

WOODLAND HILLS CITY COUNCIL
PUBLIC HEARING, WORK SESSION, AND CITY COUNCIL MEETING
MINUTES
May 26, 2026

The Woodland Hills City Council held a Public Hearing, followed by a Work Session and City Council Meeting, on Tuesday, May 26, 2026, beginning at 6:00 p.m. at the Woodland Hills City Center, 690 South Woodland Hills Drive, Woodland Hills, Utah.

Attendance

Present: Mayor Benjamin Hillyard, Council Member Janet Lunt, Council Member Steve Johns, and Council Member Dan Roden. Council Member Kari Malkovich joined shortly after the meeting began and participated in the Work Session and City Council Meeting

Staff Present: Community Development Director/Fire Chief Ted Mickelsen; Recorder Jody Stones; Wayne Frandsen, Code Enforcement Officer and Planning Commission Chair; and other staff as noted in the record.

Electronically: Council Member Brian Hutchings participated electronically. Council Member Kari Malkovich joined electronically shortly after the meeting began and participated in the Work Session and City Council Meeting.

PUBLIC HEARING

Time Opened: 6:00 p.m.

Mayor Hillyard opened the public hearing portion of the meeting and stated that the hearings were held to receive public input on the matters noticed for the May 26, 2026, agenda.

1. Sales and Franchise Tax Revenue Bonds

Mayor Hillyard opened the public hearing regarding the proposed issuance of the Woodland Hills City Sales and Franchise Tax Revenue Bonds, Series 2026, in the principal amount of not to exceed \$1,400,000, in one or more series.

Mayor Hillyard stated that, pursuant to the Local Government Bonding Act, Title 11, Chapter 14, Utah Code Annotated 1953, as amended, notice of the public hearing regarding the proposed bonds had been provided as required by law. The notice was posted as a Class A notice under Section 63G-30-102, Utah Code Annotated 1953, as amended, including posting on the Utah Public Notice Website, the City's official website, and at the Woodland Hills City Center, located at 690 South Woodland Hills Drive. The notice was also published in accordance with Section 45-1-101, Utah Code Annotated 1953, as amended, not less than fourteen days prior to the public hearing.

Mayor Hillyard invited members of the public to provide comments regarding the proposed issuance of the bonds and any potential economic impact that the project financed with bond proceeds may have on the private sector.

No public comment was received.

Mayor Hillyard closed this public hearing item.

2. Proposed 2026-2027 Fiscal Year Budget

Mayor Hillyard opened the public hearing regarding the proposed 2026-2027 fiscal year budget and invited public comment. No public comment was received. Mayor Hillyard closed the public hearing.

Time Closed: 6:06 p.m.

WORK SESSION

Mayor Hillyard opened the Work Session. The City Council discussed agenda items and received informational presentations. No formal action was taken during the Work Session.

Attendance

Present: Mayor Benjamin Hillyard, Council Member Janet Lunt, Council Member Steve Johns, Council Member Kari Malkovich, and Council Member Dan Roden.

Staff Present: Community Development Director/Fire Chief Ted Mickelsen; Recorder Jody Stones; Wayne Frandsen, Code Enforcement Officer and Planning Commission Chair; Emergency Manager Aaron Gilbert; and other staff as noted in the record.

Electronically: Council Member Brian Hutchings participated electronically.

3. Discussion of the Proposed 2026-2027 Fiscal Year Budget

Mayor Hillyard stated that the proposed budget had not changed substantially since the prior meeting, except that the pickleball court grant award and the City's required matching contribution had been added to the proposed fiscal year 2027 budget. Council Member Johns indicated he had not been present for the prior budget discussion and asked whether anything had been circulated. Mayor Hillyard noted that the budget he had previously presented at the May 12th City Council Work Session did not account for the pickleball court grant the city received. No additional questions were raised during this Work Session item.

4. Discussion of the Proposed Strategic Plan

Mayor Hillyard reviewed the proposed strategic plan materials and asked Council Member Malkovich to take several comments back to the Community Development Committee and the consultant. He noted that the city had received a billing statement for the strategic plan and asked whether the city would receive anything beyond the one-page document and matrix. Council Member Malkovich stated that unless the council made further changes, she did not expect any additional materials.

Mayor Hillyard proposed adding language clarifying that implementation of the document was subject to the discretion of the current legislative body, the budget process, and the executive branch, so the plan would not appear to bind current or future elected officials. He also proposed changing language, stating that projects "will" move forward and resources "will" be allocated to "may," to better reflect discretion and available resources.

Council Member Malkovich stated that the document was intended as a set of suggestions and short-term goals to be reviewed annually and updated accordingly, not as a binding document. She explained that the intent was to keep the General Plan as a living document and to help keep the city accountable to its goals.

Council Member Hutchings asked about the cost of the strategic plan and whether it had been included in the overall grant. Council Member Malkovich stated that the original grant covered both the General Plan update and

the strategic plan. Mayor Hillyard stated that the strategic plan line item showed approximately \$10,339.05 and was approximately 59% billed at that time.

Council Member Malkovich spoke with a company that began work before an RFP was issued.

Council Member Hutchings raised a point of order and questioned whether discussing the strategic plan was premature before the General Plan's formal adoption.

Council Member Roden asked whether the document called for implementation timelines or was simply a general statement.

Council Member Malkovich clarified that the one-page strategic plan was intended to accompany the General Plan in general terms, while more specific goals could be addressed internally after the General Plan was approved.

Mayor Hillyard summarized the process to date, noting that the council had reviewed the General Plan page by page and that the document had been sent back to the Planning Commission for a public hearing and recommendation. The goals in the strategic plan matrix were drawn from the General Plan chapters. He stated that the strategic plan would not be voted on that evening and would be presented with the General Plan.

Council Member Hutchings expressed concern that the matrix appeared to assign a large number of the tasks to staff and the council within short timeframes, and that the scope seemed larger than the available capacity.

Mayor Hillyard agreed that the document felt less refined than the General Plan and stated he hoped that the consultant would meet with all affected staff and elected officials before the document moved forward.

Council Member Malkovich stated she was under the impression that Daniel with Sunrise had already met with the mayor and staff and that it was written in a collaborative manner.

Ted Mickelsen explained that he had discussed the document with the consultant and felt it was a good starting point but needed additional work to become an implementable plan.

Mayor Hillyard noted that it appears they met only with Ted. He feels the General Plan has been well done but does not feel the Strategic Plan has much substance. Meeting with staff and him is required before proceeding.

Council Member Malkovich stated that the committee and consultant were scheduled to present the Strategic Plan to the council during the June 23rd City Council meeting.

No action was taken.

5. Discussion of Utah Wildland Fire Memorandum of Understanding between the Utah Division of Forestry, Fire, and State Land and Woodland Hills

Ted Mickelsen explained the difference between the city's cooperating agreement with the Utah Division of Forestry, Fire, and State Lands and the Memorandum of Understanding that the council is considering. He stated that the cooperating agreement concerned local wildfire mitigation obligations and state assistance for fires within municipal boundaries, while the MOU addressed the city's full-time wildland crew and its response to national- or state-coordinated events under the city's contract.

Chief Mickelsen explained that the city was required to complete annual mitigation work valued at approximately \$8,000 and that it typically exceeded that requirement. In return, if a fire occurred within the city boundaries and the state was called in to assist, the city would not be billed by the state under the cooperating agreement. He stated that the MOU outlined required equipment, apparatus, crew qualifications, response expectations, reimbursement procedures, and eligible costs for the wildland crew.

Mayor Hillyard acknowledged that he may have referred to the wrong agreement in a weekly video update and clarified that the MOU under discussion was the wildland crew MOU.

City Recorder Jody Stones asked whether the five-year term committed the city to maintaining a wildland fire program for five years. Mr. Mickelsen stated that it did not; if the city discontinued the program, the agreement would no longer apply, and if the program continued, the MOU would need to be renewed after five years. Mr. Mickelsen also stated that he would follow up with the resident who had emailed the council with their concerns about the MOU.

6. Discussion of CPR Contract for APP-Pickleball Grant

Ted Mickelsen reviewed the CPR contract for the APP pickleball grant. He stated that the city had been awarded approximately \$83,177.50 in grant funding and that the grant required a 50% match from the city. He explained that some in-kind work can be included, such as excavation valued at approximately \$9,000. He believes that, through budget savings, primarily from the unused snowplowing fund, the city can cover the remaining city match.

Council Member Lunt inquired whether Parks, Trails, and Recreation needed to raise additional funds for amenities not included in the grant, such as benches, donor bricks, or related improvements. Mr. Mickelsen stated that those additions could be considered separately and that the grant scope included engineering design, compacted road base, a post-tension concrete slab, acrylic surfacing, pickleball sleeves, nets, poles, fencing, lighting, a paved ADA path, and basketball standards.

Council Member Roden asked whether a rendering or site plan was available and whether the cost included surfacing, fencing, and related improvements. Mr. Mickelsen stated that a site plan was available and confirmed the grant scope. Council Member Roden inquired about potential lighting on timers. Council Member Lunt noted concerns from some neighbors about lighting.

Mr. Mickelsen stated that the city has 28 months to spend the funds and could begin engineering after the agreement was signed.

7. Discussion Phase 3 of the Waterline Project

Mayor Hillyard introduced the waterline discussion and stated that a recent break on Maple, along with problems with a pressure-reducing valve, has prompted a discussion about water infrastructure and how quickly the city may need to move forward with additional replacement work.

Ted Mickelsen presented information on the recent Maple-area waterline break. He explained that staff received a resident report of unusually high pressure, investigated pressure-reducing valves, discovered faulty valves in multiple PRV vaults, and repaired or rebuilt three valves before pressure stabilized. While staff were working in a vault, a waterline failed. Crews responded, excavated, repaired the leak that night, and restored water service. The following morning, the pipe cracked near the repaired area, confirming that the pipe was in poor condition..

Mr. Mickelsen explained that the affected waterlines were approximately 50 years old. The pipes are six-inch ductile iron lines, whereas current minimum standards require eight-inch lines. They had corrosion and

installation issues, including a lack of bedding and rocks around the pipe. He stated that similar issues had occurred during prior waterline replacement work and that the remaining original system included areas such as Maple, East Valley View, Lakeview, Highline, Sky Lake, Mountain Vale, Schoolhouse, Settlement, and Homestead.

Mr. Mickelsen estimated the cost to replace the remaining old waterlines and related roads at roughly \$6 million to \$6.5 million, or about \$5 million if roads are excluded. These estimates are based on planning-level data and include a contingency. He reviewed community project funding requests submitted through Congressman Burgess Owens' office, which included a larger request of \$2.4 million with a \$750,000 city match, a middle request of \$1.5 million with a \$750,000 city match, and a smaller request of \$1 million with a \$500,000 city match. He noted that the city ranked fourth out of twenty projects and expects to receive some funding, though the exact amount remains unknown.

Mr. Mickelsen reviewed potential State Division of Drinking Water financing scenarios, including loan and grant considerations, the affordable water bill calculation, and the fact that water projects must be funded through the water enterprise fund rather than the general fund. He stated that the City's median adjusted gross income and current average water bill were close to the state's affordability threshold and that any state loan or grant scenario could require water rate adjustments. He noted that cutting general fund expenses, salaries, road funds, parks, or pickleball-related costs would not fund water infrastructure because the water system must be funded through water revenues.

Council Member Johns inquired if the city is performing a useful life analysis and allocating reserves to prevent future residents from bearing the entire replacement costs. Mr. Mickelsen responded that the city has been depreciating the water system and setting aside funds accordingly. Mayor Hillyard pointed out that the proposed 2026-2027 budget includes \$247,396 allocated for depreciation and reserves. Council Member Malkovich highlighted the need to balance maintaining adequate capital reserves with preventing the unjustified buildup of taxpayer funds.

Mr. Mickelsen mentioned that the Division of Drinking Water's funding application pause will end on July 1. The city might consider applying, depending on the timing of the Burgess Owens funding decision. Council Member Hutchings inquired about the PRV survey and whether the missing gauges and valve issues required further follow-up. Mr. Mickelsen explained that the survey found missing gauges in the vault, and staff have been addressing the issues identified. Council Member Lunt emphasized the importance of educating homeowners about maintaining their household PRVs, possibly through a video explaining that residential PRVs typically last around ten years.

8. April 2026 Financials, Check Disbursements

Mayor Hillyard inquired if the Council had any questions about the April 2026 financial and check disbursements. Council Member Hutchings mentioned that Jody Stones had previously sent information, and everything appeared in order. No further questions were posed during the Work Session discussion.

9. Discussion of Request for Woodland Hills City to Vacate a Portion(s) of a Road

Ted Mickelsen discussed a city right-of-way previously linked to South Loafer. He noted that South Loafer was initially designed to connect with Bear Hollow. However, when Summit Creek completed South Loafer as a private road, they did not develop the final 150-foot section, leaving a 56-foot-wide City right-of-way between lots on Bear Hollow. Mickelsen explained that the City has no practical use for this property and that Summit Creek has inquired about the possibility of purchasing it for access to their development lots.

Mr. Mickelsen stated that initial valuation research estimated the property's value at \$20,000 to \$30,000, with a focus on \$25,000. He explained that the valuation approach differed from that of a standard residential lot because it is a right-of-way instead of an approved building site. He also noted that any surplus property exceeding \$20,000 would require council approval. Wayne Frandsen pointed out that additional factors, such as frontage and access, would need to be discussed.

Bucky Gay, the developer of Summit Creek, mentioned that the access would facilitate access to specific lots and is likely to be a shared driveway, potentially owned by the HOA, with recorded easements for the lots. Council Member Malkovich inquired if this involved a vacation or a sale. Mayor Hillyard explained that since the property appears as road right-of-way on the county plat, the city must proceed with a vacation and sale process, which includes holding a public hearing.

Council Member Hutchings stated he had no objection to staff continuing to review the request but stressed the importance of ensuring compliance with new state laws on property sales, like House Bill 535. Mayor Hillyard mentioned that staff have been working with legal counsel to ensure compliance with all legal obligations.

10. Update on City Grants: Ted Mickelsen

Ted Mickelsen provided an update on city grants. He stated that the city had not yet heard back on the Burgess Owens waterline funding request and expected to hear shortly on the MAG trail grant. He explained that the city submitted a request for approximately \$2.9 million in MAG funding to construct a trail section from the roundabout to the city building, based on the recent trail study done by WGC.

11. Department Reports

Community Development/Public Works/Fire Department: Ted Mickelsen reported that the city's full-time wildland fire crew was available to respond to fires nationwide. When not deployed, the crew would work on mitigation in the city, including chipping and cutting tall grass along rights-of-way and city properties. He stated that county chipping crews were expected to finish roadside chipping by the end of the week and would check for missed piles before leaving. If any piles were missed, the city could use the state-loaned chipper to follow up. Additionally, he reported that phase 3 of the road project was likely to begin in July and that the county had completed a new roundabout design, with bid documents being prepared. The council discussed detour impacts, possible landscaping for the roundabout, the existing flagpole, and the potential purchase of new city signage.

Planning Commission and Code Enforcement: Wayne Frandsen reported that the city had received several citizen complaints about a builder and that the complaints warranted fines. He clarified that builders may perform quiet interior work on Sundays if the noise level remains acceptable to neighbors, but heavy equipment, nail guns, and similar exterior noise were not allowed under City Code. He stated that the May Planning Commission meeting had been canceled due to a lack of a quorum and that a public hearing on the General Plan was scheduled for June.

Emergency Management: Aaron Gilbert mentioned that planning is underway for the emergency fire drill scheduled for June 20. He explained that the city will collaborate with the Red Cross, which will offer in-home fire alarm support and distribute free bug-out backpacks to families involved in external fire mitigation efforts. Block captains will attend morning training at the City Center and help conduct exterior walk-arounds under the guidance of the Red Cross. The emergency operations center exercise will start at the City Center and then move to the county mobile command vehicle. Additionally, Mr. Gilbert reported attending a county emergency manager meeting about wildfire, where county fire officials praised Woodland Hills' mitigation initiatives.

911 Special Service District: Dorel Kynaston participated electronically but had nothing to report.

12. Mayor and City Council Reports

Personnel and Legal Updates: Mayor Hillyard praised the staff for their excellent work, including on the recent waterline issues, and expressed gratitude to the waterline contractors. He also mentioned that there was no legal update for the open meeting.

Planning Commission: Council Member Hutchings stated that, as Wayne Frandsen had reported, the Planning Commission meeting had been canceled and that he had nothing further to report.

Public Safety: Council Member Johns had nothing to report.

Parks, Trails, and Recreation and Financial Committees, Events, and Communication: Council Member Lunt mentioned that PTR discussed the pickleball grant and was creating a priority list for parks and trails, including restrooms, ADA access, and a potential small amphitheater or concrete pad near the pavilion. She noted that the Finance Committee reviewed budget figures and that newsletter articles are still needed. Additionally, she reported on the upcoming America 250 event, scheduled for Sunday, July 5, at 6:00 p.m. in the park. The event will be a potluck dinner with the city providing hot dogs and homemade root beer. Residents are encouraged to bring a side dish to share and their camp chairs. Dennis Lisonbee is assisting in organizing the music, and President Averett of the local LDS church has expressed support. Council Member Roden will help distribute final information to LDS wards and bishops. A Signup Genius will be used to encourage side-dish contributions while allowing residents to attend and bring whatever they like.

Community Development: Council Member Malkovich stated that the Strategic Plan Committee was scheduled to present to the council on June 23rd and that additional details would likely be available by then.

IT Communication Options: Council Member Roden reported that he had been assisting Council Member Lunt with America 250 and had sent ideas regarding the temporary mailbox container. He discussed using community input and ideas to decorate or paint the temporary container near the City Center so that it looked more intentional and patriotic while serving as the temporary mailbox facility. Mayor Hillyard stated that he would send out more specific information requesting input.

13. Items for Upcoming City Council Meetings

Wayne Frandsen suggested that the America 250 event could include a printed program recognizing veterans or individuals connected to city families who had served or given their lives in military service. Council Member Malkovich also mentioned the idea of a patriotic dessert contest, while Council Member Lunt and Council Member Roden expressed the desire to keep the event simple and welcoming. Mayor Hillyard asked Recorder Jody Stones to add America 250 to the next City Council agenda for continued updates.

Mayor Hillyard closed the Work Session at approximately 7:40 p.m. and stated that the Council would resume at 7:45 p.m.

CITY COUNCIL MEETING

Present: Mayor Benjamin Hillyard, Council Member Janet Lunt, Council Member Steve Johns, Council Member Kari Malkovich, and Council Member Dan Roden.

Staff Present: Community Development Director/Fire Chief Ted Mickelsen; Recorder Jody Stones; Wayne Frandsen, Code Enforcement Officer and Planning Commission Chair; Emergency Manager Aaron Gilbert; and other staff as noted in the record.

Electronically: Council Member Brian Hutchings participated electronically.

14. Call to Order

Mayor Hillyard called the City Council Meeting to order at approximately 7:47 p.m.

15. Invocation

Council Member Johns offered the invocation.

16. Pledge of Allegiance

Council Member Roden led the Pledge of Allegiance.

17. Public Comment

Mayor Hillyard opened the public comment period. He noted that comments should be limited to two minutes or less and stated that only in-person comments would be included in the official record.

David Spencer stated that he lived in Orem and was running for Utah County Commissioner. He discussed his prior service on the Orem City Council, stated that county commissioners should be more accessible to cities and citizens, and said Utah County needed to work together to seek state funding and better understand the county's role. Council Member Malkovich asked about his position on the county sheriff, jail, and public safety budget. Mr. Spencer stated that public safety was a top priority, that he supported police and fire, and that efficiencies should be found without undermining the sheriff or jail.

Sherry Burger commented on the roundabout. She asked whether the county could provide the city with the funds it planned to spend on roundabout improvements, so the city could install improvements consistent with resident preferences and the Three Bridges improvements. She also asked about the tall light near the mailboxes and whether it could be removed as part of the project.

Diana Sackett participated electronically and complimented the mayor and council.

Dorel Kynaston participated electronically and stated that he was listening and had nothing to add.

Mayor Hillyard closed the public comment period.

Business and Discussion

18. Motion for the Mayor to sign the Utah Wildland Fire Memorandum of Understanding between the Utah Division of Forestry, Fire, and State Land and Woodland Hills

Motion: Council Member Hutchings moved to authorize the mayor to sign the Utah Wildland Fire Memorandum of Understanding between the Utah Division of Forestry, Fire, and State Lands and Woodland Hills.

Second: Council Member Malkovich seconded the motion.

Vote: The motion passed unanimously by roll call vote. Council Members Lunt, Roden, Hutchings, Johns, and Malkovich voted yes.

19. Motion for the Mayor to sign the CPR Contract for APP-Pickleball Court

Motion: Council Member Lunt moved to authorize the mayor to sign the CPR contract for the APP pickleball court grant.

Second: Council Member Johns seconded the motion.

Vote: The motion passed unanimously by roll call vote. Council Members Johns, Hutchings, Lunt, Roden, and Malkovich voted yes.

20. Motion to Approve the April 2026 Financials and Check Disbursements

Motion: Council Member Johns moved to approve the April 2026 financials and check disbursements.

Second: Council Member Roden seconded the motion.

Vote: The motion passed unanimously by roll call vote. Council Members Johns, Lunt, Hutchings, Malkovich, and Roden voted yes.

21. Resolution 2026-38 Adopting the 2026-2027 Fiscal Year Budget

Council Member Johns stated that he had not been able to participate in the final budget discussion at the prior meeting and asked about the proposed increase in mayor and council compensation. Mayor Hillyard stated that the total compensation number was approximately \$25,200 and clarified that the increase was less than initially described in the discussion. Council Member Lunt stated that the compensation remained a stipend and that elected officials were not serving for the pay, but the stipend helped avoid requiring future candidates to personally subsidize service. Mayor Hillyard stated that compensation had not changed in many years and that there was a reasonable argument to at least account for inflation and expenses.

Staff noted that a public hearing regarding compensation has been scheduled for June 9th.

Council Member Johns stated that he wanted to avoid the appearance of a self-serving approval. Council Member Hutchings stated that he supported an increase for the mayor because the executive role had become increasingly demanding, but he did not support increasing council wages. He stated he would not oppose the budget on that issue because he supported the rest of it.

Council Member Malkovich stated that compensation should not be an incentive to run for office, but the lack of compensation should not deter good people from serving.

Council Member Johns asked budget questions about administrative salaries and wages, the impact of the finance director transition, increases in city repairs, and the PTR budget. Mayor Hillyard explained that wage lines previously spread across several general fund areas had been consolidated, that the budget still reflected savings after staffing changes and pay adjustments, and that the city repair line included items such as rekeying, interior painting, landscaping, flooring, refrigerator replacement, HVAC work, protective glass, and exterior wall and OSB repairs. Mayor Hillyard stated that the PTR budget included the pickleball court grant match.

Motion: Council Member Johns moved to approve Resolution 2026-38 adopting the 2026-2027 fiscal year budget.

Second: Council Member Malkovich seconded the motion.

Vote: The motion passed unanimously by roll call vote. Council Members Hutchings, Lunt, Malkovich, Johns, and Roden voted yes.

Closed Session

The City Council considered whether to temporarily recess the regular meeting and convene in a closed session for one or more purposes permitted under Utah Code Annotated Section 52-4-205, including pending or reasonably imminent litigation; the purchase, exchange, or lease of real property or water; security or safety; or discussion of the character, professional competence, or physical or mental health of an individual.

Motion to Enter Closed Session: Council Member Malkovich moved to enter closed session to discuss potential legal issues.

Seconded by: Council Member Lunt.

Roll Call Vote: The motion passed unanimously. Council Members Malkovich, Johns, Hutchings, Roden, and Lunt voted yes.

Time Entered Closed Session: 8:12 p.m.

Closed Session Attendees: Mayor Benjamin Hillyard; Council Member Janet Lunt; Council Member Steve Johns; Council Member Kari Malkovich; Council Member Dan Roden; Council Member Brian Hutchings electronically; and staff as directed by the Mayor and Council.

Time Returned to Open Meeting: 8:42 p.m.

Action Following Closed Session: No action was taken.

Adjournment

Motion to Adjourn: A motion was made by Council Member Malkovich to adjourn after the council returned from closed session.

The meeting was adjourned.

Time Adjourned: 8:42 p.m.

/s/

Jody Stones, City Recorder