and healthy after going to Best Friends, and he is working hard to keep all the stray cats in the city. He would love to get a TNVR program tied to the South Utah Valley Animal Shelter.

Council Member Malkovich noted she has spoken with representatives in Provo and the Utah County Sheriff's Office. Provo City's police chief and the Sheriff's Office had both cited budget constraints.

4. Update Community Development Committee: Kirstin Thomson

Kiersten Thomson stated that she had been serving as Chair of the Community Development Committee and requested clarification regarding the committee's role. She reported that the committee was nearing completion of a draft of the General Plan, which had been in

development for approximately eighteen months. She referenced the committee's meeting held on October 21, noting that at approximately minute 34 of that meeting, a statement had been made by the Planning Commission Chair indicating that there was nothing requiring the committee to vote on amendments, and that the committee was functioning as "an arm of the Planning Commission," with the Planning Commission ultimately determining whether to accept or modify the committee's recommendations.

Ms. Thomson asked, in reference to that prior statement, whether the Community Development Committee was in fact considered an arm of the Planning Commission or if it remained a standalone committee. She further requested clarification regarding the intended structure at the time the committee was formed, noting her understanding that it was originally established as a standalone body.

Council Member Malkovich noted she had drafted the resolution creating the committee and that she intended as a stand-alone committee operating under the purview of the City Council, with the purpose of assisting the Planning Commission in the initial phases of work outlined in the related grant. She noted that he had written the grant, and the structure contemplated that the committee would conduct its work first, after which the Planning Commission would undertake its portion of the process.

It was noted that Council Members Kynaston and Hutchings had both been under the understanding that the committee's role was to assist the Planning Commission.

Mayor Brent Winder stated that, with respect to the strategic plan portion, he was not aware of a formal position having been adopted. He stated that the general plan portion clearly fell within the rights and responsibilities of the Planning Commission. He noted that clarification may be needed regarding the strategic plan component; however, with regard to the general plan, he believed it was clearly within the Planning Commission's purview, to the extent that such recommendations are ultimately presented to the City Council for approval.

Ms. Thomson asked whether the process was, in fact, what she believed it to be, that the Community Development Committee would finalize a draft, send it out of committee, and then forward it to the Planning Commission, who would hold a public hearing and revise the document however they deemed appropriate before sending it to the Council. She stated that she understood that to be the intended process and noted agreement with that interpretation.

Ms. Thomson then added additional clarification, asking whether members of the Community Development Committee were expected to vote on the draft currently within their committee based on their own independent judgment, thus forwarding their draft to the Planning Commission, or whether they were instead expected to incorporate the substantive changes already suggested by the Planning Commission Chair, despite the issue not yet formally being sent to the Planning Commission for review.

She asked, with pointed emphasis, whether the committee members were being permitted to vote according to their own judgment at this stage.

Council Member Malkovich expressed that the Planning Commission would perform its own duty after the committee completed its work. She stated that the committee's vote should stand independently, especially given the time commitment and extensive work already

invested. She also stated that she believed that the Council had intentionally structured the committee to perform the initial drafting phase.

Council Member Kynaston emphasized that the committee should produce a recommendation representing its own consensus and that the committee deserved the ability to vote on and forward what it believes is appropriate, without predetermining whether the Planning Commission would alter it.

Council Member Hillyard commented that factual corrections, such as typographical errors, inaccurate references, or formatting issues—should be corrected immediately. However, he stated that differing positions or philosophical elements of the plan should be left to committee vote. He stated that he expected the Planning Commission to then “red-line” changes so that the Council would later see both viewpoints clearly represented.

Kiersten Thomson expressed that she feels Sunrise Engineering had been thorough in gathering input from residents, committee members, and staff and incorporating revisions. She was seeking clarification only because she believes and does not want committee members to feel obligated to vote contrary to their views simply because they anticipated being overridden at a later stage.

Mayor Winder then asked where, specifically, the perceived disconnect was occurring.

Planning Commission Chair Wayne Frandsen stated that he did not perceive a major divide but acknowledged that, because an early draft had already been reviewed, he had suggested changes prior to formal submittal. He said he had attempted to expedite the process so that the document arriving at the Planning Commission would be as correct as possible. He explained that some revisions were accepted but that others remained unresolved because the committee had already voted on them. He added that clarification is needed on whether the committee was willing to adopt changes recommended by the Planning Commission, or whether differences would remain intact for Council review.

Kiersten Thomson added that based on her discussions with Sunrise Engineering, there would be one master document. She stated that producing multiple document versions was outside the allocated budget due to graphical formatting, layout, mapping, and design costs. Instead, she explained that Sunrise Engineering would track areas where changes were made and provide explanation if differences existed between committee votes and Planning Commission edits. She further stated that both she and Sunrise staff would be able to explain differences or rationales during review.

Chairman Frandsen stated that his primary concern was ensuring that Planning Commission edits were reflected when it came to the council and that errors in context or code be made where needed.

Council Member Hutchings clarified that Council liaisons are not voting members of committees and should not exercise veto authority. He stated that he expected major changes between committee and Planning Commission versions to be documented and visible when presented to the Council so elected officials could evaluate them with context.

Ted Mickelsen conveyed general plans are not the product of any single group but rather serve as a community-based planning tool. He stated that the Council must understand all

viewpoints, including areas of divergence, to reflect the actual input of the community. He noted that disagreements naturally arise during planning processes, but that transparency and documentation of those differences help ensure that decisions are made in the community's best interest.

5. GDPA Website Compliance Presentation: Spencer Foster

Spencer Foster, representing the Mountainland Association of Governments (MAG), presented information regarding the new Government Data Privacy Act. He stated that he had been working under the Local Administrative Advisor Program assisting communities with populations under 10,000. He noted that the program is funded by the State of Utah, allowing MAG to provide support without cost to participating municipalities. He explained that his role includes assisting on various administrative needs and updating local governments on new legislative requirements.

Mr. Foster reported that the GDPA was enacted in 2024 and applies to all government entities, including cities, towns, districts, and school districts. He explained that the law governs how agencies collect, store, use, and protect personal data. He noted that the City would be required to begin implementation by December 31, 2025, and that the state expects a phased approach, allowing time for full compliance.

Mr. Foster stated that compliance for the current year would consist of completing a required privacy program report, which functions as an internal status update of the City's data practices. He noted that the report would include identification of data collection sources, vendor relationships, storage locations, and resident-related information such as email distribution or utility billing records. He clarified that, for this first cycle, only the State Office of Data Privacy would be authorized to request the completed report.

He reviewed additional GDPA requirements that would be phased in over time, including continuing assessments, annual maturity evaluations, privacy leadership assignment, and a comprehensive privacy policy covering all City data collection points. He stated that Woodland Hills was ahead of most municipalities, already having a foundational policy in place and designated leadership, noting that the Mayor serves as the Chief Administrative Officer and the City Recorder serves as Records Officer. He recommended referencing those roles by title rather than name to allow continuity when personnel change.

Mr. Foster advised that annual maturity assessments may be completed internally and are similar in nature to audit-style reviews. He explained that the City would evaluate consistency, policy improvement, and responsiveness to identified gaps each year.

He further reviewed general best-practice expectations, including limiting data collection to only information necessary for City functions, reviewing survey and form content, and informing residents whenever personal information is being collected. He clarified that notices would only be required where data is actually collected and that no website notice is needed if no electronic information is gathered.

Mr. Foster stated that he would continue assisting the City and specifically coordinate with the City Recorder as processes are implemented throughout the year.

Mr. Foster concluded by stating that all staff and individuals who handle City data would be required to complete training on the adopted privacy policy. He reported that the State had confirmed compliance would be satisfied by viewing an eight-minute training video. He advised that the training could occur in any format, including a council meeting, workshop setting, or email distribution to appropriate personnel. He emphasized that all individuals who collect, access, or process data—including staff, elected officials, and commission members—must be trained. He reiterated that Woodland Hills was ahead of most jurisdictions, having already designated its CAO and Records Officer and having adopted its privacy program. He stated that the primary priorities moving forward were ensuring required training is completed and reviewing the privacy program report to understand the required responses. He offered ongoing assistance in those compliance efforts.

6. Discussion of Proposed GDPA Compliance Policy

The Council was provided with a copy of the proposed GDPA Compliance Policy for review. The Recorder explained that the City does not directly collect any personal information through the municipal website. Instead, the City utilizes third-party vendors who may collect personal information as part of their service platforms. The Recorder noted that the policy clarifies these practices and outlines compliance requirements.

7. Discussion of a Change in Zoning for 65 East Mountain Vale from R1-2 to a R1-1 and a R1-19

Wayne Frandsen reported that when the request first came to the City's attention, the Planning Commission worked with Ms. Birchett and placed a condition on the proposed zone change. He explained that the applicant owned a parcel slightly over two acres and desired to divide it into two lots. Under the proposal, one lot would be zoned R-1-1 and the other R-1-19, with the stipulation that neither parcel could be smaller than 0.75 acres. Mr. Frandsen stated that the applicant had complied with that requirement and that the Planning Commission unanimously supported the proposed division.

Mayor Pro-Tempore Hillyard asked whether the setbacks had been established. Mr. Frandsen clarified that setbacks would follow the requirements of each respective zoning designation, meaning the R-1-1 parcel would follow the R-1-1 standards and the R-1-19 parcel would follow the R-1-19 standards.

Mayor Pro-Tempore Hillyard confirmed that notice of the public hearing had been sent to surrounding property owners. The City Recorder stated that notices had been mailed and that at least one neighboring property owner had contacted the office with questions.

Mayor Pro-Tempore Hillyard acknowledged that a written concern had been submitted to the Council and would be included in the record, noting that it specifically referenced the definition and interpretation of spot zoning.

Mr. Frandsen stated that based on his research, spot zoning typically refers to the placement of a non-residential use—such as a church, school, or hospital—within an existing residential area. He noted that the Planning Commission was comfortable with the request because the proposed zoning remained consistent with residential use and because limiting lot sizes to no

less than 0.75 acres allowed the applicant's objective to be met while still meeting City expectations.

Council Member Malkovich reported that residents had expressed concern that the action might violate State Code. She explained that she contacted a legislator who also works professionally as a planner and received confirmation that if subdivision regulations are met—including frontage, setbacks, and zoning consistency—and if the same process would be available to other residents in similar circumstances, the action is not considered spot zoning. She emphasized that consistency in application, rather than preferential treatment, is the relevant standard. She further noted that while the General Plan provides guidance, it is not a binding restriction and should not prevent reasonable subdivision when comparable situations have been allowed elsewhere.

Mayor Pro-Tempore Hillyard stated that he had reviewed zoning maps from neighboring cities, including Provo, Mapleton, Spanish Fork, and Salem, and observed similar instances where various residential densities exist adjacent to each other. He also noted that the City's current (2017) General Plan identifies most of Woodland Hills as low-density residential, which is commonly defined as four or fewer dwelling units per acre. He stated that the proposed division remained within that classification and was therefore consistent with the General Plan. He also referenced areas within the City where future higher-density or commercial designations are shown, further demonstrating that zoning diversity is contemplated by existing planning documents.

The Council briefly discussed the distinction between low-density and medium-density residential classifications.

8. Department Updates:

a. Public Works- Ted Mickelsen

Ted Mickelsen reported that the City experienced two waterline breaks in the past two weeks. The first break involved a ductile-iron line that had developed two holes, likely due to rubbing against rock material. That repair required excavation of a significant portion of the pipeline but resulted in only one residence being temporarily out of service. Mr. Mickelsen stated that the repair was substantial and estimated the total cost at approximately \$10,000, noting that the City supplied some of the parts.

He further reported that a second break occurred the previous evening on Autumn Leaf Circle at the lateral line serving a recently replaced fire hydrant. He indicated that the hydrant itself was new, but the line was original. Based on neighbors' observations, utility crews working in the area repeatedly drove over a valve box, likely exerting downward pressure on the line and causing the failure. Mr. Mickelsen stated that he had already notified the contractor of the situation.

Council Member Hutchings requested that the repair costs for both incidents be provided to the Council so they can evaluate emergency response funding needs. Mayor Pro-Tempore Hillyard asked whether the city would pursue reimbursement, since the second break appeared to be contractor-related. Mr. Mickelsen confirmed that this was under review.

Council asked about the status of Xfinity's construction work in the City. Mr. Mickelsen stated that November 15 was the current deadline, that conduit installation was largely complete, and crews were primarily pulling cable. He noted that work had occurred on Sunday in violation of the City code due to the use of noisy equipment, and he had notified the contractor that a fine would likely be issued.

Mr. Mickelsen concluded by reporting that road projects for the current season had been completed and that the final plan documents for next year's projects are being reviewed and sent out for bid.

b. Fire Department-Ted Mickelsen

Ted Mickelsen reported that the upcoming week would be the wildlife crew's final week. He noted that the crew was off this week on vacation and that upon their return, they would finalize seasonal tasks, clean equipment, organize materials, and close out operations for the year.

Council Member Lunt asked whether crew member Lance was being compensated for travel time, noting that the Council had previously decided that travel time from his residence in North Salt Lake to the City and back should not be paid. Mr. Mickelsen stated that Lance was not receiving travel or overtime pay for commuting. He clarified that on some days, Lance performed administrative duties, such as preparing paperwork, coordinating training, and handling related responsibilities, which fall within his assigned job duties.

c. Planning Commission and Code/Zoning Enforcement- Wayne Frandsen

Wayne Frandsen reported on the mailbox facility relocation associated with the Three Bridges development. He stated that he met with the Salem Postmaster and the City's mail carrier to gather input regarding operational needs as the City transitions to a new facility. He further noted that he and another Planning Commission member would be meeting with an architect to review conceptual plans. He clarified that the architect had not been engaged and that the decision to hire professional design services would be made by Three Bridges.

Mr. Frandsen added that the architect under consideration had successfully worked with a Planning Commission member previously and that there was confidence in his capabilities. He indicated that the project continued to progress and stated that once preliminary details were finalized, he would circulate a list of proposed requirements for Council review.

9. Mayor and City Council Reports

a. **Mayor Winder: Personnel**- Mayor Winder had nothing to report.

b. **Council Member Hillyard: Emergency Management Department-Council**

Member Hillyard reported that the Emergency Management group met earlier in the day. During the meeting, representatives from the Utah Lake Commission presented information regarding ongoing safety initiatives and environmental restoration efforts at the lake, including vegetation regrowth projects. Council Member Hillyard noted

that the topic was relevant to emergency management due to the significant resources frequently utilized for search and rescue operations in that area.

c. Council Member Hutchings

- i. Public Works Committee
- ii. Parks, Trails, and Recreation Committee
- iii. Planning Commission

Council Member Hutchings reported that no Public Works Committee meeting had been held and apologized for missing the most recent Planning Commission meeting due to travel on the East Coast.

He further reported that the Parks, Trails, and Recreation Committee had not met but had prepared a proposed lighting ordinance for Council consideration noting that the document had been distributed and requested that it be placed on the next agenda for review.

d. Council Member Kynaston: Public Safety Committee- Council Member Kynaston reported that two City residents were currently participating in fire training, both of whom were women. He noted that one trainee was Whitney Hillyard, Council Member Hillyard's spouse, and the other was Rachel Wallace, and expressed his appreciation for their commitment.

e. Council Member Lunt

- i. Finance Committee
- ii. Communication Team
- iii. Events and Volunteers

Council Member Lunt reported that the Finance Committee had not met and therefore had no updates. She stated that the Communications Team was preparing the next newsletter and had been gathering suggestions from residents during recent campaigning efforts. She noted that several ideas had emerged to improve outreach and resident engagement, and anticipated exploring them further in the new year.

Council Member Lunt also reported on events and volunteer activities, noting that the City's Trunk-or-Treat event was scheduled for Friday evening and that all volunteer positions were filled. She recognized Kathy Anderson for her leadership and enthusiasm in coordinating the event. Council Member Lunt further noted that a cautionary message had been shared from the local stake leadership encouraging participants to avoid politically themed costumes or displays to prevent contention given the current political climate.

She added that refreshments, including donuts and hot cocoa, would be provided and that cleanup efforts at the church would occur immediately following the event and again the next morning to ensure the city has left it clean.

f. Council Member Malkovich

- i. Public Works Committee
- ii. Community Development Committee

Council Member Markovich reported that Public Works had no additional updates beyond what has already been reported and noted that no committee meeting had been held. She further stated that there were no new updates from Community Development, as Committee Chair Kirsten Thomas had presented earlier in the meeting. The next Community Development Committee meeting was scheduled for November 17, at which time the committee anticipated finalizing a draft document to forward to the Planning Commission.

10. Upcoming Agenda Items

The Recorder stated that the next City Council meeting would be held on November 18 to allow time for the final municipal election results to be tabulated.

WOODLAND HILLS CITY COUNCIL
City Council Meeting
Woodland Hills City Center, 690 South Woodland Hills Dr.
Tuesday, October 28th, 2025

CONDUCTING	Mayor Pro-Tempore Ben Hillyard
ELECTED OFFICIALS	Council Member Brian Hutchings Council Member Janet Lunt Council Member Kari Malkovich Council Member Dorel Kynaston
STAFF PRESENT	Ted Mickelsen, Public Works Dir./Fire Chief Jody Stones, City Recorder Wayne Frandsen, Code Enforcement and Planning Commission
ELECTRONICALLY	Mayor Brent Winder Chris Helvey, Finance Director

Mayor Pro-Tempore Hillyard called the meeting to order at 8:15 p.m.

City Council Agenda

Council Member Kynaston offered an invocation and Council Member Lunt invited all those in attendance to join her in reciting the Pledge of Allegiance.

Public Comment

Resident Sherry Burger addressed the Council and offered two comments. First, she requested that the City include a legend on Exhibit A of the City Fee Schedule identifying the meaning of the various colored star markers shown on the document.

Second, she commented on the proposed relocation and reconstruction of the mailbox facility associated with the Three Bridges development. Ms. Burger expressed interest in a design similar to Summit Creek and asked that consideration be given to the amenities at the current location, including water, electrical service, and landscaping. She further requested that lighting fixtures be shielded and directed downward, consistent with the City's lighting standards, noting that the existing tall light near the chapel creates glare when traveling on Woodland Hills Drive.

Business and Discussion Items

15. Adoption of GDPA Compliance Policy

Motion: Council Member Malkovich moved to approve the policy.

Second: Council Member Lunt seconded the motion.

Vote: The motion passed unanimously.

16. Ordinance 2025-35 Adoption of Change in Zoning of 65 East Mountain Vale

Motion: Council Member Lunt moved to adopt Ordinance 2025-35 adoption of a change in zoning.

Second: Council Member Malkovich seconded the motion.

Vote: The motion passed unanimously with a roll call vote with all member of the council voting unanimously.

Adjournment

Council Member Kynaston moved to adjourn the meeting at 8:21 p.m.

The meeting was adjourned.

WOODLAND HILLS CITY COUNCIL
Work Session
Woodland Hills City Center, 690 South Woodland Hills Dr.
Tuesday, November 18th, 2025

CONDUCTING	Mayor Brent Winder
ELECTED OFFICIALS	Council Member Brian Hutchings Council Member Janet Lunt Council Member Kari Malkovich Council Member Dorel Kynaston
STAFF PRESENT	Ted Mickelsen, Public Works Dir./Fire Chief Jody Stones, City Recorder Wayne Frandsen, Code Enforcement and Planning Commission Chris Helvey, Finance Director - electronically

Mayor Winder opened the work session of the Woodland Hills City Council at 6:00 p.m.

Work Session

1. Discussion of a Change in Zoning from R-1 to R1-19 for property owned by Earl Underwood at 350 South Woodland Hills Drive, Serial #55:052:0044, consisting of 5.7861 acres- Nate Carson

Caden Cole stated that he represented the developer for the Havenwood project and that the Underwood family had agreed and expressed a desire to have their property included. He explained that the applicants had met with the Underwoods multiple times on site and, as part of those efforts, were requesting a zone change from R-1 to R-1-19 in order to integrate the Underwood property into the Havenwood project (the former Garrick house property). He noted that the revised layout would allow the road to extend through both properties rather than looping tightly within the original Havenwood parcel, resulting in approximately 14 lots, each generally between three-quarters of an acre and one acre. He stated that lot sizes on the Havenwood side had not been reduced and, in some cases, had increased because the internal loop road had been eliminated.

Council Member Malkovich clarified that the proposal effectively combined the newer Havenwood approval with the Underwood property that had been discussed in prior years, and that the earlier Council action had only been a zone change. She confirmed that the current plan joined the two areas into a single layout.

Council Member Lunt corrected that the more recent Havenwood approval had occurred only a few weeks earlier rather than years ago and observed that the proposed lots appeared larger, noting that the smallest lot was approximately 0.77 acres.

Council Member Hillyard noted that the developer had spoken with the City Recorder earlier in the day regarding an existing water line running through the already approved section of the development. He explained that the City was in the process of verifying the exact location of this line and that it might necessitate minor adjustments to lot lines or road alignment. He asked whether the developer would be amenable to working with the City to slightly tweak the layout to accommodate the water line.

Mr. Cole responded that the development team had only recently learned of the line's location and had not yet seen its exact alignment but was willing to discuss adjustments as needed.

Council Member Hillyard emphasized the importance of the line, stating that, according to Public Works Director Ted Mickelsen, it was a pressure-regulating line used to maintain system pressures and ensure adequate fire flows throughout the City. Mr. Mickelsen confirmed that the line looped the system and pre-dated his tenure.

Council Member Malkovich then raised the issue of a planned trail along Woodland Hills Drive. She reported that the City was updating its general plan and had been studying a trail connection up Woodland Hills Drive, which was shown on both the MAG map and the Governor's Trail Network map. She noted that when Woodland Hills Drive was originally constructed, it was not perfectly centered within the easement, leaving at least one segment without sufficient width for a future trail easement. She asked whether the developer would be willing to work with staff, particularly Ted Mickelsen, to adjust the layout and dedicate any necessary additional width along the frontage so the trail could be accommodated, while keeping lots at or above the previously approved minimum lot sizes.

Mr. Cole replied that Ted had already mentioned potential property dedication to the City and that, so long as any adjustment did not significantly impact lot sizes or take them below the minimums represented during the zoning approval, the applicants were willing to work with the City.

Wayne Frandsen, Planning Commission Chair, commented that one reason the subdivision application had been put on hold until Mr. Underwood approached the City was the belief that a combined layout was better for the City than having four separate road connections onto Woodland Hills Drive. He stated that integrating the properties allowed a more efficient and safer roadway configuration.

Council Member Hutchings expressed appreciation for that approach and stated that the revised configuration was an improvement.

Council Member Lunt asked who would be building the homes and whether the lots would be subdivided and sold individually.

Mr. Cole responded that the applicants did not yet have a designated builder and that the lots could either be sold to individual custom-home builders or developed by a higher-end homebuilder.

Council Member Lunt reported that a resident had approached her expressing concern that Arrive Homes might be the builder.

Mr. Cole confirmed that Arrive Homes had made an offer but stated that the applicants had not committed to any builder.

Mayor Winder thanked Mr. Cole for his presentation and asked if there were any additional questions or information to be provided.

Mr. Cole added that, while not directly related to the zone change request, the developer's intent was to construct its portion of the subdivision and the full roadway, after which Mr. Underwood would develop his side when ready. He explained that Earl Underwood's son, Christian, intended to build his personal residence on the Underwood property and might combine three lots for that purpose, depending on how he chose to design his home site.

Council Member Hutchings asked whether there would be a single performance bond covering the full length of the road. Mr. Cole stated that they had discussed this with the Underwoods and that the developer intended to bond for the entire roadway.

Council Member Lunt reiterated that she preferred the new layout, noting that the prior “U”-shaped road configuration had made the existing home feel like an island in the middle of the roadway, which she had not liked.

2. Discussion of Outdoor Lighting Ordinance- Chairman Frandsen

Planning Commission Chair Wayne Frandsen reported had prepared a draft update to the City’s outdoor lighting ordinance. He explained that the proposal primarily tweaked the existing ordinance, which had not been updated since the widespread adoption of LED lighting. He noted that wattage comparisons between incandescent and LED fixtures were different and that the ordinance needed to be modernized, potentially using lumens instead of watts. He acknowledged an email with a proposed lighting ordinance the council and he had received from PTR Chair Sherry Burger and questioned whether the draft was intended as a first step toward a full “dark sky” ordinance, observing that such ordinances could be lengthy and complex. He felt it was important for the Council to discuss whether the City wished to pursue a formal dark sky designation or instead focus on modest updates to preserve night skies. He expressed personal reservations about the need for a formal dark sky ordinance, suggesting that cooperation and reasonable limits on lighting might be sufficient without a heavy regulatory approach. He also pointed out legal constraints, including state restrictions on regulating exterior non-structural architectural ornamentation and rear yard landscaping, which could limit the City’s ability to dictate certain types of lighting, particularly in backyards. He emphasized that much of the City’s success would depend on voluntary cooperation rather than strict enforcement. Later in the discussion, he reiterated concerns about over-regulation, state preemption in building-permit requirements, and practical enforcement issues if residents were told they must change out fixtures within a fixed time frame. He cited the General Plan survey results which showed interest in dark skies (approximately 213 respondents in favor), but that this represented only about 14% of the City’s population, and he urged that residents be given the full picture, including potential retrofit costs, before the City committed to strict requirements. He indicated he was willing to draft ordinance amendments but reiterated his view that lights could be considered architectural ornamentation under state law and that he would be cautious about specifying exact fixture types.

Council Member Lunt spoke to a personal example where a neighbor’s bright spotlight shone directly into her window, which interfered with viewing the northern lights. She stated that, although she and her neighbor were on friendly terms and the neighbor would temporarily switch off the light upon request, the situation illustrated the need for clearer standards so residents could politely refer to an ordinance when asking that lights be re-aimed or shielded. She expressed support for updating the current ordinance and stated she preferred a “night sky” approach that preserved views of the night sky without necessarily seeking a formal dark sky designation. She said a compromise approach that balanced preservation of the night sky with flexibility for residents made the most sense.

Council Member Malkovich added that state law limited how cities could regulate exterior non-structural architectural ornamentation and rear yard landscaping, which made some lighting restrictions challenging to enforce. She reported that the City’s Community Development Committee had considered dark sky issues and ultimately decided not to reference “Dark Sky International” directly, concluding that its standards would be too strict for Woodland Hills. Instead, the committee emphasized the City’s quality of life and rural mountain character, including language about limiting light pollution and preserving the night sky without rigid external requirements. She cited examples from other cities, including Moab, where updated lighting standards were adopted in 2019 but phased in over several years, requiring compliance by a later date and focusing on downward-facing, shielded fixtures, reducing glare, and minimizing light trespass and “sky glow.” She noted that such ordinances often included allowances for holiday lighting and attempted to balance safety, aesthetics, and environmental concerns.

Council Member Hutchings reported that he had conducted considerable research on dark sky policies, though he acknowledged that resident Sherry Berger had done even more. He stated that, in his view, there was a distinction between “dark skies” as a formal designation and the broader goal of preserving the City’s night skies. He said his current focus was on preserving night skies. He indicated that he had reviewed an informal opinion from the state ombudsman regarding architectural lighting and non-structural features but did not consider it a binding legal opinion. He recommended that the City seek a formal legal opinion from its attorneys on whether and how lighting could be regulated without violating state limitations on regulating architectural ornamentation. He stated his belief, based on his research, that the City did have legal authority to adopt a stronger lighting ordinance addressing issues such as backyard sports-court lighting and that lighting could be treated differently than landscaping. He expressed skepticism about broad grandfathering if the community chose to actively preserve night skies, but stated he would not support the Dark Sky International requirement that all existing properties come into full compliance within ten years. He emphasized that if the City pursued stronger night sky protections, any ordinance should be enforceable and clearly define expectations, while still following the City’s traditional practice of emphasizing education and voluntary compliance before any punitive measures. He noted that most of the City appeared to be informally in line with what residents desired for night skies, but that a clear “path” or standard would help keep the community moving in a consistent direction.

Council Member Hillyard framed the issue in terms of nuisance and property rights, comparing light impacts to noise nuisances such as roosters. He suggested that the City consider whether some aspects of lighting regulation could be addressed through nuisance provisions. He also stressed the importance of safety, particularly for public facilities such as the city building and mailbox areas. He expressed concerns about relying solely on motion-sensor lights in public spaces, suggesting that such lighting could allow individuals to hide or crouch undetected, whereas an appropriate level of constant lighting might better support safety and emergency response. He acknowledged the value of downward-directed, shielded lighting that did not spill into neighboring yards, and he asked how the City’s ordinance could support that balance between safety and minimizing light trespass.

Mayor Winder asked Chair Frandsen how the current ordinance functioned in terms of preserving the night sky. He suggested that some concerns might be more about enforcement of existing standards than the absence of regulatory authority, and he observed that the ordinance likely needed updates to address LED technology and lumens-based measures. He also expressed concern about “regulatory takings” if residents who had invested in architectural features with integrated lighting were suddenly required to shut off or remove those features. He summarized the policy choices before the Council as: (1) modest amendments to the current lighting ordinance; (2) a broader “night sky” ordinance that emphasized preserving the night sky but did not seek a formal dark sky designation; or (3) a full dark sky ordinance consistent with Dark Sky International standards. He asked for a general sense of the Council’s direction and, by show of hands, confirmed that the Council generally favored a night sky–focused approach over an immediate pursuit of formal dark sky designation.

Council Member Kynaston stated that she was strongly in favor of the City becoming a formal dark sky community. He had counted approximately 28 dark sky–designated places in Utah and believed that, given Woodland Hills’ setting, the City should be on that list. He expressed interest in following the example of communities such as Moab and suggested that if she and Sherry Berger were to gather signatures from residents in support of dark sky designation, such a petition should carry weight with the Council.

Council Member Malkovich responded that, in her view, much of the Council already supported a night sky approach and that the primary concern was the degree of control that an outside organization, such as Dark Sky International, would have over the City’s ordinances. She reiterated that the committee and staff had sought a balance between preserving the night sky and allowing reasonable lighting for safety and aesthetics. She also referenced Moab’s phased-in approach, including a five-year compliance period and standards for downward-facing, shielded lighting, light trespass limits, and allowances for holiday lighting.

Council Member Lunt supported Council Member Hutchings' suggestion of a "two-step" approach, starting with a night sky-oriented ordinance and then gauging the community's interest in moving toward formal dark sky designation over time. She suggested that gradual implementation might make it easier for the community to adjust while still working toward stronger night sky protections.

Council Member Hutchings reiterated that, if the City decided to pursue a full dark sky designation, some level of mandatory compliance, including retrofit requirements for existing properties, was likely unavoidable under Dark Sky International criteria. He stated that he was not comfortable forcing long-time residents to retrofit their lights at their own expense but acknowledged that stricter requirements would be necessary if the City wanted formal designation. He indicated that this was part of why he sought clear, current information from Dark Sky International and PTR, to avoid misinforming residents about the actual obligations. He stated that while he personally supported a more restrictive lighting ordinance to preserve night skies, he wanted the City to present accurate information and avoid over-promising or under-stating the costs of compliance.

Resident Diana Sackett commented that "architectural lighting" was a term of art in the design profession and referred to lighting that was specifically integrated into a building's architecture to accent or highlight elements of the structure as part of the original design. She cautioned that general illumination and architectural lighting were not the same thing and that imprecise use of the term in questions to legal counsel might skew the resulting opinion. She encouraged the Council to ensure that their questions clearly distinguished between architectural lighting and other forms of illumination.

Council Member Hutchings responded that this was precisely why he wanted to send the draft ordinance to legal counsel for review.

Resident Sherry Berger addressed the Council and clarified that the City currently had two lighting ordinances: one for residential properties and one for City-owned properties. She stated that the ordinance for City-owned property required lights to be turned off by 11:00 p.m., unless an exception was approved by the Planning Commission. She reported that when she asked about the city center and mailbox lighting remaining on all night, Chair Frandsen had told her he had made that decision himself rather than the planning commission making a formal decision, which she believed was inconsistent with the ordinance. Regarding residential lighting, she described Dark Sky International's framework as a useful place to begin, particularly as an educational tool to help residents evaluate whether their lighting was appropriate in purpose, direction, and intensity. She stated that UVU was willing to conduct a free light survey of the City and noted that, if the City became dark sky-approved, it would need to submit an annual review. She emphasized that the PTR committee was not trying to force an ill-fit dark sky model on the City, but believed Woodland Hills was already close to compliance and mainly needed to enforce existing shielding requirements and address particularly bright, unshielded driveway lights that created safety concerns. She explained that PTR's proposed changes to the residential ordinance primarily included requiring lights to be off by 11:00 p.m. and limiting lumens per acre, aligning the residential standard more closely with the City-property standard. She stated that the ordinance otherwise remained largely the same and stressed that PTR's goal was not to take away residents' rights but to preserve the community's existing dark-sky character. When she suggested there was nothing in City code that prohibited street lights, Chair Frandsen clarified that the City's development and construction standards did require underground power and specified that no street lights were allowed.

At the conclusion of the discussion, Mayor Winder observed that the Council had provided general direction to proceed with a night sky oriented approach. He stated that staff and the Planning Commission should forward that draft to the City's attorneys for legal review, particularly on issues related to architectural ornamentation, nuisance considerations, and the scope of the City's regulatory authority under state law. He emphasized that a concrete draft would help obtain more precise legal guidance. Chair Frandsen acknowledged the direction and agreed to move forward consistent with the Council's guidance.

3. Discussion of September 2025 Financials and Check Disbursements

Finance Director Chris Helvey reported that through September 30 the City had received approximately 8% of budgeted revenues and expended about 15% of budgeted expenses, with roughly 25% of the fiscal year elapsed. He noted that additional road expenditures would appear in the October financials to be provided within the next couple of weeks. He stated that the external auditors were in the final stages of completing the annual audit and that, consistent with state auditor guidance, the City's financial statements would be restated once audit adjustments (including depreciation and other routine entries) were finalized. He added that the City's public transparency reporting would also be updated within 15–30 days of receiving the final audit and adjustments. Mr. Helvey reported that he had received some financial questions from staff and would respond within the next few days and share any relevant information with the Council.

4. Discussion of Per Diem Policy for Wildland Seasonal Firefighters- Chief Mickelsen

Chief Mickelsen presented a proposed policy regarding per-diem reimbursements for seasonal wildland firefighters who deploy on national fire assignments. He explained that when firefighters travel, the reimbursing agency—typically the State of Utah—authorizes a daily per-diem amount intended to cover meals and incidental travel expenses. Historically, firefighters had the option to charge meals upfront and later receive reimbursement once the state issued payment to the City; however, state reimbursement can take several months, causing firefighters to carry credit card balances and accrue interest.

He stated that the intent of the new policy was two-fold:

1. to reimburse firefighters at the same per-diem rate approved by the state so the City does not incur additional cost, and
2. to provide firefighters access to a portion of their per diem sooner, rather than requiring them to wait months for reimbursement.

He recommended that the City reimburse firefighters up to 75% of their expected per diem on the first payroll cycle following their return, with the remaining balance paid once the final reimbursement amount was confirmed by the state. He explained that the 75% threshold ensured firefighters received sufficient funds to cover credit card charges while allowing the City to retain a small amount to reconcile any final state adjustments.

Council members discussed timing considerations, noting that reimbursement should occur promptly so that employees were not carrying balances longer than necessary. After discussion, the Council generally supported reimbursing employees up to 75% within the first applicable pay cycle, but no later than three weeks after their return. Chief Mickelsen emphasized that per diem is not receipt-based and that firefighters may keep unspent funds, which is industry standard.

5. Notice of Vacancy on City Council

Mayor Winder stated that a council vacancy will occur effective January 6, 2026, and that the City will accept applications to fill the position until December 8 at 1:00 p.m.

6. Discussion of Utah Retirement System Benefits- Chris Helvey

Finance Director Chris Helvey reported that the Utah Retirement Systems (URS) conducts a comprehensive audit of participating public agencies approximately every three to four years, and Woodland Hills was audited during the current cycle. He stated that the audit process was collaborative and professional. He reminded the Council that once a municipality participates in URS, state statute does not allow withdrawal; the City joined URS around 2007–2008.

Mr. Helvey explained that the audit identified a previously unknown requirement that employees who had prior URS service—whether through another public employer or through contract work for the City—must be reported to URS, and retirement contributions must be paid if applicable work-hour thresholds

are met. He noted that one current employee had prior URS service and that the City was therefore required to remit corresponding employer contributions retroactively. As a result, URS assessed several thousand dollars in past contributions, which were not included in the current budget. He stated that the budget will need to be amended to accommodate this cost.

Mayor Winder added that the affected employee was Lori. He stated that the employee had voluntarily offered to reduce her pay to offset the cost; however, he did not believe it appropriate to reduce her compensation based on retroactive requirements and recommended that the City absorb the cost. The matter was presented to the Council for transparency and to inform necessary future budget adjustments.

7. Department Reports

- a. Public Works -Public Works Director Ted Mickelsen reported that Phases 1 and 2 of the road pavement management project had been completed and that Phase 3 had been released for bid, with bids due December 10. He stated that once bid amounts were received, the City would be able to confirm projected costs and proceed with financing arrangements, with Phase 3 planned for construction next year. He explained that Phase 3 would address all remaining roads except those requiring water line replacement. He further reported that he was conducting a rate analysis to determine the funding needed to complete the remaining water line and road projects and anticipated presenting additional information within the next few months after further coordination with the state and potential funding sources.

Fire Department- Chief Ted Mickelsen reported that the department had been awarded a FEMA Assistance to Firefighters Grant in the amount of \$56,000, with a required City match of approximately \$2,800, to purchase six new SCBA units. He explained that the department had received a promotional quote of approximately \$50,800 for the equipment and initially faced uncertainty due to the temporary shutdown of FEMA's grant portal, which delayed access to reimbursement documentation. He stated that the supplier was willing to hold the pricing and delay invoicing, reducing financial risk to the City. As of the day of the meeting, the FEMA portal had reopened, and the regional FEMA administrator confirmed that funds would be released within approximately two weeks of submitting the finalized sales order. Chief Mickelsen noted that updated pricing was being reconfirmed due to the age of the original quote, but he anticipated the final amount would remain within the approved grant allocation. He added that FEMA encouraged agencies to fully expend awarded funds and that, if the SCBAs cost less than the grant amount, remaining funds could be applied toward eligible PPE purchases.

- b. Code Enforcement-Wayne Frandsen: Mr. Frandsen had nothing new to report.

8. Mayor and City Council Reports

- a. **Mayor Winder: SESD, MAG/COG:** Mayor Brent Winder reported that he attended the SESD meeting and there was nothing notable to report. He also noted that he was unable to attend the MAG/COG meeting.
- b. **Council Member Hillyard: Dry Creek Transfer Station:** Council Member Hillyard reported that the transfer-station board had not met, so there was nothing formal to report. He noted that a resident had recently asked whether recycling collected in Woodland Hills was actually recycled, given ongoing rumors that it was being sent to the landfill. He clarified that recycling is in fact separated, processed through its own compactor, and not mixed with regular waste. He further reported that the City's transfer station was recognized as having the lowest contamination rate of recycled material in Utah, which he attributed to continued efforts by the station and residents.
- c. **Council Member Hutchings:** Council Member Hutchings reported that he was unable to attend recent meetings but reviewed agendas and related updates. He stated that the South Utah Valley

Municipal Water Association is undergoing significant board turnover, including the departure of its long-time attorney and other board members, and that new representatives will need to be selected early next year.

He noted that the association presented information on block-water allocations and upcoming repayment requirements tied to the Central Utah Project. He explained that Woodland Hills has been assigned a small portion of that water block, and that future repayment obligations will result in additional water-related costs. The estimated repayment rates range from approximately \$180 per acre-foot over a 50-year term to approximately \$199 per acre-foot over a 40-year term.

Public Works Director Ted Mickelsen added clarification, stating that each city's allocation is based on population and that cities can either begin paying immediately when the water becomes available or defer payment for up to 10 years. He indicated that he would likely recommend deferral for Woodland Hills and noted that the City may also choose to transfer its allocation to another entity if it is not needed.

Council Member Hutchings reported on information he received from NEBO Water regarding recent developments related to the Strawberry Valley Project. He explained that the project was originally organized in 1905 to provide agricultural irrigation water, with Spanish Fork and Payson using approximately 2,000 acre-feet for more than a century. He noted that water use has since shifted toward municipal and industrial purposes.

He explained that the Bureau of Reclamation and Strawberry Water Users Association recently finalized a long-term agreement, referred to as the 1920 Act contract, which formally converts approximately 61,000 acre-feet of water from agricultural to municipal and industrial allocation. This action resolves longstanding conflicts regarding historical usage and rights.

Council Member Hutchings stated that this change is tied to new statewide water-tracking and reporting requirements. Monthly usage reports will be requested so that systems can track both surface and aquifer supplies. He noted that Woodland Hills relies solely on aquifer water, so the impact on the City is comparatively small, but the broader program will significantly affect neighboring communities.

He added that this model is being adopted statewide as part of modernized water-management practices and that the treatment and infrastructure projects occurring throughout the valley are now part of this coordinated framework.

- d. Council Member Kynaston: Central Utah 911:** Council Member Kynaston reported the next meeting for the district is scheduled for November 11th.
- e. Council Member Lunt:** Council Member Lunt asked whether the electrical service at the roundabout was functioning properly, noting that Christmas lighting would be installed soon and that previous issues had occurred with the power box. Staff confirmed that power was working and assistance would be available as needed. Council Member Lunt indicated she would be placing pre-lit trees rather than wrapping existing trees due to safety concerns experienced in prior years.

The Council then coordinated plans for the annual Santa event scheduled for Saturday, December 6, confirming a 10:00 a.m. start time with the typical route and stops. It was noted that attendance varies by neighborhood, reflecting changing demographics.

Council Member Lunt requested that signage or banners be posted to increase visibility of the event. The group discussed that existing banner posts were damaged and would be discarded, and alternatives for banner placement were considered. Staff indicated that a location near Summit Creek and the corner by the trail appeared feasible. The Council will review final placement and determine whether one or two banners will be needed.

- f. **Council Member Malkovich- South Utah Valley Animal Shelter:** Council Member Malkovich reported that she emailed the Council information from the South Valley Animal Shelter regarding how shelter data is being used. She noted that there is an Animal Control Officer Association conference in January but stated she was not requesting to attend.

She informed the Council that the state legislative session was approaching and that significant municipal-related legislation was anticipated again this year. She highlighted discussions regarding changes to property tax structures, possible caps or percentage limits, and the importance of ensuring cities retain local authority over land-use decisions.

She also noted potential state proposals affecting gas tax revenues; while refinery-related tax changes may benefit consumers, they may reduce the amount of gas tax distributed to cities for road funding. Updates were also underway in state housing policy, including development standards, infrastructure requirements, and provisions related to ADUs. She stated that these changes may require the City to update several ordinances by March.

Council Member Malkovich additionally explained that the state recently renumbered sections of Title 10 into Title 20, resulting in broken statutory references, and encouraged staff to document the time spent making necessary updates so the City can report unfunded impacts back to state officials.

She concluded by reminding the Council of the National League Summit taking place in Salt Lake City later in the week and encouraged members to RSVP for related events. She invited Council members to relay any additional legislative concerns they would like her to advocate for through the Utah League of Cities and Towns.

9. Items for Upcoming City Council Meetings

Mayor Winder reminded the Council and attendees that there would be only one City Council meeting in December, scheduled for December 9. He noted that the agenda was expected to be full and would include interviews with individuals who had applied to fill the upcoming vacant City Council seat.

The City Council work session adjourned at 7:39 p.m.

WOODLAND HILLS CITY COUNCIL
City Council Meeting
Woodland Hills City Center, 690 South Woodland Hills Dr.
Tuesday, November 18th, 2025

CONDUCTING	Brent T. Winder, Mayor
ELECTED OFFICIALS	Council Member Ben Hillyard Council Member Brian Hutchings Council Member Janet Lunt Council Member Kari Malkovich Council Member Dorel Kynaston
STAFF PRESENT	Ted Mickelsen, Public Works Dir./Fire Chief Chris Helvey, Finance Director - electronically Jody Stones, City Recorder Wayne Frandsen, Code Enforcement and Planning Commission

The Woodland Hills City Council meeting was called to order at 7:47 p.m. Council Member Lunt offered the invocation, and Council Member Kynaston led those in attendance in the Pledge of Allegiance.

Public Comment:

Resident Diana Sackett expressed concern about the City's recent practice of rezoning larger properties into smaller lots to facilitate development, noting that doing so conflicts with the current General Plan. She emphasized preserving the rural atmosphere, maintaining tree buffers between homes for aesthetics and wildfire safety, and following the General Plan as legally required until it is formally updated.

She also encouraged the City to consider long-term impacts of mixed zoning areas—such as properties with animal rights situated next to those without—and the potential community discord that could result.

Lastly, she asked how street-side setbacks would be handled when parcels are rezoned from larger lots (e.g., R-1-2) to smaller ones (e.g., R-1-19), and urged consistency along street frontages to preserve uniformity throughout the City.

Resident Jody Stones commented on the recent survey related to lighting and noted that some of the survey questions, particularly those relating to dark-sky lighting, were worded in a way that appeared leading. She expressed concern that existing homeowners could be financially burdened if required to retrofit exterior fixtures, noting that some homes may have multiple lights and replacement costs could be significant.

She also stated that she does not support turning off lights at City-owned facilities such as the City Center or mailbox area. She referenced safety concerns, noting that fire, EMS, and snowplow personnel access the area at all hours and adequate lighting is needed. She mentioned a prior injury that occurred when an individual slipped on ice and urged the Council to keep those public-area lights illuminated to minimize risk and potential liability.

Consent Agenda

14. Approval of September 23rd, and October 14th, 2025, City Council Meeting Minutes

Motion: Council Member Hutchings moved to approve the minutes from the September 23 and October 14, 2025 City Council Meetings, with the noted correction that the newly constructed water tank will be owned by Woodland Hills and not by the City of Salem.

Second: Council Member Lunt seconded the motion.

Vote: The motion passed unanimously.

Business and Discussion

15. Decision on Forwarding Request for a Change in Zoning from R-1 to R1-19 for property owned by Earl Underwood at 350 South Woodland Hills Drive, Serial #55:052:0044, consisting of 5.7861 acres.

Motion: Council Member Hillyard moved to forward the item to the Planning Commission for review.

Second: Council Member Malkovich seconded the motion

Vote: The motion passed unanimously.

16. Resolution 2025-23 Canvas of the 2025 Municipal Election

City Recorder Jody Stones reported that several ballots were successfully cured after signatures were verified, resulting in a slight adjustment to the final vote counts; however, the election outcome remained unchanged. She clarified that some voters chose to cast ballots only for the mayoral race and not for council seats, often because they felt unfamiliar with the candidates.

She also explained that although voters had been informed about including the last four digits of their driver's license or voter ID, that requirement did not apply this year, and ballots without those numbers were still counted if the signature matched and eligibility was confirmed. She noted that the County made multiple attempts, up to six contacts by text, email, phone, and mail, to resolve ballot issues, resulting in most ballots being cured, with only a small number remaining unresolved.

Motion: Council Member Malkovich moved to adopt Resolution 2025-23, certifying the canvass of the 2025 municipal election results as presented

Second: Council Member Kynaston seconded the motion.

Vote: The motion passed unanimously.

17. Resolution 2025-24 Approving the September 2025 Check Disbursements

Motion: Council Member Hillyard moved to adopt Resolution 2025-24 Approving the September check disbursements.

Second: Council Member Hutchings seconded the motion.

Vote: The motion passed unanimously.

18. Policy and Procedures 2025-03 Per Diem Policy for Wildland Seasonal Firefighters

Motion: Council Member Kynaston moved to adopt Policy and Procedures 2025-03 Per Diem Policy for Wildland Seasonal Firefighters

Second: Council Member Lunt seconded the motion.

Vote: The motion passed unanimously.

Closed Session

Motion: Council Member Lunt made the motion for the council to enter into a closed session to discuss pending litigation at 8:06 p.m.

Second: Council Member Hutchings seconded the motion.

Roll Call Vote: The motion passed unanimously with a roll call vote.

Motion: Council Member Kynaston moved to close the closed session at 8:30 p.m. and moved back in to the open session of the city council meeting.

Second: Council Member Lunt seconded the motion.

Roll Call Vote: The motion passed unanimously with a roll call vote.

Adjournment

Motion: Council Member Malkovich moved to close the meeting at 8:31 p.m

Second: Council Member Kynaston seconded the motion.

The meeting was adjourned at 8:31 p.m.

ROLL CALL	
VOTING:	
	YES NO
Mayor Brent Winder	[] []
Council Member Ben Hillyard	[] []
Council member Dorel Kynaston	[] []
Council member Janet Lunt	[] []
Council member Kari Malkovich	[] []
Council member Brian Hutchings	[] []

I move that this Resolution be adopted.

I second the foregoing motion.

RESOLUTION NO. 2025-25

A RESOLUTION OF THE CITY COUNCIL OF WOODLAND HILLS CITY TO FILL THE UNEXPIRED TERM OF THE VACATED OFFICE OF CITY COUNCIL REPRESENTATIVE BEN HILLYARD.

WHEREAS, *a vacancy exists in the office of the City Council for Woodland Hills City due to the resignation of Ben Hillyard, effective on January 6, 2026; and*

WHEREAS, *the City Council of [City Name] has provided public notice of the vacancy, identified candidates, and conducted interviews in an open public meeting as required by Utah Code Ann. § 20A-1-510; and*

WHEREAS, *the City Council has determined that _____ is a registered voter who meets all the qualifications for the office as described in Utah Code Ann. § 20A-9-203 and local ordinances; and*

WHEREAS, *after due consideration of all interested candidates, the City Council desires to appoint _____ to fill the unexpired term.*

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WOODLAND HILLS, UTAH, AS FOLLOWS:

Section 1. Appointment of _____: _____ is hereby appointed to fill the unexpired term of the vacated office of City Council Representative for Woodland Hills City, said term ending on December 31, 2027.

Section 2. Effective Date.

This resolution shall take effect as of January 6, 2026. The City Recorder shall swear in

to the newly appointed Council Member during the January 6, 2026, City Council Meeting, at which point they will be eligible to participate in all Council business.

PASSED AND APPROVED by the City Council of Woodland Hills, Utah, this ____ day of _____, 20 ____.

By: Brent Winder

Title: Mayor

ATTEST:

Jody Stones

City Recorder