

City of Woodland Hills, UT

City Council Meeting

Minutes

Tuesday, October 25, 2022 at 6:00 pm

Public Notice is Hereby Given that the City of Woodland Hills City Council will hold a Work Session and City Council Meeting on Tuesday, October 25, 2022. The Work Session will begin at 6:00 p.m., with the City Council meeting to follow. Meetings are held at the Woodland Hills City Center, 690 South Woodland Hills Drive, Woodland Hills, UT 84653.

Work Session

This regularly scheduled meeting of the Woodland Hills City Council was scheduled for Tuesday, October 25, 2022, at 6:00 PM. The meeting was held at the Woodland Hills City Center, 690 South Woodland Hills Drive, Woodland Hills, Utah. Notice of the time, place, and Agenda of this Meeting was posted on the State Public Notice Website, the City Website, and at three locations within the City, and provided to the members of the Governing Body.

1. Recognition Val and Beth Wilding- Mayor Winder

Minutes:

Postponed until the November 8th City Council Meeting.

2. Emergency Management Presentation (20 minutes) - Aaron Gilbert, Deputy Dutson, and Kari Malkovich

Minutes:

Deputy Dutson explained after further consideration, he would suggest the council dissolve the Community Watch committee and look at forming an Emergency Management Department. He has been working with Council Member Malkovich and Aaron Gilbert, a city resident, to develop a presentation outlining the different segments of the proposed department.

Aaron Gilbert introduced himself to the council. A copy of the "Be Ready" Woodland Hills presentation is attached to the minutes.

Council Member Lunt is in favor of the proposal.

Council Member Malkovich noted it is essential for the city to recognize its partners and how we help everyone recognize their roles.

Council Member Pratt added he learned during the 2018 Fire that Woodland Hills handled residents' concerns better than some of our neighboring communities. He felt this was accomplished because the council and staff were all willing to assume a role. There may have been some apprehension or discomfort in using religious groups, but in the case of the fire, it was, in his opinion, very beneficial.

Mayor Winder conveyed the need to roll the program out in phases.

3. Discussion: Retract Community Watch Committee Policy and Procedures 2022-02

Minutes:

Retracting the policy and procedure that established the Community Watch Committee will be voted on during the city council business and discussion.

4. Discussion: Sheriff's Office Contract

Minutes:

Deputy Dutson conveyed that the sheriff's office understands the value and importance of providing the city with continuity. Over the last several years, five different deputies have served in Woodland Hills. The sheriff's department is proposing to upgrade the deputy position to a Sargeant position. The benefit of having a Sargeant is a Sargeant usually stays in their position for three to five years. The increase to the budget to have a Sargeant versus a Deputy serving in the city would be an increase of \$10,400/year. Currently, 58% of Deputy Dutson's time is spent in Woodland Hills. If the council wanted to adjust the hours and have the Deputy decrease his time in the city by one hour a week, the increase would only be \$6,800/year. With the council's concurrence, he would work with the sheriff's office and the county to rewrite the contract.

Council Member Kynaston expressed he has spent time talking with Chief James in Salem, and the city, in his opinion, has no other option than to go with the sheriff's office.

Council Member Pratt would prefer to push off a decision until the new budget year, which would be in July.

Deputy Dutson believes there needs to be consistency and commitment to the small cities on the sheriff's department's side.

Council Member Hillyard would like to have a deputy invested in the community.

Mayor Winder recapped what is needed from the city, including a letter of intent. He expressed some apprehension about locking into a contract and then having the sheriff's office assign someone else to the city.

5. Planning Commission Update and Proposals- Chairman Frandsen

a. Proposal to Amend Ordinance 5-6A-6B- " No swine, male goats or roosters will be permitted."

Minutes:

Chairman Frandsen of the planning commission noted city code prohibits swine and male goats. Following a public hearing held by the planning commission, the commission is recommending roosters be added to the list of prohibited animals.

b. Proposal to Amend 10-4-5 (D) Required Drawings and Information

Minutes:

Chairman Frandsen reviewed the proposed changes the planning commission is recommending be made to what is commonly referred to as the "site plan checklist."

Council Member Pratt asked if an additional public hearing needed to be held by the city council before the city council adopted the proposed changes.

Chairman Frandsen indicated the public hearing held by the planning commission is sufficient.

6. Discussion: Grant Management Policy

Minutes:

Mayor Winder does not want to create an additional level of bureaucracy but also sees a need for transparency.

Council Member Malkovich expressed concern about passing a policy that may interfere with being able to make decisions in a timely manner.

Council Member Pratt does not feel it is important to approve every step along the way; He does feel there needs to be something informing the city either on the front or back end.

Council Member Malkovich briefed the council on the UDOT grant awarded to the city this past May.

Ted Mickelsen mentioned there is a small window when cities can apply for grants. He suggested the council consider establishing a line item in the city budget for grants that require matching funds.

Council agreed there needs to be a mechanism in place that would inform council members and residents of the different grants awarded to the city. The council agreed to include the discussion of grants on all future city council agendas.

7. Discussion: Financial (Purchasing and Procurement) Policy

Minutes:

Tabled.

8. Discussion: Update on Current City Grants

a. UDOT- Council Member Kari Malkovich

Minutes:

Council Member Malkovich reported she has been working with Mike Hansen from Rural Community Consultants. Mike was brought on to help with the Community Assessment and Visioning that will provide the city with the developing of our General Plan and updating the city land use ordinances.

Council Member Malkovich also wants to hire a firm called Allegiance Solutions which would provide consulting services to the city and help with some focus groups and a Vision Statement. This statement would be created with the help of citizen input and a steering committee, which Council Member Malkovich has asked Ted Mickelsen and Lori Thomas to be part of. Council Member Malkovich feels it is important for the city to have a strategic plan.

Ted Mickelsen conveyed some apprehension and concerns voiced by Mike

Hansen on what Council Member Malkovich is proposing, but he is willing to see how it plays out.

b. Fire-Craig Northup

Minutes:

Chief Northup reported the fire grant that was awarded to the city comes to an end in November. The city had 185,000+ hours of in-kind matching. He encouraged residents to use the green waste dumpsters that are located around the city.

Council Member Hillyard mentioned while he was preparing for the purchasing and procurement policy presentation, he is concerned that the city may not be following the guidelines that have been established when it comes to contracts. Council Member Malkovich believes that if the contract is more than \$40,000, it needs to go out to bid.

The city council must approve all contracts between \$10,000 and \$40,000.

Council Member Hillyard read the city purchasing policy per city code. He feels there is a hole between \$1,500.00 and \$10,000 and asked the council to think about it before the next city council meeting.

9. Discussion: Completion of West Loafer

Minutes:

City Engineer Ted Mickelsen reported the engineering for West Loafer is 70% complete.

Council Member Pratt would like some assurance that the city will be ready to start the project in spring.

Mayor Winder indicated the estimated cost to complete the road is more than what was allocated in the budget. There have been some discussions around the construction of this stretch of road being done to a higher standard than other roads in the city.

Mr. Mickelsen explained the engineering that has been done is already somewhere between doing what the city has done in the past and a higher standard that the city may not be able to maintain in the future.

Mayor Winder would like to see a middle ground that the city can afford now and in the future.

Council Member Pratt spoke about the dirt that has been pushed onto the adjacent property owner's property, and he believes the city will need to acquire an easement from these property owners.

Mr. Mickelsen reminded the council that for West Loafer to go thru to Summit Creek Drive, the developers of Summit Creek would need to complete their portion of the road. The engineering estimate to complete the road is \$594,000. The city's portion of the \$594,000 is roughly \$288,000. This does not include the final engineering costs, estimated to be between \$10,000 and \$15,000. The financial director has indicated there is \$220,000 in the budget for the completion of West Loafer.

Mayor Winder indicated there might be some options the council may want to consider that are equally viable solutions.

Corbett Stephens explained the results of the CMT pile driver test on West Loafer. Following the water line replacement project, the city replaced four miles of road, and not a single one was done to the standard being suggested for a very small portion of West Loafer. He spoke about the guard rail that is being suggested on the side of Glenn Anderson's home and why it is needed.

Council Member Malkovich voiced she appreciated the mayor's comments and would encourage the council to be mindful of the other roads in the city.

Council Member Hillyard has run some numbers, and according to his calculations, it would cost the city \$189 million to do all the roads to the same standard suggested for West Loafer. He admits that the figure he came up with may be less than 100% accurate as West Loafer would require a bit more work, but he thinks it is worth the council's time to discuss how to proceed.

Council discussed uniformity for all the roads at a level the city can realistically achieve.

10. Discussion: Proposal for Sewer Impact Fee Study-Loafer Drive

Minutes:

Chairman Frandsen conveyed the city has received an estimate to complete a sewer impact fee of \$6,450.00. The current fee that the city is charging associated with installing the sewer line is being accessed incorrectly.

11. Discussion: Increase in Contract Cost for Fire Truck- Craig Northup

Minutes:

Craig Northup reported three fire department members went to Florida for a pre-build meeting. The council initially approved \$470,000, and he feels the truck will come in under budget even with the changes.

12. Discussion: City Budgetary Items

Minutes:

Tabled.

13. Discussion: August 2022 Financials

Minutes:

Tabled.

14. Discussion: September 2022 Financials

Minutes:

Tabled.

Council Member Lunt did have a question concerning the cameras at the well and the park.

Craig indicated the city is still waiting for the cameras to be installed. The contractor is hoping to get the cameras installed before the end of the month. He has been

disappointed with the service the city has received from the contractor and UTOPIA.

15. Department and City Council Reports

a. Deputy Dutson- Utah County Sheriff's Office

Minutes:

Deputy Dutson reported there were 24 extra patrols last month. A majority of the complaints were related to barking dogs. He requested a speed limit sign on Willow Reed Road and suggested the speed limit on the lower portion of Summit Creek Drive be changed to 25 mph.

b. Corbett Stephens-Public Works

Minutes:

No report was given.

c. Council Member Hillyard

Minutes:

Council Member Hillyard reported the last month's public works committee was cancelled. Public Works Meeting was canceled last month. The PTR committee is requesting the mayor initiate an executive order and close the trail down for the remainder of the year.

d. Council Member Kynaston

Minutes:

Council Member Kynaston has scheduled a 911 dispatch tour with the firefighters tomorrow.

e. Council Member Lunt

Minutes:

Council Member Lunt mentioned the signs for Trunk or Treat were ripped apart during the recent storm. If anyone wants to volunteer to donate doughnuts, please see the signup sheet on the city's Facebook page. The Finance Committee will be meeting on November 15th.

f. Council Member Malkovich

Minutes:

Council Member Malkovich indicated she is desperately in need of volunteers who are willing to help with the Communication Committee.

g. Council Member Pratt

Minutes:

No report.

h. Mayor Winder

Minutes:

Mayor Winder mentioned Marci Brown had given the city her notice, and the city

is looking to hire a new deputy recorder. If anyone is interested, please get in touch with the city recorder.

16. Possible Items for Upcoming City Council Meetings

Minutes:

Council Member Malkovich mentioned Kenny Sang Construction was awarded the contract for Salem Parkway which will connect to I-15, and the project is slated to start in a few weeks.

Mayor Winder closed the work session at 8:55 p.m.

Adjourn

City Council Meeting

17. Call to Order- Mayor Brent Winder

Minutes:

Mayor Winder called the meeting to order at 9:02 p.m.

18. Pledge of Allegiance- Council Member Malkovich

19. Invocation-Council Member Kynaston

Public Comment

20. Public Comment

Minutes:

Aaron Gilbert- Asked the council to consider not doing away with the roosters as roosters may be needed if there is a long-term food shortage.

Consent Agenda

21. City Council Minutes from October 11, 2022 City Council Meeting

Minutes:

Motion: Council Member Hillyard moved to approve the minutes of the October 11, 2022, City Council Meeting.

Second: Council Member Pratt seconded the motion.

Vote: Motion approved.

22. August 2022 Financials

Minutes:

Tabled.

23. September 2022 Financials

Minutes:

Tabled.

Business and Discussion

24. Decision: Retracting Community Watch Committee Policy and Procedure 2022-02

Minutes:

Motion: Council Member Malkovich moved to retract the Community Watch Policy and Procedures adopted by the council at the October 11, 2022, city council meeting.

Second: Council Member Lunt seconded the motion.

Vote: Motion passed unanimously.

25. Decision: Resolution 2022-29 Support for the Growth and Prosperity Compact of Utah Valley

Minutes:

Motion: Council Member Malkovich motioned to adopt Resolution 2022-29.

Second: Council Member Lunt seconded the motion.

Discussion: Council Member Pratt appreciated having the opportunity to review the information from Valley Visioning. He feels there are several ideas on how to handle growth, but the one thing he did notice is that there was not a mayor from a small town serving on the committee. Council Member Malkovich's statement in the resolution that "it is not mandatory" was important to her. There are high-growth areas in the county, with 80% coming from families already living there.

Vote: Motion passed unanimously.

26. Decision: Resolution 2022-30 Approving August 2022 Check Disbursements

Minutes:

Tabled.

27. Decision: Resolution 2022-31 Approving September 2022 Check Disbursements

Minutes:

Tabled.

28. Decision: Ordinance 2022-31 Amending City Code 5-6A-6B- "No swine, male goats, or roosters will be permitted."

Minutes:

Motion: Council Member Pratt motioned to adopt Ordinance 2022-31.

Second: Council Member Kynaston seconded the motion.

Vote: Motion passed unanimously.

29. Decision: Ordinance 2022-32 Amending 10-4-5 (D) Required Drawings and Information

Minutes:

Motion: Council Member Malkovich motioned to adopt Ordinance 2022-32.

Second: Council Member Pratt seconded the motion.

Vote: Motion passed unanimously.

30. Decision: Agreement 2022-04 EMS Contract

Minutes:

Motion: Council Member Kynaston moved to authorize the Mayor to sign the EMS Contract.

Second: Council Member Hillyard seconded the motion.

Vote: Motion passed unanimously.

31. Decision: Adopting a Grant Management Policy and Procedures (2022-05)

Minutes:

Removed from agenda.

32. Decision: Approval of Sewer Impact Fee Study- Loafer Drive

Minutes:

Motion: Council Member Pratt moved to approve the Mayor to sign the Sewer Impact Fee Study Contract.

Second: Council Member Hillyard seconded the motion.

Vote: Motion passed unanimously.

33. Decision: Approval of Increase in Contract Price for Type III and Type I Fire Truck (Original purchase approved at October 12, 2021, City Council Meeting)

Minutes:

Motion: Council Member Kynaston moved to approve the increase to the Type III/Type I truck with a cost not to exceed \$470,000.

Second: Council Member Hillyard seconded the motion.

Vote: Motion passed unanimously.

Closed Session (If Needed)

An open meeting can be closed for the following purposes:

- Discussing an individual's character, professional competence, or physical or mental health
- Strategy sessions to discuss collective bargaining
- Strategy sessions to discuss pending or reasonably imminent litigation
- Discussions regarding security personnel, devices, or systems
- Investigative proceedings regarding allegations of criminal misconduct

34. Closed Session

Minutes:

Motion: Council Member Malkovich motioned to move into a Closed Session at 9:15 p.m.

Second: Council Member Hillyard seconded the motion.

Vote: Motion passed with a unanimous roll call vote

35. Motion to Adjourn

Minutes:

Motion: Council Member Hillyard motioned to move back to the city council meeting and adjourn.

Second: Council Member Pratt seconded the motion

Vote: The meeting was adjourned at 9:30 p.m.

Adjourn

| Minutes published on 11/08/2022, adopted on 11/08/2022