**WOODLAND HILLS CITY COUNCIL**

**Work Session**

**Woodland Hills City Center, 690 South Woodland Hills Dr.**

**Tuesday, April 8, 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

Jody Stones, City Recorder

Wayne Frandsen, Code Enforcement and Planning Commission

Mayor Winder opened the work session at 6:01 p.m.

1. **Proposed Ordinance Amending the City Development and Construction Standards for Subdivisions 2.9.2: Requiring all existing properties or remodels exceeding 50% of the current residential floor space to connect to the city’s sewer system if the property line is within 300 feet of the city’s sewer system line: Chairman Frandsen**

Chairman Frandsen shared that he collaborated with the city's public works director to examine a state mandate concerning sewer system connections. State code stipulates that property owners within 300 feet of a main sewer line must connect to it.

This requirement is applicable to both new home constructions and remodels that expand square footage by 50% or greater. He clarified that the aim of the proposed ordinance is to mitigate the environmental effects of septic systems by ensuring more homes are linked to the sewer system.

Council Member Kynaston asked if the requirement necessitates connecting to the system upon selling a home. Ted Mickelsen clarified that the state does not mandate connection upon ownership change. However, if a septic system needed replacement and a permit was pulled, the county could require connection if the property was within 300 feet.

The council reviewed particular properties and their closeness to current sewer lines. It was confirmed that if a vacant parcel of land applies for a building permit and is within 300 feet of an existing sewer line, the contractor or homeowner must extend the sewer line from the main line to their residence, including the lateral line.

1. **Proposed Ordinance Amending Section 10-8-2 B of the City Code- Permitted Building Uses: Chairman Frandsen**

Chairman Frandsen stated that the proposed ordinance will extend to all residential zones, rather than being limited to just three specific ones. Additionally, it modifies the transient time period from 90 days to 30 days.

1. **Proposed Ordinance Amending Section 10-11-8 B. 1. J of the City Code -Fencing: Chairman Frandsen**

Chairman Frandsen noted that the suggested ordinance change would increase the allowable size of an 8-foot fence surrounding a garden area from 200 sq ft to 600 sq ft. Such fences are prohibited in the front setback and along the street frontage. The city would have the ability to waive the 600 sq ft limit for valid reasons.

Council Member Malkovich asked about existing gardens that may have been built in the front setback.

Chairman Frandsen assured her that existing fences around gardens that don't meet these new requirements would be "grandfathered."

1. **Proposed Ordinance Amending Section 10- 11- 8 B. 2. a of the City Code- Fencing Materials: Chairman Frandsen**

Chairman Frandsen indicated that the suggested change would permit the use of opaque building materials for fences to enhance security. Furthermore, the approving authority would have the ability to approve fence materials that are not specifically mentioned in the ordinance. Additionally, perimeter fences would be restricted to a maximum height of six feet.

1. **Proposed Ordinance Amending Section 10-11-8. B 6a and b of the City Code - Permit Requirements: Chairman Frandsen**

Chairman Frandsen stated that the suggested transition from the “planning commission” to “the city” aims to take into consideration the frequency of how often planning commission meetings are held. The planning commission thinks this change will allow the city to speed up permit processing.

1. **Proposed Ordinance Amending Section 10-11-8.C.(4) of the City Code -Fencing: Chairman Frandsen**

The proposed change would transfer the responsibility from the planning commission and replace it with an approving authority.

1. **Proposed Ordinance Amending Section 10-11-8.C.(8-10) of the City Code-Fencing: Chairman Frandsen**

Chairman Frandsen indicated that the suggested amendments aim to specify which parts of the ordinance relate to fence requirements. Additionally, it will permit barbed wire and uncoated chain link fencing solely in agricultural zones, and clarify that the setback measurement for a fence in the front area of a lot will refer to the "front plane of the residence" instead of merely the "front”, as this term gives greater clarity.

Resident Diana Sackett proposed that the council consider substituting the term “uncoated” chain link with “galvanized.”

1. **Proposed Ordinance Amending Section 10-15 of the City Code to include 10-15-5: Chairman Frandsen**

Chairman Frandsen explained the proposed amendment aims to clarify the distinction between business licenses and conditional use permits The hope is to clarify which type of license a resident needs.

1. **Proposed Ordinance Amending Section 10-11-8. B. 5 of the City Code- Sports Court: Chairman Frandsen**

Chairman Frandsen mentioned that his ordinance was returned to the planning commission after the council indicated a preference for the city to retain some oversight on residents building sports courts. The suggested ordinance specifies that a sports court must be permitted with a site plan and any other necessary information submitted for city approval. Additionally, the planning commission clarified that a sports court is a recreational space that may incorporate a fence to retain balls, but a fence is not mandatory. The site plan requirement aims to mitigate potential issues related to property lines and prevent encroachment on neighboring properties.

Council Member Lunt raised questions about the lighting of a sports court.

Chairman Frandsen indicated that lighting would be reviewed at the time when a site plan is submitted, and it would need to comply with the current city code.

Council Member Hillyard would like a category in the City Inspect software for sports courts.

1. **Interlocal Agreement with Utah County Election Office: City Recorder**

City Recorder Jody Stones presented the council with an Interlocal Agreement with Utah County for the 2025 municipal elections. She informed the council that the 2025 Municipal Election Declaration of Candidacy period will run from June 2 through June 6. She discussed with the council the options of traditional voting versus ranked-choice voting and fast-cast ballots, noting that several other recorders have raised questions about the legality and practicality of fast-cast ballots and potential misleading information from the county clerk.

1. **Large Purchase Requests**

Public Works Director Ted Mickelsen proposed that the city acquire a street sweeper attachment for the new loader at an estimated cost of approximately $11,500. This purchase aims to enhance street cleaning, particularly in areas lacking roadside ditches.

1. **Update on the Sale of Surplus Equipment**

The council discussed selling the Kubota tractor, an aging piece of equipment that is no longer needed due to a new loader. There was a discussion about selling a skid steer with tracks, which is primarily used at the salt shed. The council purchased the skid steer after having leased it for a number of years. Finance Director Chris Helvey noted the city may be able to sell it for more than it was purchased.

Council Member Hillyard expressed that while he loves a backup piece of equipment. He feels it makes sense to sell the skid steer.

1. **2026 Fiscal Budget Schedule**

Finance Director Chris Helvey announced that the Finance Committee will gather on the evening of April 9th to review the 2026 budget requests from different departments. He and the Mayor aim to present the budget to the council on the evening of April 22, 2025, followed by a budget retreat on May 27th.

1. **Grant Updates:**
2. Woodland Hills Culvert Project – Phase 1 FEMA-DR-4548-6R: Public Works Director Ted Mickelsen reported he submitted a request for a scope of work change due to culverts being out of the right of way. It has been submitted to FEMA.
3. Ready, Set, Go Grant – No updates were provided.
4. 2024 Utah County Recreation Grant – City Recorder Jody Stones reported receipts have been submitted to the county, and the city is waiting to be reimbursed.
5. 2025 Utah Outdoor Grant- No updates were provided.
6. MAG Trail Feasibility Grant- Public Works Director Ted Mickelsen reported that a kickoff meeting was held with the consulting firm, and they are working on gathering data.
7. **Department Reports**
8. Public Works: Public Works Director Ted Mickelsen conveyed the Maple Canyon well, which the city shares with Salem, has encountered further complications during the repair, Public Works Director Ted Mickelsen indicated that the Maple Canyon well, which the city shares with Salem, has encountered additional complications during the repair process, significantly increasing the estimated cost (now approximately $480,000). A temporary solution involving the Maple Court booster station pumps is being considered. Still, the city may need to encourage residents to conserve water if the repair cannot be completed in the next month or two. increasing the estimated cost significantly (now approximately $480,000). A temporary solution involving the Maple Court booster station pumps is being explored, but there may be a need for the city to encourage residents to conserve water if the repair cannot be made in the next month or two.
9. Fire Department: Chief Mickelsen reported that the wildland fire crew is back after spending three days traveling to North Carolina, one day on the fire, and three days traveling back. .
10. Code Enforcement: Wayne Frandsen mentioned that he is still working on some previous complaints, but has not encountered any new ones.
11. **Mayor and City Council Reports**
12. Mayor Winder: SESD, MAG/COG: Mayor Winder reported that he attended an SESD resource meeting. He believes it is worth noting that SESD is a Woodland Hills utility, and there should not be a sense of “us” versus “them. " He has found the board members to be mindful of costs.
13. Council Member Hillyard: Dry Creek Transfer Station: Council Member Hillyard had nothing new to report.
14. Council Member Hutchings
15. Mt. Nebo Water Association- Council Member Hutchings indicated that he is still waiting to review the minutes of the previously held Mt. Nebo Water Association Meeting and the South Utah Valley Municipal Water Board meetings. s.
16. South Utah Valley Municipal Water Association
17. Council Member Kynaston: Central Utah 911: Council Member Kynaston thanked the council for attending the Fire Department Appreciation Dinner. He added that the 911 Dispatch Center is always short-staffed; because of this, one major concern is the amount of overtime that must be paid. He mentioned the number of calls coming to the dispatch center from tourists at Little Sahara. The new radios continue to pose an issue for everyone, and Chief Mickelsen arranged for the fire department to deliver a meal to 911 dispatch during appreciation week in April.
18. Council Member Lunt: Council Member Lunt talked to the council about the history project in progress for Woodland Hills Days. The Maple Festival is scheduled for April 19th. There are concerns regarding potential snow and the wetness of the park's grass, which poses some concerns, and they would like the council to consider if the road could serve as a backup option.
19. Council Member Malkovich- South Utah Valley Animal Shelter: Council Member Malkovich had nothing to report.
20. **Items for Upcoming City Council Meetings**

Questions were raised concerning a tentative schedule for the budget process. Finance Director Chris Helvey noted that Wayne Fransen mentioned the need for a temporary budget hearing. After talking with a few other cities, Mr. Helvey believes one does not need to be held, but he will review the state code to ensure all the necessary processes are being followed.

The council agreed to aim for presenting the preliminary budget on April 22nd, with a public hearing tentatively scheduled for June 10th. A "budget retreat" (council meeting focused on the budget) is planned for May 27th.

Council Member Hutching asked to schedule a presentation about dark skies to be heard by the council from the Parks, Trails, and Recreation Committee. He proposed May 13th for this presentation.

**The work session was adjourned at 7:38 p.m.**

**WOODLAND HILLS CITY COUNCIL MEETING**

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STAFF PRESENT Ted Mickelsen, Public Works Dir./Fire Chief

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**CALL TO ORDER**

**18. Call to Order**: Mayor Winder called the meeting to order at 7:42 p.m..

**19. Invocation**: Council Member Lunt offered an invocation.

**20. Pledge of Allegiance**: Council Member Kynaston recited the Pledge of Allegiance.

**21. Public Comment**: Marcus Williams, with Salem Community Theater, introduced himself as a community advocate and shared information about the Hale Center Theater moving to the Do Terra Campus. Since the theater opened in January, it has given out 65000 tickets to schools and will continue to provide opportunities for residents. He presented the city with 50 vouchers for two tickets each to their current show, "Jersey Boys."

**CONSENT AGENDA**

**22. February 25, 2025 City Council Meeting Minutes**

**MOTION:** Council Member Hutchings moved to approve the consent agenda including the February 25, 2025 City Council Meeting Minutes, the March 11, 2025 City Council Meeting Minutes and funds disbursements in the amount of $339,509.50 payable to Panthera/Summit Creek for connection fees collected by the City for Four Seasons Plats A through D and the LDS Building at the intersection of Summit Creek Drive and 11200 SouthCity Council Meeting Minutes.

**SECOND**: The motion was seconded by Council Member Malkovich

**VOTE**: The motion was passed unanimously.

**23. March 11, 2025 City Council Meeting Minutes**

See the motion above.

**24. Fund Disbursements in the amount of fund disbursement in the amount of $339,509.50 payable to Panthera/Summit Creek for connection fees collected by the City for Four Seasons Plats A through D and the LDS Building at the intersection of Summit Creek Drive and 11200 South.**

See the motion above.

**BUSINESS AND DISCUSSION**

**25. Ordinance 2025-11 Amending the City Development and Construction Standards for Subdivisions 2.9.2: Requiring all existing properties or remodels exceeding 50% of the current residential floor space to connect to the city’s sewer system if the property line is within 300 feet of the city’s sewer system line**

**MOTION:** Council Member Hillyard moved to adopt Ordinance 2025-11.

**SECOND**: The motion was seconded by Council Member Malkovich.

**VOTE**: The motion passed unanimously with a roll call vote.

1. **Ordinance 2025-12 Amending Section 10-8-2 B of the City Code- Permitted Building Uses**

**MOTION:** Council Member Hutchings moved to adopt Ordinance 2025-12.

**SECOND**: The motion was seconded by Council Member Lunt.

**VOTE**: The motion passed unanimously with a roll call vote.

1. **Ordinance 2025-13 Amending Section 10-11-8 B. 1. J of the City Code -Fencing**

**MOTION:** Council Member Hillyard moved to adopt Ordinance 2025-13.

**SECOND**: The motion was seconded by Council Member Malkovich.

**VOTE**: The motion passed unanimously with a roll call vote.

1. **Ordinance 2025-14 Amending Section 10- 11- 8 B. 2. a of the City Code- Fencing Materials**

**MOTION:** Council Member Malkovich moved to adopt Ordinance 2025-14 with the change from not vinyl coated to galvanized steel.

**SECOND**: The motion was seconded by Council Member Lunt.

**VOTE**: The motion passed unanimously with a roll call vote.

1. **Ordinance 2025-15 Amending Section 10-11-8. B 6a and b of the City Code - Permit Requirements**

**MOTION:** Council Member Lunt moved to adopt Ordinance 2025-15.

**SECOND**: The motion was seconded by Council Member Malkovich.

**VOTE**: The motion passed unanimously with a roll call vote.

1. **Ordinance 2025-16 Amending Section 10-11-8.C.(4) of the City Code -Fencing**

**MOTION:** Council Member Kynaston moved to adopt Ordinance 2025-16.

**SECOND**: The motion was seconded by Council Member Hillyard.

**VOTE**: The motion passed unanimously with a roll call vote.

1. **Ordinance 2025-17 Amending Section 10-11-8.C.(8-10) of the City Code-Fencing**

**MOTION:** Council Member Hutchings moved to adopt Ordinance 2025-17.

**SECOND**: The motion was seconded by Council Member Lunt

**VOTE**: The motion passed unanimously with a roll call vote.

1. **Ordinance 2025-18 Amending Section 10-15 of the City Code to include 10-15-5**

**MOTION:** Council Member Malkovich moved to adopt Ordinance 2025-18.

**SECOND**: The motion was seconded by Council Member Hillyard

**VOTE**: The motion passed unanimously with a roll call vote.

1. **Ordinance 2025-19 Amending Section 10-11-8. B. 5 of the City Code- Sports Court**

**MOTION:** Council Member Lunt moved to adopt Ordinance 2025-19.

**SECOND**: The motion was seconded by Council Member Kynaston.

**VOTE**: The motion passed unanimously with a roll call vote.

1. **Interlocal Agreement with Utah County Municipal Election**

**MOTION:** Council Member Hutchings moved to authorize the mayor to sign the Interlocal Agreement with Utah County for the 2025 Municipal Election and the city not to participate in RCV of fast-cast balloting.

**SECOND**: The motion was seconded by Council Member Kynaston.

**VOTE**: The motion passed unanimously.

1. **Large Purchase Requests and Sale of Surplus Equipment**

**MOTION:** Council Member Malkovich moved to approve the sale of the skid steer and Kubota and the purchase of the street sweeper.

**SECOND**: The motion was seconded by Council Member Hillyard.

**VOTE**: The motion passed unanimously.

**MOTION:** Council Member Lunt motioned for the council to move into a closed session to discuss pending litigation at 7:57 p.m.

**SECOND**: The motion was seconded by Council Member Hillyard.

**VOTE**: The motion passed unanimously with a roll call vote.

**CLOSED SESSION**

The purpose of the closed session was to discuss pending litigation. Those in attendance at the meeting included Mayor Winder, Council Member Hillyard, Council Member Hutchings, Council Member Kynaston, Council Member Lunt, and Council Member Malkovich. Additionally, Ted Mickelsen, Wayne Frandsen, Chris Helvey, and Jody Stones were present.

**MOTION:** Council Member Hutchings moved to adjourn the closed session and return to the city council meeting.

**SECOND**: The motion was seconded by Council Member Malkovich.

**VOTE**: The motion passed unanimously with a roll call vote.

The closed session was adjourned at 8:20 p.m.

**ADJOURN**

**MOTION:** Council Member Malkovich moved to adjourn the meeting.

**SECOND**: The motion was seconded by Council Member Kynaston.

**VOTE**: The motion passed unanimously.

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The meeting was adjourned at 8:21 p.m.

/s/

Jody Stones, City Recorder